



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Notice to Service Providers/Suppliers

Compulsory use of NUST Official Purchase Order for all Procurement of Goods, Services and Works

Namibia University of Science and Technology (NUST) hereby notifies all its service providers/suppliers to only deliver goods, services and works after having been issued with an official and valid NUST Purchase Order (PO).

The PO effects a contractual relationship between the service provider and the procuring entity, i.e., NUST, under which the rights and obligations of the parties are governed by the Public Procurement Act, 15 [Act No. 15 of 2015]. This will ensure the protection of both parties as NUST will only pay for goods, services, and works received when they have been properly authorised in accordance with the relevant Institutional policies. Applying this means that NUST will not be able to pay invoices received without a duly authorised purchase order.

To avoid unnecessary delays of payment, the supplier should provide goods/services/works to the University **ONLY** when issued with a valid PO. **NO** other intent from the University would suffice. No service provider should under any circumstances, accept a verbal instruction from the University official.

Enquiries

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