

VENDOR REGISTRATION FORM



This form is downloadable free from the NamPower Website: (www.nampower.com.na)

Application by: _____

SECTION A: INSTRUCTIONS TO PROSPECTIVE VENDORS

1. This form shall be completed in English.
2. The main objective of this process is to enhance transparency and to facilitate effective communication between NamPower and its Vendors.
3. Please ensure that all mandatory fields that are applicable to your business type are completed and if not, indicate Not Applicable (N/A).
4. Registered Vendors are expected to notify NamPower of any amendments made, and it should be supported by relevant documentation if applicable.
5. Received Vendor applications will be processed within a minimum of five (5) working days. Once the application has been captured, a notification will be sent to the email provided, informing the applicant about a formal assigned NamPower vendor number. The email provided will be used for all future communication and correspondence with NamPower.
6. Kindly note that being on the NamPower Vendor Database does not guarantee any business opportunities. All procurement activities are subjected to the Namibia Public Procurement Act 15 of 2015, its Regulations and Guidelines. Vendors are advised to check on the NamPower website (www.nampower.com.na) for any Bid or Request for Quotation opportunities.
7. Submit a certified copy, by the Commissioner of Oaths of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialisation, Trade and SME Development or BIPA, accompanied by the relevant CM forms and/or members interest documents showing proof of equity or equivalent from the country of Origin.
8. Complete the banking account information form (SECTION D).
9. Submit certified copies of the original Identity Document (ID) / Passports of each shareholder(s) / member(s) for the NATURAL person(s) for the Owners, duly certified by Commissioner of Oaths (Applicable to Namibian companies only).

SECTION B: GOODS, WORK SUPPLIED AND SERVICES RENDERED

A Vendor may only register for a maximum of seven (7) commodity groups

NO.	Description	Tick (✓)	NO.	Description	Tick (✓)	NO.	Description	Tick (✓)
1.	ABC Hardware		9.	Florists		17.	Consultant Public Relations	
2.	Accommodation		10.	Oil		18.	Preformed Line Hardware	
3.	Advertising		11.	Fuses Drop Out		19.	Line Contractors	
4.	Auto Electrician Workshop		12.	All types of Gasses and Appliances		20.	Promotional items and Corp gifts	
5.	Air Conditioning and Refrigeration.		13.	Gates Servitude		21.	Protection Schemes	
6.	Architects		14.	Landscape and Equipment, Garden requisites and Tools		22.	Printers	
7.	Legal Practitioner and Advise		15.	General Electrical Fittings		23.	Supply of Pumps, Valves and Engines	
8.	Auctioneers		16.	Building Materials		24.	Reactors	

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NO.	Description	Tick (√)	NO.	Description	Tick (√)	NO.	Description	Tick (√)
25.	Audio-Visual and Video Production		50.	Actuaries/Insurance		75.	Reclosers	
26.	Aviation and Charter flights Maintenance		51.	Insulators Glass		76.	Car Rentals	
27.	Battery Chargers		52.	Insulators Other		77.	Surge Arresters	
28.	Bearings and Seals, Ball and Roller		53.	Insulators Porcelain		78.	Safety Equipment and Clothing	
29.	Circuit Breakers		54.	Instruments and Meters		79.	Security Equipment Services	
30.	Blinds, Shade Nets and Accessories		55.	Interior Decorators and Designers		80.	Service Stations	
31.	Bush Clearing		56.	Jewellers and Watchmakers, sales		81.	Supermarkets, Bakeries and General stores	
32.	Cables		57.	Contractor's Joinery and carpentry		82.	Solar Energy Equipment and Accessories	
33.	Camping Equipment and Travelling		58.	Estate Agents		83.	Second-hand Engines and Gear Boxes	
34.	Car and Truck Dealers		59.	Lift Manufacturers and Maintenance		84.	Sub-Station Material	
35.	Carpet dealers and Installation		60.	Line Material		85.	Stationers	
36.	Catering Equipment and Services		61.	Hardware Power Line		86.	Steel Fabrication	
37.	Conference Facilities, Recreational		62.	Consultants Marketing		87.	Steel Structures	
38.	Chemical Manufacturers and Distributors		63.	Mass Measuring and Equipment		88.	Subscriptions	
39.	Contractors Civil		64.	Meat, Meat Products and Butchery		89.	Surveyors - Land and Quantity	
40.	Clamps		65.	Contractors Mechanical		90.	Surveyors - Power Lines	
41.	Cleaning Services, Materials and Supplies		66.	Medical Appliances, Paramedical		91.	Contractors Tiling	
42.	Communication Systems Radios		67.	Metals, Ferrous and Non-Ferrous		92.	Tools and Accessory Sales and Small Construction Machinery	
43.	Consultants -Other		68.	Meters Electricity		93.	Cartage, Transport Contractors	
44.	Conductor Bare		69.	Meters Prepayment		94.	Transmission Line and Structure	
45.	DC-DC Converters		70.	Motor/Truck Spare Parts, Diesel		95.	Travel Agents	
46.	Customs Clearing, Shipping, Forwarding		71.	Municipalities		96.	Transformers Distribution	
47.	Computer Equipment, Vendors,		72.	Mechanical Workshop and Radiator		97.	Transformers Instruments	
48.	Current Transformers		73.	Occupational Health and Safety		98.	Transformers Power	
49.	Construction Earthmoving and Mining		74.	Office Appliance, Equipment and furniture		99.	Training: Academic Institution	

