



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**Office of the Bursar**

Procurement Management  
Unit

## REQUEST FOR PROPOSAL

Namibia University of Science and Technology (NUST) hereby invites qualified and experienced suppliers to submit their proposals for the **provision of Debt Collection Services for three (3) years.**

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| <b>DESCRIPTION OF THE BID:</b>  | <b>Request for proposals for the provision of Debt Collection Services for three (3) years.</b>   |
| <b>PROCUREMENT REFERENCE NO:</b>  | <b>CS/RFP/NUST - 017/2025</b>   |
| <b>BIDDING DOCUMENTS:</b>   | Interested eligible Bidders may download a complete set of bidding documents in English from the NUST website at <a href="http://www.nust.na">www.nust.na</a> under the Procurement tab and E-GP portal.  |
| <b>DATE OF ISSUE:</b>   | 12 September 2025   |
| <b>CLOSING DATE AND TIME:</b>   | 03 October 2025 at 12h00  |
| <b>LEVY:</b>  | <b>FREE</b>   |
| <b>CLARIFICATIONS (Strictly by email):</b>  | All requests for clarification should be addressed to <a href="mailto:bidbox@nust.na">bidbox@nust.na</a>  |
| <b>SUBMISSION OF BIDS:</b>  | <p>Bids must be enclosed in an envelope (clearly marked as indicated in Instruction to Bidder) and delivered at the following address:</p> <p><b>Namibia University of Science and Technology</b><br/><b>13 Jackson Kaujeua Street</b><br/><b>Bid Box</b><br/><b>Administration Building, First Floor</b><br/><b>Windhoek West</b></p> <p>Companies must register their bid submission in the registry book available at the Foyer upon bid delivery.</p> |
| <b>BID OPENING:</b>   | 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, E-Haus, on <b>Friday, 03 October 2025, immediately after closing.</b>  |
| <b>ELECTRONIC BIDDING WILL NOT BE PERMITTED. LATE BIDS WILL BE REJECTED AND RETURNED UNOPENED</b> |   |

**Enquiries**

**Procurement Management Unit**

T: +264 61 207 2020

E: [bidbox@nust.na](mailto:bidbox@nust.na)

[www.nust.na](http://www.nust.na)