



| Erf 209, Industrial Road, Lafrenz, Windhoek | P.O. Box 350 Windhoek | Tel: +264 61 202 3300 | Fax: +264 61 203 486 |

## INVITATION TO REGISTER AS AMTA SUPPLIER OF WORKS, GOODS AND SERVICES

Agro-Marketing & Trade Agency (the AMTA) herewith invites prospective suppliers of works, goods and services, to submit credentials for consideration for future request of rendering specialized services. The purpose of this registration is to establish annual database of Suppliers of Work, Goods and Services for AMTA procurement purposes.

Suppliers will be listed on the AMTA Vendor Management System as per requirements that can be obtained on our website [www.amta.na](http://www.amta.na) or can be requested via email on the following address [HamukwayaT@amta.na](mailto:HamukwayaT@amta.na)

To give all registered suppliers an equal opportunity, AMTA is populating its prospective supplier database, which will assist with the procurement of goods and services for the following:

**(Please mark with X next to service your company is interested in)**

**PLEASE TAKE NOTE: YOU ARE ONLY REQUIRED TO MARK ONE SERVICE**

Stationery	Promotional materials, corporate gifts, Media Publication Materials
Agricultural and related equipment	Maintenance of air conditioners
IT and Related Services	Supply Photocopiers and related services
Protective Clothing, and Gears	Plumbing services
Maintenance and Renovations	Printing and design related services
Catering services	Welding and Electric works related services
Office furniture	Fleet management services
Newspapers	Consulting services HR & Business development, Training and Employee wellness services
Security Services and Systems (Camera, clocking systems)	Welding services
Truck Sealers	First Aid kits
Pest Control and Fumigation (Chemical Supply)	Airport transfer, Rental Services, and Travel Agency
Motor vehicles supply, maintenance and services	Conference hall rentals with audio equipment
Supply of vehicles and trucks	Catering (foods) and Purified bottled water (refills)
Legal Services	Supply of Empty Bags for Maize
Debt collection services	Scale Calibration
Cleaning services and related Materials	
<b>SUBMISSION:</b>	Application should be hand delivered in sealed envelopes and clearly marked "supply of good and services" addressed to: The Secretary to the Procurement Committee Unit, AMTA, Erf 209 Lafrenz Industria, Windhoek
<b>ENQUIRIES:</b>	Mr. Tangi Hamukwaya Tel: +264 61 202 33 00 Email: <a href="mailto:HamukwayaT@amta.na">HamukwayaT@amta.na</a>
<b>COMPLETED SUPPLIER APPLICATION FORM:</b>	To be submitted together with supportive documents and delivered at the AMTA reception on the 15 <sup>th</sup> April 2022 at 16:00 PM

## AMTA SUPPLIER REGISTRATION FORM

This application form must be completed by suppliers, to register suppliers on the AMTA vendor management system.

For your application to be processed, the following documentation MUST accompany this form, failing to do so, your application will not be considered.

<b>DOCUMENTATION REQUIRED</b>	<b>TICK THE RELEVANT BOX INDICATING SUBMISSION OF THE REQUIRED DOCUMENTS</b>
Company profile, past experience and references where similar services have been provided (at least three reference letters and CVs and qualifications of key personnel)	
Valid company Registration Certificate	
Original valid good Standing Tax Certificate	
Original valid good Standing Social Security Certificate	
Valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
Companies should be 100% owned by citizens of the Republic of Namibia (with proof of shareholding) and registered within the Republic of Namibia	

**SECTION 1: COMPANY DETAILS**

**1.1 Name of Business** ("Company trading as): \_\_\_\_\_

*(Contracts/orders will be placed on this name and invoices must reflect this name)*

**1.2 Owner** Title (Prof. / Dr / Mr / Mrs / Ms/) and Surname/s: \_\_\_\_\_  
\_\_\_\_\_ *(If trading as a Sole-Proprietor or a Partnership)*

**1.3 Physical address of Business:**

Building / complex name: \_\_\_\_\_

Street name and number: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_

Code: \_\_\_\_\_ Country: \_\_\_\_\_

**1.4 Contact details of Business:** *(This is the address to which an invitation to tender/request for services / enquiry and orders / contracts will be sent to)*

Postal address: \_\_\_\_\_

P O Box/ Private Bag: \_\_\_\_\_ City/Town: \_\_\_\_\_ Code: \_\_\_\_\_

Telephone number of Business: Code: \_\_\_\_\_ Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Alternative number of Business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Fax number of Business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Is this a dedicated Fax number? (Y/N) \_\_\_\_\_

Business e-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**1.5 Admin/Sales representative contact person** Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tel: \_\_\_\_\_

**Accounts representative contact person** Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**1.6 Banking details of Business:**

Bank: \_\_\_\_\_ Branch Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Branch Code: \_\_\_\_\_

Swift Code Number: \_\_\_\_\_ Account Type: \_\_\_\_\_

**1.7 Is your business owned or partly-owned by government? (Y/N)** \_\_\_\_\_

**1.8 Business Registration number** (if applicable) \_\_\_\_\_

*(In the case of a sole proprietor or partnership, please furnish identity numbers plus copies of the identity documents of the owners)*

**1.9 Tax number of business:** \_\_\_\_\_

**1.10 VAT registration number:** (if applicable) \_\_\_\_\_

**SECTION 2: TYPE OF BUSINESS**

**2.1 Is your Business:** *(please tick or choose)*

An agent  Manufacturer  Distributor  Consultant  Contractor  Professional Services

Other (specify) \_\_\_\_\_

If yes, specify \_\_\_\_\_

- A Multinational Company based in Namibia with overseas headquarters, operating as a "Global Practice" which restricts the alienation of equity or the sale of businesses in its regional operations? Y/N \_\_\_\_ (If yes, please provide documentation confirming operation as a Global Practice).
- Owned or partly owned by a Trust (Y/N) \_\_\_\_ Private Equity Fund (Y/N) \_\_\_\_ Broad-Based Ownership Scheme (Y/N) \_\_\_\_ Employee Ownership Scheme (Y/N) \_\_\_\_
- Number of full time employees \_\_\_\_\_

**2.2 Business specialization**

List all your Products / Services that your business can manufacture and/ or supply to the AMTA

Attach a separate list if the space provided is not enough

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2.3 Region/s:	Cities/Towns:	Please indicate with an (x) the geographical areas where your business is willing and capable of supplying services and/or products to AMTA:  Note: these are the only regions AMTA has regional offices
Zambezi		
Kavango East		
Kavango West		
Khomas		
Ohangwena		
Omaheke		
Omusati		
Oshana		
Oshikoto		

**SECTION 3: BUSINESS EXPERIENCES AND PAST PERFORMANCES**

For AMTA to build up a profile of its suppliers, we would like you to complete the following:

**3.1 Commercial**

Name 3 commercial references/referees of previous projects / contracts and provide their name(s) and telephone number(s):

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**3.2 Financial**

Has your business ever been declared insolvent or had a judicial management order granted against it?

(Y/N) \_\_\_\_\_ If yes, please elaborate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.3 Technical (only if applicable)**

Are you working on accredited National or International Standards? (Y/N) \_\_\_\_\_ If yes, indicate products and to which standards they apply: \_\_\_\_\_

**SECTION 4: CONFIRMATION**

I \_\_\_\_\_ (Name) the \_\_\_\_\_ (Designation)

On the \_\_\_\_\_ (Date) \_\_\_\_\_ (signature)

the undersigned, hereby confirm and acknowledge that all information provided is correct and complete. I also pledge to keep you informed should this information change in future.