




EXPRESSION OF INTEREST

CCM/001/2023-2024/E1- INVITATION TO REGISTER WITH CCM AS A SUPPLIER

1. The Namibia Global Fund Country Coordinating Mechanism (CCM) wishes to invite suitably qualified, experienced, and reputable service providers to register as preferred suppliers of goods and services to the CCM.
2. The categories of goods and services required for day-to-day operations are listed below as follows:
 - a. Office Stationery & Equipment.
 - b. Electric Appliances, Crockery & Cutlery.
 - c. Information Technology Equipment.
 - d. Web Development & Design
 - e. Catering Services (Platters, Buffet etc.).
 - f. Conference Audio & Video services
 - g. Conference Facilities & Services
 - h. Graphic Design, Corporate Gifts & Printing (books, T-shirts, bags etc.).
 - i. Car Rental & Shuttle services
 - j. Team building services
 - k. Office Refreshments & related goods by supermarkets.
 - l. Pharmaceuticals & First Aid Supplies
3. All interested suppliers are requested to complete the registration form attached, and to submit all required documents.

Location:	Windhoek
Criteria:	<ol style="list-style-type: none"> 1. Company must be in existence for 4 years or more. 2. 2x Reference letters from previous clients. 3. Valid Fitness Certificate .
Mandatory Documents:	Certified Copy of Company Registration. Certified Copy of Valid Affirmative Action. Certified Copy of Valid Good Standing Tax Certificate. Certified Copy of Valid Good Standing Social Security Certificate.
Delivery Address:	CCM Secretariat National Planning Commission, Government Office Park Luther Street Windhoek <div style="text-align: right;">  </div> <p>Note: Submit in clearly marked box at the entrance by the Security Officers. Please remember to complete the submission form as well.</p>

4. For related enquiries and supplier registration forms, kindly contact Ms. Selma I.N Ueitele on 061-2834025 or via email at selma@ccm.nam.na.
5. **Closing Date:** Monday, 16 October 2023 at 13h00. No late and emailed submissions will be accepted.

CCM reserves the right to accept or reject any application that fails to meet its requirements and will , under no circumstances, be responsible or liable for any costs associated with the preparation and submission of documents.



SUPPLIER INFORMATION	
Company Name:	
VAT Number:	
Postal Address:	
Physical Address:	
Telephone Number:	
Email Address:	
Website:	

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



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

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 CCM to reject the registration.			
Full Name:			
Position Held:			
Signature:		Date:	

The following certified documents must be submitted with this form:

1. Certified Copy of Company Registration (6 months)
2. Certified Copy of Valid Affirmative Action.
3. Certified Copy of Valid Good Standing Tax Certificate.
4. Certified Copy of Valid Good Standing Social Security Certificate.

The form and supporting documents must be returned to:

CCM Secretariat
 National Planning Commission
 Government Office Park
 Luther Street
 Windhoek

Note: Applications must be deposited into a clearly marked box at the entrance by the Security Officers.

