



**Supplier Registration Form
for
Works**

SUPPLIER ELIGIBILITY - WORKS

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)

Form of Business (Please Tick)							
Business Trust	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Co-Operative	<input type="checkbox"/>	NGO	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Public Company	<input type="checkbox"/>	Section 21	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>

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

Origin of Business (Please Tick) & Fill in Social Security & Tax Details					
Namibian	<input type="checkbox"/>	Social Security Number		Income Tax Payer's Number	
Foreign	<input type="checkbox"/>				

SUPPLIER ELIGIBILITY - WORKS

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

Works	
(Tick service/s applied for with a maximum of up to five (5) core services)	
Provision of renovation and maintenance of buildings (including plumbing, joinery/carpentry, and electrical works)	Servicing and maintenance of vehicles
Panel beating and spray-painting	Provision for Generators maintenance & installation
Provision of auto electrical services	Maintenance, repairs, and installation of air conditioners
Servicing Fire equipment/fire detection/suppression systems	Calibration of Alcohol Detectors
Pest Control	Hazardous Waste Management and disposal
Building Construction	Electrical and Mechanical Construction
Civil Construction	Provision for Trenching & drilling services
Provision for de-bushing services	Provision & maintenance of Signage

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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 of similar works (Minimum 1 year)	≥1 Years = 10 Points <1 Years = 0 Points	10	
Relevant Professional References (Minimum 3)	≥ 3 Reference = 30 Points attached ≤ 3 Reference = 15 Points No Reference = 0 Points	30	
Relevant Professional Qualifications of Key Personnel, if applicable	Attached / Not Applicable = 30 Points Not Attached = 0 Points	30	
Registration with relevant Bodies, if applicable	Attached / Not Applicable = 15 Points Not Attached = 0 Points	15	
Proof of Relevant Equipment to be utilized on the project (leased/owned)	Attached / Not Applicable = 15 Points Not Attached = 0 Points	15	
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.