



## **PROCUREMENT MANAGEMENT UNIT**

### **Supplier Registration Form**

Please email this form to: [procurement@namdia.com](mailto:procurement@namdia.com); Att: Ms Maritza Julius Head: Procurement Management Unit

## SUPPLIER ELIGIBILITY QUESTIONNAIRE

Particulars of Business						
Business Name						
Trading As						
Holding Company						
Postal Address						
Town					Zip Code	
Region						
Physical Address						
Town					Zip Code	
Telephone Number		International Code	+	Area Code		Number
Fax Number		International Code	+	Area Code		Number
Company Reg No		Date of Registration		Trade License No		VAT Reg No

Particulars of Suppliers						
Contact Person						
Designation						
Telephone Number		International Code	+	Area Code		Number
Fax Number		International Code	+	Area Code		Number
Email Address						
Electronic (Email):						
Website:						

Form of Business							
	Business Trust		Private Company		Co-Operative		NGO
	Partnership		Public Company		Section 21		Sole Proprietor

## SUPPLIER ELIGIBILITY QUESTIONNAIRE

Origin of Business			
Namibian	Foreign	Social Security Number	Income Tax Payer's Nr

Types of Business (Indicate your specialization)			
	Goods		Works
	Consulting Services		Non- Consulting Services
Other:	Please specify:		

Shareholding						
Total Equity Capital		% Shareholding	Foreigner / Foreign Body	Namibian Body Corporate	Formerly Advantaged	Formerly Disadvantaged Namibian
% Owned by Namibian Body Corporate	% Owned by Formerly Disadvantaged Namibians					
Full Names of Shareholders / Members						

Directorship	
Full Names of Directors	Full Names of Directors

## SUPPLIER ELIGIBILITY QUESTIONNAIRE

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<b>Business Experience</b>	
List bids that you have participated in (give bids particulars and the name of procuring entity)	List contracts with their values ( including Purchase orders) you had won

## SUPPLIER ELIGIBILITY QUESTIONNAIRE


Nature of Business			
Goods			
	Supply of Promotional items		Supply of Refreshments
	Supply of corporate gifts		Supply of first aid supplies
	Supply of cleaning materials and equipment or related cleaning suppliers		Supply and maintenance and refill of water dispensers
	Supply of stationary and cartridges		
Works			

	Periodic maintenance works by medium and large contractors		Plumbing, Carpentry, Painting, interlock and gardening / landscaping services
Consultancy Services			
	Provision of HR Consultancy Services		ICT consultancy services
	Property Valuation Services		Provision of legal services
	Conveyancing Services		Provision of risk and compliance services
	Other consultancy Services		
Non- Consultancy Services			
	ICT services, maintenance, SLA's, ad hoc services		Design and layout of newsletters and annual reports
	Internet Services provision (ISP) services, including but not limited to internet, web hosting, cloud services, cyber security services, MPLS/VPN Services (data links)		Proofreading / editing of Newsletters and Annual Reports
	Provision of printing services		Provision of Carwash Services
	Provision of Advertising, Marketing and PR services		Provision of Air Tickets and arranging accommodation and shuttle services
	Provision of security system services such as access control and surveillance cameras etc.		Provision of Entertainment Services (Live Bands, Cultural Performances etc.)
	Provision of Events Management services and decorations		Provision of Catering Services
	Provision of cleaning services		Refuse removal, cleaning and related services
	Provision of rental accommodation and hospitality services		Service of security system (access control and surveillance camera)
	Rental of photocopiers and maintenance		Service Air conditioners and Fire extinguishers

## SUPPLIER ELIGIBILITY QUESTIONNAIRE

Production of corporate videos	Supply of photography services
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Organizational Strength				
Category	Total Number	# Namibians	# Formally Disadvantaged Namibians	# Foreigners
Managing Director / Chief Executive				
Managers				
Office Personnel / Staff				
Technical Supervisors				
Skilled Labour				
Unskilled Labour				
Number of full time employees				
Contract Staff / Labour				
Total No Of woman				
No Of Disabled Persons				

Signature	Designation	Date

Office Use Only		
Captured By	Signature	Date
Confirmation that vendor details has been captured and checked for correctness		