



INVITATION FOR BIDS (IFB)

OPEN NATIONAL BIDDING (ONB)

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| INVITATION FOR BIDS (IFB) | |
| OPEN NATIONAL BIDDING (ONB) | |
| Purchaser: | NIPAM |
| Country: | Namibia |
| Description of Proposal: | Consultancy to Implement Records Management and an Electronic Document and Records Management System(EDRMS) with Microsoft SharePoint |
| Bid Reference Number: | CS/ONB/NPM05/2021-2022 |
| Address for collection & Submission of Documents: | Bidding documents are available at NIPAM Campus - Procurement Management Unit (Office No: G55 on the Ground Floor, Administration Block) ERF 27, Paul Nash Street (Corner of Hamutenya Wa Nehepo Ndadi Street) Olympia Windhoek. |
| Closing Date and Time: | 26 November 2021 @ 12H00 A.M |
| Opening of Bids: | All bids will be opened in the presence of Bidder's representatives in attendance on the closing date after the closing time of each bid at NIPAM Campus, ERF 27, Paul Nash Street (Corner of Hamutenya Wa Nehepo Ndadi Street) Olympia Windhoek. |
| General Enquiries: | NIPAM Procurement Management Unit e-mail: procurement@nipam.na Tel: +264 61 2964820 |
| Bid Clarifications: | All clarifications, clearly containing the bid reference number, should be sought within 14 days before the bid closing date and must be addressed to procurement@nipam.na |
| Bid Document Price: | A non-refundable amount of N\$300.00 is payable into NIPAM's Bank Account or at NIPAM's Finance Department |