



PROCUREMENT MANAGEMENT UNIT

SUPPLIER REGISTRATION FORM

01 July 2023 to 30 June 2026

P. O. Box 19
Kalk Street
Karibib, Namibia
Tell: 064-550016
Fax: 064-550032
Website: www.karibibtown.org

SUPPLIER REGISTRATION FORM

Vendor Documents <i>(Confirm with an Tick if submitted and X if not submitted)</i>		
Mandatory Documents	Vendor	Karibib Town Council <i>(Official Use Only)</i>
1. Valid certified copy of the Company Registration Certificate.		
2. A valid original/ certified copy of Good Standing Tax Certificate.		
3. A valid original/ certified copy of Good Standing Social Security Certificate.		
4. A valid original/ certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act, 1998.		
5. An original/ certified copy of Certificate indicating SME status.		
6. Original letter from the bank confirming banking details (letter should be on letterhead, stamped and signed by the bank official).		
7. A valid original/ certified copy of Fitness Certificate issued by Local Authority in Namibia or by Ministry of Health and Social Services.		

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

Particulars of Sales Department						
Contact Person						
Designation						
Telephone Number	International Code	+	Area Code		Number	
Fax Number	International Code	+	Area Code		Number	
Email Address						
Website						

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Supplier Registration

Form of Business

<input type="checkbox"/>	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

Origin of Business

Namibian	Foreign	Social Security Number	Income Taxpayer's Nr

Types of Business (Indicate your specialization)

<input type="checkbox"/>	Goods	<input type="checkbox"/>	Works
<input type="checkbox"/>	Consulting Services	<input type="checkbox"/>	Non- Consulting Services
Other: Please specify: _____			

Shareholding

Total Equity Capital				% Shareholding	Foreigner / Foreign Body	Namibian Body Corporate	Formerly Advantaged	Formerly Disadvantaged Namibian
<input type="checkbox"/>	% Owned by Namibian Body Corporate	<input type="checkbox"/>	% Owned by Formerly Disadvantaged Namibians					
Full Names of Shareholders / Members								

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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	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

Nature of Business			
Goods			
	Supply of Promotional items		Supply of Refreshments
	Supply of Safety wear and shoes/boots		Supply of office furniture
	Supply of corporate gifts		Supply and delivery of skip containers
	Supply of computer equipment and network appliances		Supply of motor vehicles, spare parts and related supplies.
	Supply of Fire equipment and maintenance		Supply of newspaper, periodicals, books & other media publicity materials
	Supply of stationery and cartridges		Supply of first aid supplies
	Supply of motor vehicles, spare parts and related suppliers		Supply and delivery of cleaning materials and equipment or related cleaning supplies.
	Supply of equipment, tools, and material		Supply of corporate uniform
	Supply of building materials, plumbing materials, electrical & appliances		Supply of newspaper, periodicals, books, and other

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			media publicity materials.
	Supply of computer software and appliances including licensing		Supply of Software and Software Training
	Supply of garden tools and equipment		Supply of mechanical materials, tyres and other related materials
	Supply of mobile networks devices (walkie-talkies) and service radio base and installation of radio communication in vehicles		Supply of vehicle and plant
	Supply of computer software and applications including licensing		Supply of security system and software (access control and surveillance cameras)

Works

	Supply of Civil Services		Construction, renovation, and maintenance of buildings
	Supply of electrical and mechanical services		Plumbing, Carpentry, Painting, interlock and gardening / landscaping services
	Periodic maintenance works by medium and large contractors		Construction of reticulation services

Consultancy Services

	Mechanical services		Engineering Services
	Property Valuation Services		Survey Services
	Environmental Services		ICT consultancy services
	Land Surveying Services		Town Planning services
	Provision of internal and external auditing services		Provision of wellness services
	Provision of short-term and long-term insurance services		Provision of accounting and tax consultancy services
	Provision of legal services		

Non- Consultancy Services

	Printing and Mailing of renewal notices		Provision of branding services
	ICT services and maintenance		Service and repair of vehicles
	Provision of Security services		Provision of Carwash Services
	Provision of courier services		Provision of entertainment and event management services
	Provision of calibration services		Provision of cleaning services
	Provision of Events, chairs, and tables		Provision of Catering Services

Organizational Strength

Category	Total Number	# Namibians	# Foreigners
Managing Director / Chief Executive			
Managers			
Office Personnel / Staff			
Technical Supervisors			
Skilled labour			

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Unskilled labour			
Number of full-time employees			
Contract Staff / Labour			
Total Number of women			
No. of Handicapped Persons			

Full name (vendor applicant)	Signature	Designation	Date

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OFFICE USE ONLY					
Captured by Head PMU (Full name)		Signature		Date	
Captured by PMU support staff (Full name)		Signature		Date	
Confirmation that vendor details has been captured and checked for correctness					
PMU Head (Full name)		Date verified			
PMU support staff (Full name)		Date verified			