

SUPPLIER INFORMATION			
Company Name:			
Registration Number:		Registration Date:	
VAT Number:		No of Employees:	
Postal Address:			
Physical Address:			
Telephone Number:		Fax Number:	
Email Address:			
Website:			

SUPPLIER CONTACTS INFORMATION		
<b>Name of Primary Contact</b>	<b>Position Held</b>	<b>Email Address</b>
<b>Name of Sales/Technical Contact</b>	<b>Position Held</b>	<b>Email Address</b>
<b>Name of Billing/Accounts Contact</b>	<b>Position Held</b>	<b>Email Address</b>

PRODUCTS OR SERVICES OFFERED BY THE SUPPLIER

Has the company supplied any products or services to SACU in the last three years?	YES	NO
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Has the company had any litigation or arbitration against it as a result of contracts or work it executed in the last three years?	YES	NO
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*If yes, please provide full details of each case - including case number, year, name of employer, country, cause of litigation, matter in dispute, disputed amount, judgements and awards.*

TRADE REFERENCES			
	Company or Client Name	Contact Name	Telephone Number
1			
2			
3			

TRADE EXPERIENCE				
	Type or Nature of Work Completed	Company or Client Name	Year	Contract Value
1				
2				

I am a duly authorised representative of the above mentioned company and certify that the information submitted and all attachments are correct. I understand that any discrepancies entitle SACU to reject the registration.

I hereby confirm that neither the Primary Contact, Sales/Technical Contact nor Billing/Accounts Contact above has a personal relationship with any employee of the SACU Secretariat that could be deemed as a conflict of interest.

<b>Full Name:</b>			
<b>Position Held:</b>			
<b>Signature:</b>		<b>Date:</b>	

**The following certified documents must be submitted with this form:**

1. A Certificate of Company Registration from the Ministry of Trade & Industry
2. A Certificate of Good Standing for Tender Purposes from the Ministry of Finance - Inland Revenue
3. A Certificate of Good Standing from the Social Security Commission
4. Proof that the majority owner(s) of the company are citizens of a SACU Member State (copy of ID/Passport)
5. A copy of the latest audited annual financial statements, unless registered as a close corporation where the annual financial statements is signed by the Accounting Officer.

**The form and supporting documents must be returned to The Procurement Officer:**

Southern African Customs Union (SACU) Secretariat, PBag 13285, Windhoek, Namibia, 9000  
 Erf 8531 Corner Feld & Lazarett Avenue, Windhoek, Namibia  
 Tel: +264 61 295 8000/37 - Email: [Leon.Esterhuizen@sacu.int](mailto:Leon.Esterhuizen@sacu.int)

----- THE SECTION BELOW IS FOR OFFICE USE ONLY -----

<b>Vetted by Tender Committee - Meeting Number</b>		
<b>ADDITION OF VENDOR IN SAP B1</b>	<b>Signature</b>	<b>Date</b>
Approved - Procurement Officer		
Approved - Finance Manager		
<b>SAP B1 VENDOR CODE</b>		



## **INVITATION TO REGISTER ON THE SACU SUPPLIER DATABASE**

***The SACU Secretariat hereby invites interested companies to register on their database of suppliers for the provision of goods and services in the following categories:***

### **Maintenance**

- Electrical goods or services
- Cleaning goods or services
- Construction and renovation
- Gardening and landscaping
- General repairs and maintenance
- Pest Control
- Plumbing

### **Supply of Goods**

- End user computer hardware, software & accessories
- Furniture and fittings
- ICT Servers, Hardware, software & accessories
- Office stationery
- Printing

### **Administration Services**

- Graphic design and photography
- Promotional material and branding
- Transport and logistics

### **Conferencing Services**

- Conference equipment, such as audio-visual equipment and related services
- Event management and conference facilities
- Marquees/tents

### **The company profile must include amongst others, the following:**

- Ownership details
- Primary and secondary activities
- Minimum of 3 key company referrals
- Certified copy of company registration, including shareholder/directors
- Certificate of Good standing with Ministry of Finance and Social Security
- Copy of the latest audited annual financial statements, unless the entity is a close corporation where the annual financial statements are signed by the Accounting Officer.