



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

Procurement Management
Unit

REQUEST FOR BIDS (IFB) REQUEST FOR PROPOSAL

Namibia University of Science and Technology (NUST) hereby invites registered and reputable 100% Namibian-owned **Travel Management Agencies** to submit their best proposals for the Provision of Travel Management and Related Services for three (3) years.

DESCRIPTION OF THE BID:	Request for Proposals for the Provision of Travel Management and related services to the Namibia University of Science and Technology (NUST) for three (3) years
PROCUREMENT REFERENCE NO:	SC/RFP/NUST - 006/2024
BID DOCUMENTS: (Sealed envelope marked as per instructions in the bid document)	A complete set of Bidding Documents in English may be purchased upon payment of a non-refundable fee of N\$ 300.00 per document. The payment method will be Cash on Delivery (COD) at NUST Cashier, Ground Floor, Administration Building, 13 Jackson Kaujeua Street, Windhoek West, between 08:00-16:00 (Mon-Fri).
DATE OF ISSUE:	Friday, 19 April 2024
CLOSING DATE AND TIME:	Tuesday, 04 June 2024 at 12h00
LEVY:	N\$ 300.00
CLARIFICATIONS (Strictly by email):	All requests for clarifications should be addressed to bidbox@nust.na and reach NUST before 15 May 2024 . Late requests will NOT be responded to.
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 are requested to register their bid submission in the registry book available at the Foyer upon bid delivery.</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 Tuesday, 04 June 2024, immediately after closing.
ELECTRONIC BIDDING WILL NOT BE PERMITTED. LATE BIDS WILL BE REJECTED AND RETURNED UNOPENED	

Enquiries:

Procurement Management Unit
E: bidbox@nust.na
T: +264 207 2020