

EXPRESSION OF INTEREST

The **Business and Intellectual Property Authority (BIPA)** hereby invites all potential suppliers and service providers that are aspiring to render goods, works and services and enter into Contract Agreements with BIPA, in order to be shortlisted and added on BIPA's Supplier Database for the 2019/2020 Financial Year.

Goods	Works
<ul style="list-style-type: none"> Supply and Delivery of ICT Equipment (PC workstations, Laptops, Monitors, Keyboards, Mice, IT related spare parts and Accessories) Supply and Delivery of Office Equipment and Furniture Supply and Delivery of Office Stationeries and Consumables Supply of Printing Services (Books, Annual Report, T-shirts and Corporate Promotional Items etc.) Supply and Delivery of Cleaning Materials and Equipment Supply and delivery of Office Refreshments 	<ul style="list-style-type: none"> Provision of Land/Buildings for Offices (Country wide/Regions) Provision of Leased Premises for Office use (Country wide/Regions) Construction, Partitioning and Carpentry Services Repairs, Plumbing and Maintenance Services (Air conditioning, Doors, Taps, Toilets etc.) Electrical Services
Consultancy Services	Non- Consultancy Services
<ul style="list-style-type: none"> Provision of Business Consulting Services (Human Resources, Strategic Planning) Provision of Legal Consulting Services Provision of Training and Workshop Services Provision of Marketing-related services (Design and layout of advertising material, design and layout of branding elements, compiling and printing of Annual Report, photography etc) 	<ul style="list-style-type: none"> Provision of Safety and Security Services Provision of Catering Services Provision of Decoration Services Provision of Utility Services (Courier Services, Telephones and Fax Services, Internet) Provision of Travelling Agency Services and Travel Tickets Provision of Accommodation, Facilities and Conference Hire (Hotels, B&Bs, Guest House etc.) Supply of Motor Vehicle Maintenance Services (Wheel Alignment and Balancing, Panel Beating etc.) Rental of Photocopier Machines

MANDATORY DOCUMENTS:

1. Expression of Interest Form 2019/2020 (**Obtainable from BIPA website**)
2. Company Profile
3. Certified Copy/Copies Company Owner's Identity Documents
4. Certified Copy of Company's Founding Statement
5. Original or Certified Copy of SME Registration Certificate (If SME) (Latest)
6. Original or Certified Copy of Employment Equity Commissioner Letter (Latest)
7. Original or Certified Copy of Good Standing Certificate (Inland Revenue) (Latest)
8. Original or Certified Copy of Good Standing Certificate (Social Security Commission) (Latest)
9. Certified Copy of BIPA's Proof of Annual Duties Payment (Receipt/Invoice) (Latest)

Kindly ensure that your Company is legally registered with and clear of any arrears with BIPA.

All prospective suppliers must complete an Expression of Interest Form obtainable from BIPA Website: www.bipa.na/Downloads.

Please take note:

- No Faxed or emailed applications will be accepted
- No documents of unsuccessful companies will be returned.

NB: Kindly bind all your documents together and submit your application in a sealed envelope marked EOI 2019/2020 in a Bid Box situated at:

**Business and Intellectual Property Authority
Ground Floor
PZN Holdings Building
3 Ruhr Street, Northern Industrial Area
Windhoek**

For more information contact the Procurement Management Unit:

Mr. D.H. Hamukwaya

Tel :061- 2994415/00 Email: hamukwayad@bipa.na OR bipaprocurement@bipa.na

P.O. Box 185 | Windhoek, Namibia | Tel: +264 61 299 4400 | Fax: +264 61 401061 | E-mail: info@bipa.na | Website: www.bipa.na

