



**FINANCE DEPARTMENT - PROCUREMENT
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 Suppliers						
Contact Person						
Designation						
Telephone Number	International Code	+	Area Code		Number	
Fax Number	International Code	+	Area Code		Number	
Email Address						
Electronic (Email):						
Website:						

SUPPLIER ELIGIBILITY QUESTIONNAIRE

Directorship	
Full Names of Directors	Full Names of Directors

Business Experience	
List bids that you have participated in (give bids particulars and the name of procuring entity)	List contracts with their values (including Purchase orders) you had won

SUPPLIER ELIGIBILITY QUESTIONNAIRE

Nature of Business	
Goods	
Supply of Promotional items	Supply of Refreshments
Supply of corporate gifts	Supply of first aid supplies
Supply of cleaning materials and equipment or related cleaning suppliers	Supply and maintenance and refill of water dispensers
Supply of stationary and cartridges	
Works	

Periodic maintenance works by medium and large contractors	Plumbing, Carpentry, Painting, interlock and gardening / landscaping services
Consultancy Services	
Provision of HR Consultancy Services	ICT consultancy services
Property Valuation Services	Provision of legal services
Conveyancing Services	Provision of risk and compliance services
Other consultancy Services	
Non- Consultancy Services	
ICT services, maintenance, SLA's, ad hoc services	Design and layout of newsletters and annual reports
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 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 cleaning services	Refuse removal, cleaning and related services
Provision of rental accommodation and hospitality services	Service of security system (access control and surveillance camera)
Rental of photocopiers and maintenance	Service Air conditioners and Fire extinguishers

SUPPLIER ELIGIBILITY QUESTIONNAIRE

Production of corporate videos	Supply of photography services
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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 Disabled Persons				

Signature	Designation	Date

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