



NOTICE 2 EXPRESSION OF INTREST

Request for the submission of Company profiles to set up a supplier's eligibility list of companies for the provision of;

1. Audio-Visual and other Services'

- Voicing/narrators for documentaries and short productions
- Cleaners (regional offices)
- Newspaper vendors
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2. IT and related services

- Audio visual equipment
- Digital cameras
- Voice recorders
- VIP payroll
- Pastel

3. HR Consultancies

- HR Planning and Forecasting
- Employ Engagement and Wellness Programs
- Organizational standard operating procedures
- Workshop facilitation
- Organization development (OD)

4. Companies must submit the following mandatory documents to qualify for listing as an eligible supplier:

- A valid company Registration certificate;
- An original valid good Standing Tax/VAT Certificate;
- An original valid good Standing Social Security Certificate;
- A valid 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 copy of the valid SME certificate status (for Bid reserved for SMEs)
- A copy of the valid Certificate of Fitness from Municipality (for those that are operating in town)

5. NAMPA shall have the right to:

- (a) Ask for clarifications at time of evaluating company profile
- (b) Reject all company profiles, if the above-mentioned conditions are not adhered to
- (c) Remove non-performing suppliers from the list

6. CLOSING DATE: Friday 08 September 2017

TIME: 12h00

ENQUIRES: Ms Martha Kanime: (061) 374000/4027

EMAIL: mkanime@nampa.org

DELIVERY ADDRESS: Profiles must be submitted in sealed envelopes and to be clearly marked as Procurement Management Unit 2018/2019 as well as tender's name, addressed to: The Head of the Tender Box.

NAMPA, P O BOX 26185, Windhoek, NO 30 CNR OF KELLER AND EUGENE MARAIS STREET, WINDHOEK GROUND FLOOR.