



FINANCE DEPARTMENT

All information provided will be considered valid until such time that new or revised information is provided to the Finance Department.

SUPPLIER REGISTRATION FORM

Please Note: In order to register, it is imperative that you complete the forms in full, sign and return by post or hand deliver or email to the NBC. All information contained herein will be treated as confidential.

The completion and return of this questionnaire shall not be deemed to admit or imply any obligations whatsoever on Namibia Broadcasting Corporation to place your company on the approved/ pre-qualified supplier list. After receipt and consideration of this questionnaire, your company's application will be accepted or rejected, and no reason shall be given for such rejection. Acceptance shall not mean that your company will necessarily be invited to tender on every enquiry issued by Namibia Broadcasting Corporation.

The Namibia Broadcasting Corporation reserves the right not to register a supplier if any misconduct is suspected or any information omitted.

Contact Details:	Procurement
Telephone Number:	+264 61 291 3164/ +264 61 291 3288
Facsimile Number:	+264 61 291 3361
E-mail Address:	tenders@nbc.na
Postal Address:	P O Box 321 Windhoek
Physical Address:	Cullinan Street, Northern Industrial Area

All interested parties may be subjected to vetting in order to determine compliance with (equity, ownership, infrastructure, capacity, financial credibility etc.), and Suppliers that do not comply will be disqualified.

SECTION: A

1. COMPANY PROFILE

1.1 Registered Name of Business

.....

1.2 Title (Prof/ Dr/ Mr/ Ms) if one man concern

.....



People with disability Gender: Yes [] or No []

Does the person also fulfill an Executive Management function in the business (involved in management)? Yes [] or No []

SECTION C

STAFFING PROFILE

	MALE	FEMALE
PDN		
PA		
People with Disability		
TOTAL EMPLOYEES		

SECTION D

1. NATIONAL PRESENCE (please give details of places in Namibia where your business is operating)

BRANCH NAME	TOWN	REGION	CONTACT PERSON	TELEPHONE NO.

2. BRANDS/ TRADE NAMES

(Please supply a list of brand names/trade names currently marketed by your company)

1	8	15
2	9	16
3	10	17
4	11	18
5	12	19
6	13	20
7	14	21



SECTION E

1. ACCREDITATION

Please forward a list of national/ international accreditations your company has received for example: ISO, etc

Institution	Year	Number

SECTION F

1. OBLIGATORY DOCUMENTS

It is a requirement that certified copies of the following documents should be attached to this application where applicable. Failure to submit these forms may lead to disqualification

- Copy of Certificate of Registration/ Founding Statement;
- Proof of Accreditation (*where applicable*);
- Names of Directors/ Owners/ Members/ Shareholders/ Trustees;
- Copy of Identification Document of all Shareholders;
- Resolution (on Company Letterhead) authorizing signatory to sign on behalf of the company;
- Shareholder agreements/ certificate for companies with Black Economic
- Empowerment Policy or Programme;
- BEE Policy and or BEE Programme;
- BEE Certificate (*Certificate should be applied for from NPPC-Namibia Preferential Procurement Council*)
- Latest abridged financial statements/ letter of good standing from auditors of business;
- Copy of VAT Certificate (*where applicable*)
- Construction companies: attach a list of previous projects completed in tabular format, i.e. name of project; start and completion dates; value of



each project; name of quantity surveyor / main contractor/ owner and telephone numbers;

- Copy of Social Security Commission Compliance Certificate;
- Any other registration certificate pertaining to your relevant industry, for example SOB for security companies;
- Original Cancelled cheque / Letter from Bank.

If there are any changes to the information supplied on this form, please inform the Namibia Broadcasting Corporation or the Tender Board Secretary at tenders@nbc.na within 14 working days. Outdated information could lead to your company not being invited to tender.

2. DECLARATION OF INTEREST

All Service Providers are required to declare any interest that they or their employees may have in Namibia Broadcasting Corporation, or that any Namibia Broadcasting Corporation employee may have in the Service Provider. To that effect the following must be duly stated by the authorised signatory:

1. Are you or any person associated with your Proposal, employees of Namibia Broadcasting Corporation? Yes No

If so, state particulars

2. Have you, or any person associated with your Proposal, any relationship (family, friend, other) with any person employed in Namibia Broadcasting Corporation who may be involved with the evaluation and adjudication of this Tender/Proposal? Yes No



If so, state particulars

3. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I the undersigned warrants that the information contained in this form is correct, and I am fully authorized to furnish the information contained herein on behalf of my business.

SIGNED ON THIS _____ DAY OF _____ 2014 AT _____

SIGNATURE

DESIGNATION

ON BEHALF OF (NAME OF BUSINESS) _____



OFFICIAL USE:

Recommendation by Business Unit concerned:

Supplier/ Contractor Classification: _____

.....
Signature: Section Head/Manager

.....
Date

.....
Signature: Head of Department

.....
Date

Procurement

.....
Full Name

.....
Signature

.....
Date

Approval / Rejection Procurement Manager

.....
Signature

.....
Date

For official use only:

Namibia Broadcasting Corporation Supplier No.: _____

Comments:	
Supplier Vetted by: _____	Date: _____
Signature: _____	
Supplier Registered by: _____	Date: _____
Signature: _____	



ANNEXURE 1

This annexure contains the explanation of terms used in the Namibia Broadcasting Corporation Supplier Registration Form.

Kindly read this thoroughly before you fill in the form.

1. SHAREHOLDERS DETAILS

Explanation of abbreviations used in the following table:

Capacity	Director (D)	Partner (P)	Member (M)	Proprietor (R)	Other (O)
Previously Disadvantaged Namibian(s) - PDNs					
Previously Advantaged Namibian (s) - PANs					

2. OTHER ABBREVIATIONS

- F = Female
- M = Male
- N = No
- Y = Yes
- PDNs = Previously Disadvantaged Namibians as defined in the AA Act no 29 of 1998
- PANs = Previously Advantaged Namibians
