



Namib Desert Diamonds (Pty) Ltd (NAMDIA) is a public enterprise established in terms of the Companies Act, 28 of 2004. Our objective is to serve as a price discovery mechanism for the Namibian government and create a Namibian footprint in the downstream market.

1. PURPOSE

To obtain company profiles from suppliers and service providers interested in conducting business with NAMDIA in respect of supplying goods, works and services.

Suppliers must clearly indicate the type/nature of goods, works and services they will render and it must correspond with the nature of business stated on their company registration or founding statement.

2. PROCUREMENT CATEGORIES (GOODS, SERVICES AND WORKS)

1. Supply and Delivery of corporate gifts
2. Supply and Delivery of Office Stationeries and Consumables
3. Supply of Printing Services (Reports, Pamphlets, T-shirts and Corporate Promotional Items etc.)
4. Supply and Delivery of Cleaning Materials and Equipment
5. Repairs and Plumbing Services (Air conditioning, Doors, Taps, Toilets etc.)
6. Provision of Cleaning Services for solar panels
7. Provision of Cleaning Services for office, yard and perimeter
8. Provision of Legal Services
9. Provision of Risk and Compliance Consulting Services
10. Provision of Public Relations, Marketing, Branding and Advertising Services
11. Provision of ICT Consulting Services
12. Provision of Internal Audit Services
13. Provision of Catering Services
14. Provision of Event Management Services
15. Provision of Human Resources Consulting Services
16. Laundry Services
17. Provision of Utility Services (Courier Services, Telephones and Fax Services, Internet)
18. Provision of Travelling Agency Services and Travel Tickets
19. Provision of Accommodation, Facilities and Conference Hire (Hotels, B&Bs, Guest House etc.)
20. Refuse removal Services

3. THE DOCUMENTS OUTLINED BELOW ARE MANDATORY IN ORDER TO BE ELIGIBLE TO PARTICIPATE:

- A. A valid company registration certificate clearly indicating shareholders/members/owners/partners and principal business.
- B. An original valid Tax Certificate of Good Standing from Inland Revenue.
- C. An original valid Good Standing Certificate from Social Security Commission.
- D. A valid affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- E. A valid certificate of registration as an SME (for bids reserved for SMEs).

4. NAMDIA shall have the right to:

- A. Ask for clarifications during evaluation of company profiles
- B. Conduct site inspection at the company's premise. A clear physical business address and contact details must be provided
- C. Reject companies that fail to submit mandatory documents as required above.

Interested companies are requested to complete the supplier registration form available upon request by sending an email to info@namdia.com or can be collected from the Eumbo Building, corner Dr. Kwame Nkrumah Avenue and Sam Nujoma Drive, Klein Windhoek, Windhoek. Completed supplier registration forms with supporting documents must be placed in sealed envelopes and hand delivered at the Eumbo Building. Submissions must be in sealed envelopes and clearly marked.

Finance Department, Eumbo Building, corner Dr. Kwame Nkrumah Avenue and Sam Nujoma Drive, Klein Windhoek, Windhoek

Suppliers will be subjected to NAMDIA's internal vetting processes. Please kindly note that this request for profiles does not constitute a guarantee of any business opportunity whatsoever.

Due date: 07 November 2018