



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR OPEN NATIONAL BIDDING FOR:

Procurement Reference No: NCS/ONB/BIPA – 01/2023
Description : Procurement of Rendering of Security Services for the BIPA Head Office PZN Building and BIPA Wanaheda for a period of 24 months

Bidding documents are available at the Procurement Management Unit (PMU) at the reception, and should be recorded and submitted in the Tender Box, which is located at the reception area/ entrance of the:

Business and Intellectual Property Authority (BIPA)
Head Office
3 Rhur Street
Northern Industrial Area,
Windhoek

Procurement Reference number should be clearly marked on top of the sealed envelope.

Formal enquiries/ clarifications should be addressed to the Secretary: Procurement Committee (procurementrequest@bipa.na) and will be communicated and shared with all bidders.

NB: A levy (non-refundable) of N\$100.00 (cash) is payable in advance, at the Cashier, which is located on the Ground Floor, Room 109, BIPA (Cashier office hours: 08h30 – 17h00, Monday – Friday).

Original receipts (proof of payment) should be attached on the bidding document.

Date of Advertisement: Tuesday, 18 July 2023
Closing Date of submission: Tuesday, 29 August 2023 @ 11h00

NB: Kindly take note that, the register and tender box closes at 11h00, thus, suppliers should ensure that all administrative issues are done before the closing time. No bidding documents will be accepted after the closing date/time.