



**Supplier Registration Form
for
Non - Consultancy**

SUPPLIER ELIGIBILITY – NON - 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			

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Shareholding						
Total Invested Capital in NAD		% Total Shareholding	% Namibian	% Non -Namibian	% Previously Advantaged	% Previously Disadvantaged Namibian
Full Names of Shareholders / Members						

Directorship (if applicable)	
Full Names of Directors	Full Names of Directors

Non - Consultancy Services	
(Tick service/s applied for with a maximum of up to five (5) core services)	
Printing Services	Installation of DSTV services
Auctioneering Services	Landscaping Services
Mobile Network Services	Travel Agency Services
Events Management and catering services	ICT services, maintenance & SLAs & ad-hoc services
Accommodation	Internet services
Training & development courses, conferences, seminars and workshops	Carwash services
Tow-in services	Vehicle tracking services
Graphic design	Marketing/branding and promotion
Photography and video production	Provision of Website development and maintenance
Online media agencies	

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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	≥1 Years = 10 Points <1 Years = 0 Points	10	
Relevant Professional References for Project / Assignments of similar nature	≥ 2 Reference = 30 Points attached ≤ 1 Reference = 15 Points No Reference = 0 Points	30	
Relevant Professional Qualifications, if applicable	Attached / Not Applicable = 20 Points Not Attached = 0 Points	20	
Accreditation with Relevant authorities/bodies, if applicable	Attached / Not Applicable = 20 Points Not Attached = 0 Points	20	
Authorization by Original Equipment Manufacturers (OEM), if applicable	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.

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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.