



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**Office of the Bursar**

Procurement Management  
Unit



## REQUEST FOR SEALED QUOTATIONS (GOODS)

**FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF VARIOUS BRANDED CORPORATE AND PROMOTIONAL ITEMS TO THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) CORPORATE STORE FOR THREE (3) YEARS ON A NEED-BASIS**

Bids are hereby invited through Request for Sealed Quotations as per Section 31 (2) (a) of the Public Procurement Act, 15 of 2015. The request for quotations is open to entities owned by Namibian Citizens or incorporated in Namibia.

<b>DESCRIPTION OF Services</b>	<b>Request for Sealed Quotations for the appointment of a panel of service providers for the supply and delivery of various branded corporate and promotional items for the Namibia University of Science and Technology (NUST) Corporate Store for three (3) years on a need basis</b>
<b>PROCUREMENT REFERENCE NO:</b>	<b>G/RFQ/NUST- 005/2026</b>
<b>BID DOCUMENTS:</b> (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 <a href="http://www.nust.na">www.nust.na</a> under the Procurement tab.  <i>Kindly ensure you download the correct bid document..</i>
<b>DATE OF ISSUE:</b>	Thursday, 02 April 2026
<b>CLOSING DATE AND TIME:</b>	Tuesday, 21 April 2026 at 12h00
<b>LEVY:</b>	Free
<b>SAMPLE</b>	Shortlisted bidders will be required to submit sample products at no cost to NUST.
<b>CLARIFICATIONS (Strictly by email):</b>	All requests for clarifications should be addressed to <a href="mailto:bidbox@nust.na">bidbox@nust.na</a>
<b>SUBMISSION OF BIDS:</b>	Bids must be enclosed in an envelope (clearly marked as indicated in Instruction to Bidder) and delivered at the following address:  <b>Namibia University of Science and Technology</b> <b>13 Jackson Kaujeua Street</b> <b>Bid Box</b> <b>Administration Building, First Floor</b> <b>Windhoek West</b>  Service providers must indicate the <b>company names</b> on the reverse side of the envelope.
<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, on Tuesday, 21 April 2026, immediately after closing.

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

**Enquiries**

**Procurement Management Unit**

T: +264 61 207 2020

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

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