

Enquiries: L. Shangano Tel: +264614317000. Email: [lshangano@ncrst.na](mailto:lshangano@ncrst.na)

## Letter of Invitation

31 March 2026

**Procurement Reference No: NCS/ONB/NCRST-02/2025-26**

Dear Sir/Madam,

### PROVISION OF SHORT-TERM INSURANCE MANAGEMENT SERVICES

The National Commission on Research, Science and Technology hereby invites all eligible bidders to submit their best sealed proposals for the Provision of Insurance Management Services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the bidding documents. Queries, if any, should be addressed to [pmu@ncrst.na](mailto:pmu@ncrst.na)

Interested bidders may obtain a complete set of Bidding Documents in English upon submission of a written application to the address below: [pmu@ncrst.na](mailto:pmu@ncrst.na), and upon payment of a non-refundable fee of N\$100.00. Payment must be made via Electronic Funds Transfer (EFT) using the banking details available on the NCRST website or as provided below:

**Account Name:** National Commission on Research, Science and Technology

**Account Type:** Corporate Cheque Account

**Account Number:** 62245753505

**Branch Code:** 281872

**Branch Name:** Windhoek Corporate Centre

Clearly indicate name of bidder and the **procurement reference number** on proof of payment. Name indicated should correspond with information on the bid document submitted. Any changes or differences in names should be communicated to [pmu@ncrst.na](mailto:pmu@ncrst.na)

The Bidding Documents will be issued to bidders via email upon receipt of proof of payment, or they may be collected physically from the Procurement Management Unit, National Commission on Research, Science and Technology, Cnr of Louis Raymond and Grant Webster Street, Olympia, Windhoek.

Please prepare and submit your bid in accordance with the instructions given by **30 April 2026 at 12:00**.

Yours faithfully,

  
Ms. Ndapewa Kaapangelwa  
Head of Procurement Management Unit

