



REQUEST FOR PROPOSAL (RFP)

PROCUREMENT MANAGEMENT UNIT (PMU)

Pursuant with Section 28(1)(a) of the Public Procurement Act, 15 (Act No.15 of 2015), Namibia University of Science and Technology (NUST) invites registered and reputable 100% Namibian-owned Risk Assessment companies to submit their best proposals for **the development of an integrated development preparedness and response plan, including training, fire drills, and vulnerability assessment services for NUST.**

DESCRIPTION OF THE BID:	The Provision of Consultancy Services for the Development of an Integrated Emergency Preparedness And Response Plan, including Training, Fire Drills And Vulnerability Assessment Services for NUST.
PROCUREMENT REFERENCE NO:	SC/RFP/NUST - 009/2023
BID DOCUMENTS: (Sealed envelope marked as per instructions in the bid document)	Interested eligible Bidders may download a complete set of bidding documents in English from the NUST website at www.nust.na under the Procurement tab. Kindly ensure you download the correct bid document.
DATE OF ISSUE:	Friday, 12 May 2023
CLOSING DATE AND TIME:	Monday, 26 June 2023 at 12:00
LEVY:	FREE
CLARIFICATIONS (Strictly by email):	All requests for clarifications should be addressed to bidbox@nust.na and reach NUST before 07 June 2023. <i>Late requests will NOT be responded to.</i>
SUBMISSION OF BIDS:	Bids must be enclosed in an envelope (clearly marked as indicated in Instruction to Bidder) and delivered at the following address: Namibia University of Science and Technology, 13 Jackson Kaujeua Street, Bid Box, Administration Building, First Floor, Windhoek West <i>Companies must register their bid submission in the registry book available at the Foyer upon bid delivery.</i>
NATIONAL PREFERENCE	Service providers within the following categories are encouraged to submit bids: <ul style="list-style-type: none">• Small and Medium Enterprises (SME)• Previously Disadvantaged Women• Youth• People with Disabilities
BID OPENING:	Bids will be opened in the presence of the bidders who choose to attend at the Namibia University of Science and Technology, 13 Jackson Kaujeua Street, Windhoek West, Elizabeth Haus on Monday, 26 June 2023, immediately after closing.

ELECTRONIC BIDDING WILL NOT BE PERMITTED. LATE BIDS WILL BE REJECTED AND RETURNED UNOPENED

Enquiries

Procurement Management Unit

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www.nust.na