



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

Procurement Management
Unit



REQUEST FOR SEALED QUOTATIONS FOR THE PROVISION OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES

The Namibia University of Science and Technology (NUST), according to Section 32 (1) (b) of the Public Procurement Act, 15 [Act No 15 of 2015], is inviting bids from registered and reputable Namibian-owned companies to submit their best quotations for the **Request for sealed quotations for the provision of videography and photography services.**

DESCRIPTION OF THE BID:	Request for sealed quotations for the provision of videography and photography services to the Namibia University of Science and Technology (NUST)
PROCUREMENT REFERENCE NO:	NCS/RFQ/NUST - 001/2025
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. <i>Kindly ensure you download the correct bid document.</i>
DATE OF ISSUE:	Friday, 14 February 2025
CLOSING DATE AND TIME:	Friday, 7 March 2025 at 12h00
LEVY:	Free
CLARIFICATIONS (Strictly by email):	All requests for clarifications should be addressed to bidbox@nust.na
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 Service providers must indicate the company names on the reverse side of the envelope. <i>Upon bid delivery, companies are requested to register their bid submission in the registry book available at the Foyer.</i>
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 Friday, 07 March 2025 , immediately after closing.

Enquiries:

Procurement Management Unit
E: bidbox@nust.na
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