

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		
Name of Primary Contact	Position Held	Email Address
Name of Sales/Technical Contact	Position Held	Email Address
Name of Billing/Accounts Contact	Position Held	Email Address

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			

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.

Full Name:			
Position Held:			
Signature:		Date:	

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

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

Vetted by Tender Committee - Meeting Number		
ADDITION OF VENDOR IN SAP B1	Signature	Date
Recommended - Procurement Officer		
Approved - Director Corporate Services		
Approved - TC Chair Person		
SAP B1 VENDOR CODE		