



SAFE ROADS TO PROSPERITY

Private Bag 12030

Ausspannplatz

Windhoek, Namibia

**PROCUREMENT MANAGEMENT UNIT
Supplier Registration Form**

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 Sales Department						
Contact Person						
Designation						
Telephone Number	International Code	+	Area Code		Number	
Fax Number	International Code	+	Area Code		Number	
Email Address						
Electronic (Email):						
Website:						

Supplier Registration

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

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

SUPPLIER ELIGIBILITY QUESTIONNAIRE

Nature of Business			
Goods			
	Supply of Promotional items		Supply of Refreshments
	Supply of Safety wear and shoes/boots		Supply of office furniture
	Supply of corporate gifts		Supply of crockery , cutleries, glasses and other related utensils
	Supply of computer equipment and network appliances (including but not limited to computers , laptops, servers, printers, network hardware)		Supply of vehicles
	Supply of cleaning materials and equipment or related cleaning suppliers		Supply of newspaper, periodicals, books & other media publicity materials
	Supply of stationary and cartridges		Supply of first aid supplies
	Supply of motor vehicles, spare parts and related suppliers		Supply of wellness goods (uniforms, t-shirts, sport gear and other related goods
	Supply of equipment, tools and material		Supply of corporate uniform
	Supply of building materials, plumbing materials, electrical & appliances		Supply of laboratory chemicals, consumables, glassware and related suppliers
	Supply of computer /server software and or/ other third party software as required (including licensing)		Supply of Software and Software Training
	Supply of analytical instruments		Cell phones & iPads
	Supply of garden tools and equipment		Supply of mechanical materials, tyres and other related materials
	Supply and maintenance of eye test machines		Supply and delivery of Face Value forms
	Supply and maintenance and refill of water dispensers		Supply and maintenance of vehicle testing equipment
	Supply of computer software and applications including licensing		Supply of security system and software (access control and surveillance cameras)
	Supply of telephone hardware and accessories		Supply of UPS and Generator hardware
	Supply of Solar Power Hardware		Supply of mobile networks devices (e.g. G4, Mobile phones)
	Supply of Fire equipment and maintenance		Supply of service radio base and installation of radio communication in vehicles
	Supply of handheld traffic scanned equipment		
Works			
	Supply of Civil Services		Construction, renovation and maintenance of buildings

SUPPLIER ELIGIBILITY QUESTIONNAIRE

	Supply of electrical and mechanical services		Plumbing, Carpentry, Painting, interlock and gardening / landscaping services
	Periodic maintenance works by medium and large contractors		Structured Data and Electrical cabling
	Scale decks calibration services		UPS and Generators maintenance service
Consultancy Services			
	Architecture services		Engineering Services
	Property Valuation Services		Survey Services
	Other consultancy Services		Actuarial Services
	Civil Engineering		Conveyancing Services
	Conveyancing Services		Engineering Specialized & Advisory Services
	Electrical Engineering		ICT consultancy services
	Land Surveying Services		Mechanical Engineering
	Medical Aid Fund Services		Provision of legal services
	Provision of HR Consultancy Services		Provision of Internal and External Auditing Services
	Provision of short term insurance services		Provision of HIV/AIDS and wellness Services
	Provision of Medical Professional Services		Provision of accounting and Tax Consultancy Services
	Quantity Surveying Services		Road Safety Services
	Town Planning services		
Non- Consultancy Services			
	Cleaning of fire breaks with heavy machinery		Design and layout of newsletters and annual reports
	ICT services, maintenance, SLA's, ad hoc services		Installation of DSTV services
	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 Branding of Services		Provision of De-Bushing
	Provision of analytical laboratory services		Provision of calibration services for laboratory analytical instruments and equipment
	Provision of courier services for sample to external laboratories		Provision of Auctioneering 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 Security & Cash-In-Transit services		Provision events tents, chairs and tables
	Provision of cleaning services		Provision of skip containers
	Provision of ICT training services		Provision of telephone and cell phones services
	Provision of laboratory accreditation services		Provision of mobile network services
	Provision of rental accommodation and hospitality services		Provision of incineration service for laboratory waste
	Provision of Banking Services		Provision of repeater rentals
	Production of corporate videos		Printing and Mailing of renewal notices
	Provision of translation services		Rental of mobile toilets
	Rental of photocopiers and maintenance		Refuse removal, cleaning and related services
	Supply of flowers and corporate gifts		Service & Repair of Vehicles
	Supply of short Message Services (SMS)		Service of security system (access control and surveillance camera)

SUPPLIER ELIGIBILITY QUESTIONNAIRE

	Service of fire detection and suppression system		Short training Courses, Conferences, Seminar & Workshops
	Supply of photography services		Supply of photography services
	Service and repair of laboratory instruments and equipment		Service Air conditioners and Fire extinguishers

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 Handicapped Persons				

Signature	Designation	Date

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