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NO.	Description	Tick (√)	NO.	Description	Tick (√)	NO.	Description	Tick (√)
100.	Demining Operations		111.	Outfitters and Corporate Wear		122.	Tyres, Tubes, Rims, Wheel Alignment	
101.	Drilling of Holes to plant poles		112.	Packaging, Warehousing and Distribution		123.	Upholstery Service	
102.	Earthmoving Contractors/Mechanics		113.	Padlocks		124.	Voltage Transformers	
103.	Educational aids, Books and Equipment		114.	Contractors Painting		125.	Plastic Welding, Services and Tools	
104.	Electrical Contractors		115.	Motor Car Body Parts, Spray-Paints		126.	Contractors Welding	
105.	Consulting Engineers (Mechanic)		116.	Consultant's Labour and Personnel		127.	Electrical Household Appliance	
106.	Environmental Consultants		117.	Photographic Equipment:		128.	Auto glass for Motor Vehicles	
107.	Fencing Work and Installation		118.	Contractors Plumbing		129.	Wire Steel (Earth and Stay)	
108.	Filtering Materials and Suppliers		119.	Painting Manufacturers and Wholesalers		130.	Others (Please Specify):	
109.	Auditors and Financial Services		120.	Poles Wood				
110.	Fire Fighting Equipment and Accessories		121.	Power Generation Sales, Services				

SECTION C: COMPANY DETAILS AND GENERAL INFORMATION (BUSINESS PARTICULARS) - MANDATORY

1. BUSINESS DETAILS	
Name of Business (Full legal/official Registration Company Name)	
Company Registration Number	
VAT Registration Number	
Income Tax Registration Number	
Currency	

2. PHYSICAL ADDRESS			
Physical Address			
City		Code	
Region			
Country			

3. POSTAL ADDRESS

Postal Address			
City/Town		Code	
Region			
Country			

4. CONTACT DETAILS

Title			
Contact Name			
Telephone Number		Code	
Mobile Number		Code	
E-Mail Address			
Web-Page Address			

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SECTION D: BANKING ACCOUNT INFORMATION FORM

AUTHORISATION FOR ELECTRONIC TRANSFER OF FUNDS (EFT) TO VENDOR'S BANK ACCOUNT* - MANDATORY

1. BANKING ACCOUNT INFORMATION *(Please Complete in Block Letters)*

Account Holder/ Company Name	
Company Address	
Telephone Number	
Mobile Number	
E-mail Address	
Facsimile	
Bank Name	
Branch Name	
Bank Account Number	
Branch Code	
Swift/BIC Code	
Type of Account	Cheque <input type="checkbox"/> Savings <input type="checkbox"/> Transmission <input type="checkbox"/> Other <input type="checkbox"/> Specify:

Please note:

1. NamPower will NOT be liable for any financial losses / other losses as a result of wrong bank detail information provided.
2. Bank account/ Account holder name must be the same as the supplier's name on the invoice(s) and per NamPower Vendor Registration.
3. This form must be accompanied by a Confirmation Letter from the Bank.
4. An official stamp should be obtained from the Bank to confirm the information given above.
5. For any amendments on the banking details, kindly contact NamPower Creditors at creditors.nampower.com.na.

Signature

Date

OFFICIAL BANK STAMP

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SECTION E: DECLARATION FORM BY THE APPLICANT

I/we _____ the undersigned, hereby accept the NamPower General Conditions, the document provided and information in this form is correct and, in the event of any changes, details will be provided as soon as possible:

Signature of authorised person

Date

OFFICIAL COMPANY STAMP

MANDATORY