



NAMIBIA TRAINING AUTHORITY

## **SUPPLIER APPLICATION FORM**

**This form must fully be completed by all potential Suppliers/Service Providers Seeking Registration as an approved supplier/service provider on the Namibia Training Authority's (NTA) suppliers DATABASE.**

When completed this Form can be delivered to:

NTA Village, Rand Street,

Khomasdal, Windhoek

For attention: Procurement Management Unit

Or

Alternatively email to:

Silvanus Mutilifa: Email: [smutilifa@nta.com.na](mailto:smutilifa@nta.com.na)

Riisto Kadhila: Email: [rkadhila@nta.com.na](mailto:rkadhila@nta.com.na)

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1. The Supplier/Service Provider should provide their details by completing the table below:

Company / Supplier Name:	
Trading Name:	
Company Registration No or Identification Document No (for Suppliers who are applying as a natural person):	
Date of Registration:	
Supplier Grouping Detail: Type of Firm (Please X the relevant box)	<input type="checkbox"/> Public Company LTD <input type="checkbox"/> Private Company (PTY) LTD <input type="checkbox"/> Close Corporation cc <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify).....
VAT Registration No.	
Social Security No.	
Namibia Income Tax No.	
Postal Address:	
Physical Address:	
Web Address	
<b>Details of Main Contact Person</b>	
Name	
Capacity	
Telephone No.:	
Cell No.:	
Fax No.:	
E-Mail Address.:	

2. Please provide the full details of the Company's Bank Details

<b>Bank Details / EFT Payment Information</b>			
Account name			
Bank / Institution			
Account No		Account Type	
Branch Code			

3. Please provide the full details of the Company's ownership

<b>Name &amp; Surname</b>	<b>ID Number</b>	<b>Gender (M / F)</b>	<b>% Shareholding</b>	<b>Telephone Number</b>

4. The supplier must state the commodities which they are applying to be registered on.

<b>COMMODITY</b>	<b>X</b>
<b>GOODS</b>	
Stationery	
Food and Beverages	
Cleaning Materials and Equipment	
Office Furniture	
IT Hardware	

IT Software	
Promotional Materials	
Training Tools and Equipment	
First Aid Kits	
Fire Extinguishers	
Purified Water	
Uniforms and Protective Clothing	
Sports Equipment	
Flowers	
Building material	
Photocopiers/Duplication Machines	
<b>NON-CONSULTANCY SERVICES</b>	
Printing	
Insurance	
Archiving and Record Keeping	
Accommodation in Various Towns	
Events Management/Decoration	
Courier	
Catering	
Conference Facilities	
Vocational Training in Priority Occupations (NQF Level 1 – 5)	
Entertainment	
Waste Removal	
Short training courses, symposiums and workshops	
Car Rental Services	
Psychometric Assessment Services	
Passenger Transport	
Transportation of Goods	
<b>CONSULTANCY SERVICES</b>	
Human Resources	
Financial	
Research	
Dietary	
Project Management	
Photography	
Video Production	

<b>WORKS</b>	
Alarm System Maintenance	
Servicing of Airconditioners	
Access Control and Surveillance Cameras	
Building and Renovations	
Welding	
Plumbing	
Electrical	
Gardening	
Joinery	
De-bushing	
Pest Control	

5. Please indicate in the table below, the reference details of at least 3 major clients in relation with the respective commodities applied for

<b>Time Period</b> (from dd/mm/yyyy to dd/mm/yyyy)	<b>Client Name</b>	<b>Scope of Supply</b>	<b>Contact Details</b> (Person Name & Telephone No.)

6. Copies of the following supporting documents must be submitted with the application form

*Please indicate by means of an X the documents enclosed in your application.*

<b>OBLIGATORY SUPPORTING DOCUMENTS</b> (The following supporting documents must duly form part of your submission. If not original, all copies must be certified by relevant authorities)	<i>Please indicate by means of an X the documents enclosed in your submission</i>
A valid company Registration Certificate	
Original valid good Standing Tax Certificate	
Original valid good Standing Social Security Certificate	
A 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	
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007	
A certificate indicating SME Status (for Bids reserved for SME category);	

7. I/We undersigned acknowledge that the information provided are true and correct:

.....  
**NAME OF Owner or Authorized Representative**

.....  
**SIGNATURE**

.....  
**DATE**

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<b>Office use only</b>		
Approved / Not Approved	Name: _____ Signature: _____	Date:
Comments		
Entered by	Name: _____ Signature: _____	Date:
Supplier Code		