



SUPPLIER ACCREDITATION FORM

**154 Independence Avenue, 1st Floor, SANLAM Centre, Windhoek, Namibian,
9000**

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Email Us:

procurement@[namfisa.com.na](mailto:procurement@namfisa.com.na)

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REGISTRATION AS A PROSPECTIVE SUPPLIER WITH NAMIBIAN FINANCIAL INSTITUTIONS SUPERVISORY AUTHORITY

Dear Supplier

NAMFISA values its relationships with suppliers and envisages that the Prospective Supplier Databases allows efficient administration of prospective suppliers as well as meeting the requirements of NAMFISA's policies, the Public Procurement Act, Act 15 of 2015 and its Regulations, the SOEG Act and State Finance Act.

NAMFISA gives preference to those suppliers and service providers who have registered themselves on the Prospective Supplier Database when issuing requests for quotations.

Registration Process

Please complete the official registration form in full and sign as required. Attach all supporting documents as requested.

NAMFISA reserves the right to reject any incomplete application form accompanied by insufficient information.

**COMPANY REGISTERED NAME:
(IN BLOCK LETTERS)**

**CORE BUSINESS:
(IN BLOCK LETTERS)**

**SELECTED COMMODITY/COMMODITIES
(IN BLOCK LETTERS)**

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SUPPLIER DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH NAMFISA

The following important notes should be read carefully before the completion of this form

1. It should be noted that the Namibia Financial Institutions Supervisory Authority (NAMFISA) 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 NAMFISA's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
5. Mark the appropriate square with a "✓" where it is applicable to you.
6. 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.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. 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.
9. 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.
10. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish NAMFISA with any change to the status of the information initially provided, as and when the information changes.

12. Suppliers are to ensure NAMFISA is always in possession of an Original VAT Good Standing Certificate and Valid Company Registration Documents. **Suppliers whose tax clearance certificates have expired will be blocked from NAMFISA'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.**
13. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
14. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by NAMFISA. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with NAMFISA.
15. Please read notes below very carefully:

Commodity: The commodity the business wishes to register for as a supplier. (Maximum of 5 (five) commodities).

16. ***Except for the specific goods or service procured by NAMFISA, service providers are required not to offer any gift, hospitality or other benefit to any NAMFISA official. To avoid doubt, branded marketing material is considered to be a gift. Furthermore, should any NAMFISA official request a gift, hospitality or other benefit, the service provider(s) is (are) required to report the matter to our offices.***
17. The front page of the envelope must be clearly marked “**Supplier Database Registration**” and must be made **for attention: Procurement Management Unit**. The envelope must be hand delivered or posted via registered mail to one of the following addresses:

Physical Address:

154 Independence Avenue, SANLAM Centre, Windhoek, Namibia, 0000

Postal Address:

PO Box 21250, Windhoek, 0000

18. Please mark the back of the envelope with Sender (*Business Name*), Contact Person and Telephone Number.
19. **I have read and understood the important notes on pages 2 and 3**

Authorised signatory

1. Business Profile (Please complete or tick where applicable)

Registered Company Name: _____

Trading Name (if different): _____

Business Type:

- | | |
|---|---|
| <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Close Corporation | <input type="checkbox"/> Company (Private/Public) |
| <input type="checkbox"/> Government Institution | <input type="checkbox"/> Other (please specify) _____ |

Business Registration/ID Number: _____
(please attach certified copy of proof of registration)

Income Tax Number: _____

Vat Number: _____

PAYE Number: _____

SSC Number: _____

SME Certificate: _____

Workmans Compensation number: _____

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

YES	NO
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Enterprise 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: _____
 Postal Code: _____ Postal Code: _____
 Toll Free Number: _____ Switchboard Number: _____
 Web Address: _____

CONTACT PERSONS

Finance Department

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

Sales Department

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

Documentation to be attached to this application form

Item No	Documentation required	Included	If not included provide reason
1	Original certified copy of company registration forms		
2	<u>Original</u> valid tax good standing certificate		
3	Original certified copies of shareholder certificates CIPC documents		
4	Original certified copies of shareholders / directors / owners / members identity documents.		
5	Original certified copy of accreditation certificate for relevant industry		
6	Valid SME Registration Certificate to support SME status claim		
7	Company Profile		
8	Affirmative Action Compliance or Exemption Certificate		
9	<u>Original</u> Cancelled cheque or <u>Original</u> bank stamped letter confirming bank details		
10	Declaration of interest (SPF04)		

SUPPLIERS ARE REQUESTED TO ATTACH THEIR TERMS AND CONDITIONS TO THIS FORM

DECLARATION

I, the undersigned [insert full name of signatory]....., in my capacity as [insert capacity, i.e., member, director, partner, etc.]of the Supplier [insert full name of the supplying entity], (hereinafter “the Supplier”) certify under oath that, to the best of my knowledge, the information furnished herein is true and correct. I accept that NAMFISA reserves the right to act against the Supplier and/or me personally in terms hereof, should this declaration prove to be false.

