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11 September 2026

Letter of Invitation

Procurement Reference Number: NCS/ONB/NCRST - 01/2026-27

Dear Sir/Madam,

PROVISION OF CLEANING SERVICES TO THE NATIONAL COMMISSION ON RESEARCH SCIENCE AND TECHNOLOGY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to pmu@ncrst.na

A complete set of Bidding Documents in *English* may be purchased by interested bidders on the submission of a written application to the address below pmu@ncrst.na and upon payment of a **non-refundable fee N\$300.00**. The method of payment will be *Electronic Funds Transfer (EFT)*, bidders should request company banking details. The Bidding Documents will be sent by *email or physical collection at the National Commission on Research, Science and Technology, Procurement Management Unit* (Cnr of Louis Raymond and Grant Webster Str. Olympia, Windhoek).

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

Yours faithfully,



Ms. Ndapewa Kaapangelwa

Head: PMU

