

## VENDOR REGISTRATION FORM

### Section 1: Company Details and General Information

Company Trade Name (as registered with BIPA):	
Company registration Number:	
Company Physical Address:	
Postal Code:	
City:	
Country:	
Procurement Category (E.g. Catering, Electrical, Construction, ICT software and hardware etc.)	
Business Type:	
Social Security Registration Number:	
Value Added Tax Number:	
Postal Address:	
Telephone Number:	
Fax Number:	
Business E-mail Address:	
Contact Person:	
Position:	
Number of full time employees:	
Website:	
Names of shareholders, members, Partners or Persons with interest in the Company indicating nationality and percentage equity (indicate below if more than two (2) attach separate sheet)	
Full Name and Surname:	
Nationality:	
Equity (%):	

Full Name and Surname:
Nationality:
Equity (%):

**Section 2: Business experience and trade reference (Attached 3 letters of References)**

List at least 3 recent contracts with their values (including Purchases orders) you have been awarded:	
Name of Company:	
Contact Person:	
Telephone Number:	
Email Address:	
Contract/Purchase Order value (N\$):	
Name of Company:	
Contact Person:	
Telephone Number:	
Email Address:	
Contract/Purchase Order value (N\$):	
Name of Company:	
Contact Person:	
Telephone Number:	
Email Address:	
Contract/Purchase Order value (N\$):	

**Section 3: Banking Details (Attached authorized banking details confirmation letter on bank letterhead with date stamp not older than six (6) months)**

Bank Name:
Bank Physical Address:
Branch Name and Code:
SWIFT code:
Sort Code:
IBAN Number:
Account Number:
Account Type:

***NB: EVTC standard payment terms are thirty (30) days from date of invoice receipts and by completing Registration as a vendor you are complying with these terms of payment.***

Was the Company previously registered as a Vendor with Eenhana Vocational Training Centre?		
	Yes	No
If Yes, Provide previous Bank Account Details:		

Has any of your company's directors, partners or associates been employed by the Eenhana Vocational Training Centre? (If so, please give details.)	
Name and Surname:	
Position held:	

Does any director, partner or associate have a relative(s) who is employed by the Eenhana Vocational Training Centre? (If so, please give details.)	
Name and Surname:	
Position held:	

**Attach the following mandatory documents:**

1. A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details (as registered with BIPA) - ***certified copies of all Namibian Shareholders Identification document or passport.***
2. A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance;
3. A valid original or certified copy of the company's good standing certificate from Social Security Commission;
4. A valid original certified copy of the affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or exemption issued in terms of section 42 of Affirmative Action Act, 1998;
5. A written undertaking as contemplated in Section 138(2) of Labour Act, 2007;
6. A valid certified copy of the company's Certificate of registration as an SME (For SMEs only);
7. Duly authorized banking details confirmation letter on bank letterhead with date stamp not older than six (6) months.

**Only a valid certified copy done by the Namibian Police will be considered. International suppliers please disregard documents not applicable to your country.**

**The complete Vendor Registration Form can be delivered to the following address:**

Eenhana Vocational Training Centre (EVTC)  
Plot 503, Paulus Hamutenya Street, Eenhana, Main Administration Building  
Procurement Management Unit  
Email: [sweyulu@evtc.edu.na](mailto:sweyulu@evtc.edu.na)

<b>For Official Use Only (Staff enter full names and signature)</b>	
<b>Vetted by:</b>	
<b>Date:</b>	
<b>Reviewed by:</b>	
<b>Date:</b>	
<b>Approved by:</b>	
<b>Loaded by:</b>	
<b>Date:</b>	
<b>Vendor Code:</b>	

***Disclaimer: Completing this vendor registration form does not necessarily guarantee that EVTC will conduct business with your company. Suppliers are vetted and used on a needs basis.***

**Eenhana Vocational Training Centre**

Paulus Hamutenya Street  
Eenhana  
Namibia

Tel: 065 263 600  
Fax: 065 263871  
P.O. Box 13434  
Email: [info@evtc.edu.na](mailto:info@evtc.edu.na)  
Website: [www.evtc.com.na](http://www.evtc.com.na)

All Correspondence must  
be addressed to the  
Centre Manager