



**Supplier Registration Form
for
Consultancy**

SUPPLIER ELIGIBILITY - CONSULTANCY

Particulars of Business

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

Particulars of Contact Person

Particulars of Contact Person					
Contact Person					
Designation					
Telephone Number		International Code	+	Area Code	No.
Fax Number		International Code	+	Area Code	No.
Email Address					
Website					

Supplier Registration

Form of Business (Please Tick)

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

Origin of Business (Please Tick) & Fill in Social Security & Tax Details

Namibian		Social Security Number	Income Tax Payer's Number
Foreign			

SUPPLIER ELIGIBILITY - CONSULTANCY

HSE consultancy	Investment profiling services
Medical professional Services (medical services, medical assessment, pharmacies, physiotherapy, psychologist, Psychometric Services, etc.	Risk and Compliance frameworks
Employee Wellness Services	Strategic planning consultancy
ICT Consultancy Services	Business policies analysis & process mapping
HR Consultancy	Provision of Technical feasibility studies
Job Evaluation and Grading Services	Provision of Economic feasibility studies
Geographic Information System (GIS) and Remote Sensing Consultancy	Land Surveying / Geomatics Services
Computer Aided Design (CAD) Consultancy	

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Mandatory Documents for the Vendors (please tick the applicable box)

The below is not applicable to sole proprietaries or sole traders who are only required to submit certified ID copy and bank confirmation letter

DOCUMENTS	ATTACHED	NOT ATTACHED
Company Profile with References		
Certified valid copy of company registration documents (<i>not applicable to sole traders/partnerships</i>)		
Certified copy of owners/shareholders identity documents		
Original/Certified valid copy of good standing certificate of Social Security Commission		
Original/Certified valid copy of good standing certificate of Receiver of Revenue		
Bank account confirmation letter less than 1 month old		
Certified valid copy of Affirmative Action Compliance certificate or exemption certificate from the Employer Equity Commission		
Certified valid copy of SME status (if applicable)		

Technical Requirements

REQUIREMENT	APPLICABLE SCORE	TOTAL	SCORE OBTAINED
Relevant Professional years of experience	≥3 Years = 20 Points <3 Years = 0 Points	20	
Relevant Professional References	≥ 3 Reference = 30 Points attached ≤ 3 Reference = 15 Points No Reference = 0 Points	30	
Relevant Professional Qualifications, if applicable	Attached / Not Applicable = 30 Points Not Attached = 0 Points	30	
Registration with relevant Bodies	Attached / Not Applicable = 20 Points Not Attached = 0 Points	20	
TOTAL		100	

Note: Only those bidders that score above 75% will be considered for registration as vendors.

SUPPLIER ELIGIBILITY - CONSULTANCY

Signature	Designation	Date

Office Use Only

Captured By	Signature	Date

Confirmation that vendor details has been captured and checked for correctness.

Please note CENORED has the right to reject company profiles that do not meet the requirements as well as to remove non-performing suppliers from the list.

Also note that all current suppliers must re-apply to be considered for any invitation of goods, works or services during the 2022-2024 period.