



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR OPEN NATIONAL BIDDING FOR:

Procurement Reference No: **NCS/ONB/BIPA-01/2024**
Description : Procurement of Advertising Agency Services for Business and Intellectual Property Authority (BIPA) for the period of 24 months

Bidding documents are available at: E-Government Portal (<https://egp2.gov.na/EGovProcClient/>)

Bid submission: bids should be recorded and submitted before the closing date & time, 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 (EFT only) is payable in advance, at the Cashier, which is located on the Ground Floor, Room 109, BIPA (Cashier office hours: 08h30 – 16h00, Monday – Friday).

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

Date of Advertisement: **Thursday, 25 April 2024**
Closing Date of submission: **Thursday, 06 June 2024 @ 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.