



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

**NOTICE TO SUPPLIERS/BIDDERS
SUBMISSION OF OUTSTANDING PURCHASE ORDERS AND INVOICES**

The Ministry's financial year 2022/2023 is coming to an end on the 31st March 2023. The Procurement Management Unit (PMU) is in process of verifying outstanding payments and invoices to avoid unauthorized expenditure in the next financial year which starts on 01st April 2023.

Therefore, all suppliers/bidders are requested to submit all outstanding purchase orders and invoices to Procurement Division for the financial year 2022/2023 **NOT** later than **10 March 2023**.

Please take note that purchase orders **NOT** submitted for payment before **10 March 2023** will be cancelled. The Ministry and Procurement Management Unit will not be held accountable for any delayed or outstanding payment.

Enquiries pertaining to this notice, please contact Procurement Office **Email:** info.procurement@moj.gov.na **Tel no:** 061 2805308/ 5340/ 5271/ 5140, 3rd floor, Room 314 and 321, MOJ Head Office.


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MRS. GLADICE PICKERING
EXECUTIVE DIRECTOR Gladice Pickering



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Date