



Namibia Tourism Board

VENDOR REGISTRATION FORM

VRF 01- 2017

CONTACT DETAILS:

Procurement Department
Telephone Number: +264 61 290 6000
Facsimile Number: +264 61 254848
Postal Address: Private Bag 13244
Windhoek
Namibia

PHYSICAL ADDRESS

Namibia Tourism Board
C/O Sam Nujoma Drive & Haddy Street
Windhoek West
Windhoek
Namibia

PLEASE READ THE FOLLOWING INFORMATION BELOW

Completing the registration form

- It should be noted that the Namibia Tourism Board (NTB) reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on NTB's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
- This form must be completed in full and signed by the duly authorised signatory.
- Full signatures are required when alterations are made in this document.
- If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
- Mark the appropriate square with a "x" where it is applicable to you.
- If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
- Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
- No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.
- A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
- Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/email address – failure to comply will result in excluding the supplier from the vendor database.
- Suppliers that have registered onto the Supplier Database should ensure that they furnish NTB with any change to the status of the information initially provided, as and when the information changes.
- Standing Certificate and Valid Company Registration Documents. Suppliers whose tax Clearance certificates have expired will be blocked from NTB's database until such time as valid documents are submitted. Suppliers who fail to attach all the required supporting documents will be deemed to be non-compliant. It is therefore recommended for the suppliers to check the attachments
- Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.

- Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by NTB. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with NTB.
- The **commodity** the businesses wishes to register for should not be more than (4) four.
- Except for the specific goods or service procured by NTB, service providers are required not to offer any gift, hospitality or other benefit to any NTB official. Furthermore, should any NTB official request a gift, hospitality or other benefit, the service provider(s) is (are) required to report the matter to our offices.
- The front page of the envelope must be clearly marked "Supplier Database Registration" and must be made for attention: **Finance Department: Procurement**, to the address at the cover page.

The envelope must be hand delivered or posted via registered mail to the following addresses:

POSTAL ADDRESS:

Namibia Tourism Board
Private Bag 13244
Windhoek
Namibia

PHYSICAL ADDRESS

Namibia Tourism Board
C/O Sam Nujoma Drive & Haddy Street
Windhoek West
Windhoek
Namibia

SECTION 1

1. BUSINESS PROFILE (Please complete or tick where applicable)

Registered Company Name: _____

Trading Name (if different): _____

Business Type:

- Sole Trade
- Close Corporation
- Government Institution
- Partnership
- Company (Private/Public)
- Other (please specify) _____

Business Registration/ID Number:

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(Please attached certified copy of proof of registration)

Business Registration/ID Number:

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Income Tax Number:

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VAT Number:

--	--	--	--	--	--	--	--	--	--	--

PAYE Number:

--	--	--	--	--	--	--	--	--	--	--

Social Security Commission Number:

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SME Certificate:

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Workmans Compensation Number:

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Original Tax Good Standing Certificate Attached

YES	NO
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Original SSC Good Standing Certificate Attached

YES	NO
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Company Profile Attached

YES	NO
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Company registration documents attached

YES	NO
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Number of Years in Business

Postal Address: _____ Physical Address: _____

Region: _____ Region: _____

Telephone Number (W) _____

Web Address: _____

CONTACT PERSONS

Finance Department

Sales Department

Name: _____	Name: _____
Designation: _____	Designation: _____
Tel: _____	Tel: _____
Fax: _____	Fax: _____
Cell: _____	Cell: _____
Email: _____	Email: _____

4. NATIONAL PREFERENCE

Give details of places in Namibia where your business is operating

TOWN	REGION	CONTACT PERSON	TELEPHONE	EMAIL ADDRESS

5. REFERENCE LIST (PREVIOUS CLIENTS)

Company / Institution	Contact Person	Telephone Number	Period / years of service	Value of Contract	Description of work/Good service provided

6. NAMES AND CONTACT DETAILS OF COMPANY'S DIRECTORS/SHAREHOLDERS (SHAREHOLDING TO AD UP TO 100%)

Directors Name	ID Number	% share-Holder	Citizenship	Telephone Number

7. PAYMENT TERMS

Our standard term of payment is 30 days net of statement.

8. DECLARATION OF INTEREST

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

- 1. Are you or any person associated with your Proposal, employees of Namibia Tourism Board

Yes	No
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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 Tourism Board who may be involved with the evaluation and adjudication of Tender / Proposal?

Yes	No
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If so, state particulars

9. 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 _____ 2017 AT _____

SIGNATURE

DESIGNATION

ON BEHALF OF (NAME OF BUSINESS): _____

SECTION 2

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

- Original Certified copies of company registration
- Original valid good standing tax certificate;
- Original valid good standing with Social Security Commission;
- Names of Directors/ Owners/ Members/ Shareholders/ Trustees;
- Copy of Identification Document of all Shareholders;
- Company Profile;
- Affirmative Action Compliance Certificate
- Original Cancelled Cheque / Bank Stamped letter confirming bank details.

2. The needs of NTB are as follows, but not limited to:

Goods:	
Supply and delivery of Office furniture	
Supply and delivery of Office Equipment	
Supply and delivery of Vehicle	
Supply and delivery of Stationery and General Office Supplies.	
Supply and delivery of Tyres and Rims	
Supply and Delivery of Computers, Hardware, and Related Goods	
Supply of Newspaper and other Media Publicity Materials	
Supply and delivery of Cleaning Material, Equipment and Related Material	
Works:	
Maintenance of Operational Equipment and Office Furniture	
Supply of Electrical and Mechanical Services	
Maintenance of Building Renovations and Repair	
Provision for Repair Services for NTB Vehicles	
Provision of Cleaning Services	
Provision for NTB Building Painting Services	
Supply and Delivery of Software Application Design and Services	
Provision of Website Design, Development and Maintenance Services	
Supply of Services to Design and Construct Fair and Exhibition Stands	
Window Cleaning Services	
Supply of the following Services:	
Auctioneering Services	
Strategic Planning Services	
Financial Services	

Psychological and Wellness Services	
Counseling Services	
Legal Services	
Editing Services	
HR and Drafting of Payroll Services	
Drafting of Job Descriptions, Job Profiling and Grading Services	
Team Building Services	
Staff Training and Development	
Tax Consultancy Services	
Drafting of HR and Financial Policies	
PR & Media Consultancy Services	
Non- Consultancy Services:	
Supply and Maintenance of Air Conditioners	
Supply and Maintenance of Fire Extinguishers	
Provision of Advertising Services	
Provision for Printing Services	
Provision for Event Management and Decoration Services	
Provision of Insurance Services	
Publisher of Tourism Publications, Directories and related services	
Provision of Courier Services	
Provision of Car Rental / Hire Services	
Supply of Vehicle Tracking Systems	
Provision of Security Services	
Supply of Rental Photocopiers	
Supply of Computer Software and Licensing	
Supply of IT Maintenance Services	
Supply of Catering Services	
Arranging and Execution of Trade and Media Familiarization, Educational and Inspection Trips.	
Provision of Bookings / Reservation Services	
Design and Printing of Annual Reports	
Design and Production of Banners and Display material	
Design & Production of Corporate Stationary	
Design and Production of Promotional Collateral	
Design and Production of Tour Planning Maps for Tourists	
Touristic Content Writers: <i>Video Production</i> <i>Website Content</i> <i>Video Content</i>	
Supply of Photographic content & imagery to promote the Destination Namibia	
Full-service Advertising Agencies	
Graphic Designer	
Copywriters	