



**NAMFI**

Namibian Maritime and Fisheries Institute

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**NAMIBIAN MARITIME & FISHERIES**  
**INSTITUTE**

Procurement Management Unit

Supplier Registration Form

## SUPPLIER ELIGIBILITY QUESTIONNAIRE

PARTICULARS OF BUSINESS						
Business Name						
Trading As						
Holding Company						
Postal Address						
Town						
Region						
Physical Address						
Town						
Telephone Number	International Code		Area Code		Number	
Fax Number	International Code		Area Code		Number	
Company Reg. No	Date of Registration		Trade Licence No		VAT Registration No	

PARTICULARS OF SALES DEPARTMENT						
Contact Person						
Designation						
Telephone Number	International Code		Area Code		Number	
Fax Number	International Code		Area Code		Number	
Email Address						
Electronic (Email)						
Website						



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 / been successful

## NATURE OF BUSINESS

GOODS	
Supply of cartridges and toners	Supply of maintenance, equipment, tools and related materials
Supply of Cleaning materials, and equipment's related items	Supply of doors/gate locks
Supply of Promotional Items	Supply of Refreshments and entertainment
Supply of Safety Wear, Fire man suits, immersion suit, life jackets etc	Supply of Office Furniture
Supply and delivery of Air conditioning units and related accessories	Supply of Crocker; Cutlery; Glassware and other related utensils
Supply of Computer equipment and network appliances (including but not limited to computers; laptops; servers; printers; faxes network hardware)	Supply of Vehicles
Supply of data and communication network and related equipment	Supply of newspapers; periodicals; books and other media publicity materials
Supply of stationery and General office suppliers	Supply of first aid supplies
Supply of motor vehicles; tyres, rims spare parts and related supplies	Supply of wellness goods (uniforms; t-shirts; sport gear and other related goods)
Supply of equipment, tools and material	Supply of Corporate uniform
Supply of building materials; plumbing materials; electrical and appliances	Supply of gifts and flowers
Supply of computer / server software and or / other third party software as required (including licensing)	Supply of Software and Software Training
Supply of electronics for instrumentation training	Supply of engineering machinery and service
supply of swimming pools treatments	Supply of class equipment eg whiteboard, chairs, tables ets
Supply of fishing technology material eg twines	Cell phones and Ipads
Supply of garden tools and equipment	Supply of Protective clothes
Supply of fire extinguishers and accessories	Supply of gas and related accessories
Supply and maintenance and refill of water dispensers	Supply and maintenance of Vehicle testing equipment
Supply of computer software and applications including licensing	Supply of security system and software (access control and surveillance cameras)
Supply of telephone hardware and accessories	Supply of medical equipment, medicine and related items
Supply and delivery of blinds	Supply of mobile network devices (e.g. G4; Mobile phones; etc.)
Supply of Fire equipment and maintenance	Supply of office/household furniture and equipment
Supply of small workshop tools	Supply to print manual, brochures and annual reports

	Supply of vet books, engineering and deck office		Supply of Fuel, diesel and oil
	Supply and delivery of lawn/grass, decorative plants/flowers and fertilizers		Supply of stainless steel and mild steels

WORKS			
	Renovation of building and general maintenance services		construction
	Supply of electrical, plumbing and carpentry services		Plumbing; Carpentry; Painting; Interlock and gardening / landscaping services
	Periodic maintenance works by medium and large contractors		Structured Data and Electrical Cabling
	Roof repair		Steel rust maintenance
	supply of air conditioning units and related accessories		Aluminium window repair

CONSULTANCY SERVICES			
	Architecture services		Engineering Services
	Property Valuation Services		Survey Services
	Other Consultancy Services		Audit services
	Civil Engineering Services		Interior design services
	Conveyancing Services		Engineering Specialized and Advisory Services
	Electrical Engineering		ICT Consultancy Services
	Strategic review		Mechanical Engineering
	Curriculum Development		Provision of Internal and External Auditing Services
	Provision of HR Consultancy Services		Provision of HIV/AIDS wellness services
	Provision of short term insurance services		Provision of Accounting and Tax Consultancy Services
	Provision of Medical Professional Services		Provision for Legal Services
	Quantity Surveying Services		Provision of medical aid fund services
	Policy review and other consultancy services		Market and outreach plan as per business plan

NON-CONSULTANCY SERVICES			
	Supply of Air ticket and travelling arrangements		Design and Layout of Newsletters and Annual Reports
	Furniture removal services		Installation of DSTV Services
	Internet Service Provision (ISP) services; including but not limited to internet; web hosting; cloud services; cyber security services; MPLS/VPN Services (data links)		Proof reading / Editing of Newsletter and Annual Reports
	Service of fire extinguishers		Service of a dry cleaner
	Licenses and computer software		Advertisements
	Provision of Printing Services		Provision of Carwash Services
	Provision of Branding of Services		Service of gas
	Printing and copying		Catering services and event planning
	Services of Air conditions		Provision of Calibration Services for Laboratory Analytical Instruments and Equipment
	Provision of courier services for sample to external laboratories		Provision of Auctioneering 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 Performance; etc.)
	Provision of Events Management Services and Decorations		Provision of Catering Services
	Conference facilities		Provision Events Tents; Chairs and Tables

	Provision of Cleaning Services		Provision of Skip Containers
	Provision of ICT Training Services		Provision of Telephone and Cell phones Services
	Rental of gas cylinder and extinguisher		Provision of Mobile Network Services
	Provision of licenses		Provision of insurance
	Provision of Rental Accommodation and Hospitality Services		Copier rental
	Provision of Banking Services		Provision of Repeater Rentals
	Production of Corporate Videos		Printing and Mailing of Renewal Notices
	Provision of Translation Services		Rental of Mobile Toilets
	Rental of Photocopiers and Maintenance		Refuse Removal; Cleaning and Related Services
	Supply of Flowers and Corporate Gifts		Services and Repair of Vehicles
	Supply of Short Message Services (SMS)		Service of Security System (Access control and Surveillance camera)
	Service of Fire Detection and Suppression System		Short Training Courses; Conference; Seminar and Workshops
	Supply of Photography Services		Supply of Photography Services
	Supply graduation gown		Service Air Conditioners and Fire Extinguishers

ORGANIZATIONAL STRENGTH				
Category	Total Number	Total Number of Namibians	Total Number of Formally Disadvantaged Namibians	Total Number of Foreigners
Managing Director / Chief Executive				
Managers				
Office Personnel / Staff				
Technical Supervisors				
Skilled Labour				
Unskilled Labour				
Number of Full Time Employees				
Contract Staff / Labour				
Total Number of Women				
Number of Handicapped Persons				

SIGNATURE	DESIGNATION	DATE



**Office Use Only**

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