



Environmental Investment Fund  
of Namibia | ensuring sustainability

## ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

### PROCUREMENT MANAGEMENT UNIT

#### INVITATION FOR BIDS

Environmental Investment Fund of Namibia (EIF) invites Namibian registered and reputable companies to submit their best bids for the below mentioned:

| Reference Number   | Description   | Non-refundable document levy | Closing date                       |
|--------------------|---|------------------------------|------------------------------------|
| NCS/ONB/EIF-1/2024 | Provision of Travel Agency Services (International & Domestic), Accommodation and Conference Hire for a period of thirty-six (36) months – time-based | N\$300.00                    | Friday,<br>14 June 2024<br>(11:00) |

- Bidding document can be requested from [procurement@eif.org.na](mailto:procurement@eif.org.na) by presenting proof of payment.
- Payments to be done through EFT by requesting the account number from [PROCUREMENT@EIF.ORG.NA](mailto:PROCUREMENT@EIF.ORG.NA)

**SUBMISSION OF BIDS:** Bids are to be hand delivered at:  
**Environmental Investment Fund of Namibia Head Office,  
1st Floor, Reception, c/o Heinitzburg & Dr. Theo Ben-Gurirab Street,  
Klein Windhoek**

#### General Queries:

Procurement Management Unit  
Tel: +264 61 431 7733/38  
E-mail: [procurement@eif.org.na](mailto:procurement@eif.org.na)

#### GENERAL INFORMATION

- Documents will be available from Wednesday, 2 May 2024.
  - Hardcopies of the bid document will be issued.
- Documents submitted after the closing date of the bid will not be considered.
  - Electronically submitted bids will not be considered.