

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 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
1.2	Title (1 1017 bit Mil Ms) if one mail concern



1.3	Trading Name	
1.4	Registration Number (if applicable)	
1.5	Date of Registration	
1.6	Type of Business	
1.7	Public Company Ltd Private Company (Pty) Ltd Close Corporation CC Sole Proprietorship Partnership Other Joint Venture Consortium Trust Government/Parastatal Section 21 Company VAT Registration No.	
1 Ω	Social Security No.	
1.0		
1.9	Namibian Income TAX no.	
	COMPANY DETAILS 2.1 MAIN AREA OF BUSINESS (Mark with X)	
	Manufacturing	
	Supplier of Services	
	Other (please specify) Supplier of products	
	Import	



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2.9 How would you like to receive your correspondence from us? (Mark with an (x) and fill in details of desired option(s)):

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SECTION B

SHAREHOLDING INFORMATION

D N

PA

1. List all persons who are shareholders/owners or have an ownership interest in the business. Shareholding must add up to 100%

Multiple copies of this page may be submitted if required 1.1.1 First name **Surname/Company Identification Number/ Company Registration Number Percentage Share** % Race Capacity D P M R O Gender E M F Α Ε M Α LE Р P D N A N 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** [1.1.2 First name Surname/Company **Identification Number/ Company Registration Number Percentage Share** % Capacity D P M R O Gender Ε Α ALE Μ Ε M



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People with disability Gen	ider: Yes [] or No []	
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SECTION C				
STAFFING PROFILE				
	MALE	FEMA	LE	
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



3. SUPPLIER CATALOGUE FORM

Description	Yes/No	Comments
Stationery		
Printing, Layout & Design		
Advertising		
Subscriptions (Newspapers, journals,		
etc)		
Consulting Services e.g. Legal		
Catering Services		
Construction, Building Maintenance		
(A/C/ Plumbing/ Electrical		
Mechanical), etc		
Communication		
Conference Facilities		
Office Furniture		
Office Equipment		
Computer Equipment & Software		
Professional Services		
Transportation		
Corporate Gifts		
Uniforms/Safety Gear		
TV Content (Local/Foreign)		
(Please indicate any other service		
below, if any)		

4. TRADE REFERENCES

Please list your top 3 Customers (in terms of size of order and N\$ spent)

4.1	Bus	sine	ess	Nar	ne								
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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:

Are you or any person associated with your Proposal, employees of Namibia Broadcasting Corporation?	Yes	No
If so, state particulars		
		_
		_
Have you, or any person associated with your Proposal, any relationship (family, friend, other) with any person		_
	Yes	_ No



	If so, state par	ticulars		
	CERTIFICATION DOCUMENT	OF CORRECTNESS O	F INFORMATION SUPPLIED IN T	HIS
			ontained in this form is correct, and ed herein on behalf of my business	
SIGNE	D ON THIS	DAY OF	2014 AT	
SIGNA	TURE		DESIGNATION	
ON BE	HALF OF (NAME	OF BUSINESS)		



OFFICIAL USE:

Recommendation by Business Unit concerned:		
Supplier/ Contractor Classification:		
Signature: Section Head/Manager		Date
Signature: Head of Department		Date
<u>Procurement</u>		
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
 =
 Previous

PDNs = Previously Disadvantaged Namibians as defined in the AA Act no

29 of 1998

PANs = Previously Advantaged Namibians
