



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

**Procurement Management
Unit**

REQUEST FOR SEALED QUOTATIONS (RFQ)

The Namibia University of Science and Technology (NUST) invites registered and reputable Namibian-owned companies to indicate their interest in participating in the Request for Sealed Quotations as per Section 32 (1) (a) of the Public Procurement Act, 15 of 2015, as amended.

DESCRIPTION OF THE BID:	The Appointment of a Panel Of Suppliers for the Supply and Delivery of Various Office Stationery, Toners, Printing Papers, Consumables And Refreshments to The Namibia University Of Science And Technology (NUST) For Three (3) Years on a Need-Basis Agreement.
LOTS	Lot 1: Supply of Office Stationery Lot 2: Supply of Office Toners Lot 3: Supply of Office Consumables and Refreshments Lot 4: Supply of Office Printing Paper Lot 5: Supply of Electrical Accessories
PROCUREMENT REFERENCE NO:	G/RFQ/NUST - 015/2026
BID DOCUMENTS: (Sealed envelope marked as per instructions in the bid document)	Bidding documents will be available during office hours, from the NUST Main Campus, 13 Jackson Kaujeua Street, at the Cashier. Bid documents will be issued upon the payment of a non-refundable tender levy of Three Hundred Namibian Dollars (N\$300.00) per tender document (Monday-Friday).
DATE OF ISSUE:	Monday, 05 October 2026
CLOSING DATE AND TIME:	Monday, 26 October 2026 at 12h00
LEVY:	N\$ 300.00
ADDRESS FOR THE COLLECTION OF BID DOCUMENT	Upon payment of the N\$300.00 tender levy, a set of complete documents with detailed specifications can be obtained from: Namibia University of Science and Technology 13 Jackson Kaujeua Street (Main Campus) Cashier Ground Floor
CLARIFICATIONS (Strictly by email):	All requests for clarification should be addressed to bidbox@nust.na
SUBMISSION OF BIDS:	Bids must be enclosed in an envelope (clearly marked as indicated in the 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 are requested to register their bid submission in the registry book available at the Foyer.</i>
BIDS 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, E-Haus on Monday, 26 October 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

www.nust.na