NAMFISA employee or Board members may engage in any type of work for or on behalf of the Supplier, associated with the procurement associated with this enquiry / bid / negotiation.

In order to manage situations where conflicts of interests may exist involving NAMFISA employees or Board members engaging in **private work** with the Supplier for this procurement, you are hereby required to declare under oath the identity and the interests held of such employee or Board member.

For the purposes of this Declaration:

- A **Board member** is an elected participant on the **board of directors** of the Authority. The **board** of the authority is defined as the governing body.
- **NAMFISA Employee** means all staff employed by NAMFISA on full-time, part-time, intern or as trainees.
- **Private Work** includes any private interests, any employment, work or commercial activity or any other interests that an employee or Board member engages in outside the scope of his/her employment.
- A **commercial activity** means any activity an employee or Board member engages in outside NAMFISA, whether or not the activity actually produces income and/or is profitable.

- **Close Family** means persons related to the employee or Board member by birth, marriage, domestic partnership, adoption, guardianship or the like, who may influence, or be seen to influence the objectivity of the employee and Board member or related persons who may be influenced by the employee or Board member in their dealings with NAMFISA;
- **Associate** means any person (i.e. a friend, rival, business partner, neighbour or the like) who has dealings with or is connected with an employee or Board member who may influence or be seen to influence the objectivity of the employee and Board member or who may be influenced by the employee or Board member in their dealings with NAMFISA;
- **Participation in the Procurement Process** means conceptualisations, proposals, specifications, feasibility studies, sourcing, evaluations, benchmarking, negotiation, approval and awarding or withdrawal of offers / tenders for performing any work, providing any services or supplying any material, article or equipment or performing any other act; and
- **Business Courtesy** means a gift or favour received from a person or a firm for which fair market value is not paid, and includes but is not limited to non-monetary gifts, meals, drinks, entertainment, hospitality, recreation, transportation, attendance prizes, discounts, tickets, passes, promotional items, materials, equipment and the like.

In order to give effect to the above, the following questionnaire must be completed and submitted with your quotation.

** Delete whichever is not applicable.*

1. Are you or any other person who works for or holds an interest in the Supplier (example, a shareholder, director, member, manager or an employee), employed by NAMFISA or serves as a Board member at NAMFISA?

*YES/NO

Supplier Declaration of Interest

If yes, state particulars.

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2. Are you or any other person who holds an interest in the Supplier, a close family member or an associate of a NAMFISA employee or Board member, who may be participating in this procurement.

*YES/NO

If yes, state particulars.

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3. Are you aware of any relationship which amounts to that of close family or an associate between a person(s) acting for or on behalf of the Supplier and a NAMFISA employee or Board member, who may be participating in this procurement?

*YES/NO

If yes, state particulars.

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*YES/NO

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Declaration of Other Work:

[illegible]

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<p>SIGNATURE.....</p> <p>DATE.....</p> <p>POSITION.....</p>

For office use: Finance and Administration Department

Verified by: _____
Procurement Officer

Reviewed by: _____
Manager: Administration & Procurement

Reviewed by: _____
Manager: Finance

PASTEL SUPPLIER CODE: _____

BANKING DETAILS INDEMNITY FORM

Registered name			
Registration/ ID number			
Payments will be transferred into this account:			
Bank Name		COMPULSORY Bank stamp confirming banking details are correct	
Branch Name			
Account number			
Branch Code			
Type of account			
<hr/> Bank Official Name and Surname		<hr/> Signature	<hr/> Date

In addition submit original canceled cheque / Original bank stamped letter confirming bank details.

GLUE ORIGINAL CANCELLED CHEQUE HERE

OFFICE USE ONLY			
Captured by		Date	
Checked by		Date	
Confirmed by		Date	

LIST OF COMMODITIES

Please mark clearly with a “✓” the entity’s **Core Business** below (select maximum of five (5)) and write the selection on page 2 of this application form.

ADVERTISING (PLACEMENT OF ADVERTISEMENTS)

	Electronic Media
	Outdoor Media
	Print Media
	Other (Please specify)

ASSETS AND GOODS

	Audio and Video Systems
	Electronic Equipment (Projectors, Cameras, etc.)
	Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.)
	Motor Vehicles / Motorbikes
	Office Equipment
	Office Furniture
	Refrigeration Equipment
	Other (Please specify)

ASSETS SERVICES

	Audio and Video Systems (Maintenance and Support)
	Car Service Centres
	Refrigeration Equipment Repairs
	Repair of Office Furniture
	Repair of Electrical Equipment
	Other (Please specify)

CORPORATE CLOTHING AND GIFTS

	Corporate Clothing, Promotional Items and Gifts
	Flowers
	Framing of Certificates / Awards
	Other (Please specify)

