



Construction Industries Federation of Namibia

P O Box 1479, WINDHOEK, Namibia
Tel: +264 (0) 61 417300, Fax: +264 (0) 61 224534
Cnr Stein & Schwabe Streets, Klein Windhoek

APPLICATION FOR CIF TENDER LETTER

COMPANY NAME:			
Postal address:			
Street address:			
Telephone No:		Fax No:	
E-mail address:			
Name & Surname of Owner / Director:		Mobile No:	
Shareholders:			
Nature of Business:			
∅ Annual Turnover:		Number of Employees:	

REGISTRATION NO'S:

Company Reg. No:		Application processed:	
I.D Number:		Payment Received:	

I/We hereby apply for tender letter and I/we agree to abide by the **Code of Conduct** and the **Constitution** of the federation, its rules and by-laws, as amended from time to time. I/We certify that the particulars submitted on this application form are correct and accurate.

DATE

SIGNATURE

I/We hereby confirm that we've received the tender letter, and have paid the fee of N\$ 250.00. I/We also acknowledge that letter is only valid for 30 Days. I/We acknowledge that the Government Gazette has been explained to us and that we understand the implication of this document. I/We acknowledge that we cannot apply for and be issued more than three tender letters per financial year.

DATE

SIGNATURE

TENDER LETTER APPLICATIONS:

Dear Tenderer,

NOTE: The tender letter is a **TWO (2) DAY process**; **NO** tender letter will be given the same day.

Please provide copies of the following documents when applying for a tender letter:

- Submit certified copies of owners ID and
- Submit certified copy of company registration document
- Submit a Certificate of Good Standing from Inland Revenue (not older than one month)
- Submit a Certificate of Good Standing from Social Security Commission (not older than one month)
- A copy of the most recent financial statements (if busy is younger than a year a letter from the bank, stating that the business is in good financial health to conduct business, is required).

Please note that the owner of the company must collect the letter in person. If the owner is not able to attend, then a representative of the company can collect the tender letter. This is only possible with a letter stating that he/she is the representative of the company, signed by the owner of the company.

PROCEDURE:

- Complete tender application form.
- Submit all documents as listed above.
- Pay N\$250 (incl. of VAT) (processing the application, and issuing letter, copy of gazetted Collected Agreement).