DOCUMENT SERVICES

	Courier Services (incl. Postal Services)
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	Archiving and Related Services
	Franking Machine Services
HR AND RELATED SERVICES	
	Change Management Consultants
	HIV / AIDS Promotional Material
	HIV AIDS Physicians
	Performance Management Consultants
	Personal Development Consultants
	Remuneration and Salary Structuring Consultants
	Skills Analysis and Development Consultants
	Staff Wellness Services
	Transcription Services
	Voluntary Counseling and Testing
IT AND RELATED SERVICES	
	IT Hardware and Network Equipment
	IT Hardware and Network Maintenance and Support
	IT Network Cabling
	IT Professional Services (Consulting and Contracting)
	IT Security Services
	IT Software (Operating and Other)
	Specialist IT Services, Architecture, Security, etc.
LOGISTICS HOUSEHOLD ITEMS GOODS	
	Blinds and Awnings
	Carpets / Carpeting Installation
	Crockery, Cutlery, Table Cloths, Doilies
	Dry Goods (Tea, Coffee, Sugar, etc.)
	Household Cleaning Materials
	Protective Clothing
	Shelving (Steel and Wood)
	Uniforms
	Other (Please specify)

LOGISTICS HOUSEHOLD ITEMS SERVICES

	Dry Cleaning Services
	Fire Detection, Prevention and Security Systems
	First Aid Supplies / Equipment / Kits (OHASA)
	Supply of Newspapers, Journals, Publications, etc.

MAINTENANCE AND RELATED SERVICES

	Air Conditioning Specialist
	Carpet / Upholstery Cleaning
	Electrical (Globes, Plugs, Wire, etc.)
	Fire Extinguisher Service
	Furniture (Castors, Screws, Brackets, etc.)
	Furniture Removals
	Hardware
	Mechanical Services
	Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting)
	Plumbing (Toilet Seats, Washers, Taps, etc.)
	Recycling Services
	Repair of Printer / Copier / Scan / Fax Machines
	Access control systems (Biometrics, metal detectors, X-ray machines)
	CCTV systems (Network Cameras, DVR, Back ups)
	Public Address systems (Speakers, Microphones)
	Fire Fighting systems (Fire extinguishers, Fire hoses, gas, fire mimic)

PRINTING AND RELATED

	Printing, Layout and Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.)
	Signage

PROFESSIONAL SERVICES: FORENSIC INVESTIGATIONS

	Data Mining Specialists
	Handwriting Analysis
	Investigations
	IT Forensic Specialists
	Lie Detector Services

	Technical Surveillance Specialists
	Other (please specify)
PROFESSIONAL SERVICES: OTHER	
	Actuarial Services
	Architects
	Asset Management Consultants
	Auctioneers
	Business Advisory Consultants
	Business Analysis and Design Consultants
	Business Management Consultants
	Business Solutions Consultants
	Communication and Stakeholder Management Services
	Entertainers (Performers)
	Financial and System Integration Consultants
	Financial Administration Consultants
	Financial Planning Consultants
	Financial Systems Consultants
	Governance Consultants
	Knowledge Management Solutions Consultants
	Media Presenters/Media Interviewers
	Makeup Artists
	Market Research Consultants
	Marketing Consultants
	Media Liaison Consultants
	Media Monitoring (Print and Electronic Media)
	Organisational Dynamics Consultants
	Procurement Advisory Services
	Professional Photographers / Photography Equipment
	Project Management Consultants
	Public Relations and Consulting Services
	Risk Management Consultants
	Stakeholder Perception Survey Services

	Strategic Planning and Development Consultants
	Strategic Planning Facilitation
	Videographer
RENTAL	
	Audio-visual Systems
	Décor
	Office Equipment
	PC's, Laptops, Other Computer Equipment
SAFETY AND SECURITY	
	Background Checks / Verification Services
	Biometrics Access Systems Installations
	CCTV Systems Installations
	Security gates, Roller shutter doors, turnstiles and booms
	Security Risk Assessment
	Information security
	Fire fighting systems Installations
	Evacuation chairs
	Hand Held Radios
	Loud speakers
	First aid equipment
	Intercom System
	Protective clothing (Bibs, helmets, boots)
	Locks and Keys
	Metal Detectors
	Safes
	Alarm systems
	OHS Compliance assessment
	Occupational Health and Safety
STATIONERY AND RELATED	
	Barcode Labels
	Recycling of Empty Toner Cartridges
	Stationery

TELECOMMUNICATIONS

	Voice and Data Cabling
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TRAINING (NQA ACCREDITED, ETC.)

	ICT Training
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	Supply Chain Management Training
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	Development Programmes
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	HR Training
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	Other (Specify)
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TRAVEL, ACCOMMODATION AND RELATED

	Accommodation
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	Conference Facilities / Venues
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OTHER (Please specify)

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