



Request for Company Profiles

Namibian Central Bidder Database 2024-2025

Profile Listing Period: 12 Months

FEES

1 Business Category: N\$350.00

3 Categories: N\$600

10 Categories: N\$1200

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SECTION I: INTRODUCTION

Welcome to Unified Tender Solutions

Founded with a vision to streamline and enhance the procurement process in Namibia, Unified Tender Solutions operates a premier tender portal for accessing nationwide tender information. We are committed to fostering transparency and innovation. Currently, we are developing the Central Bidder Database, a key initiative set to revolutionize the sourcing and management of procurement opportunities across Namibia.

About Unified Tender Solutions and the Central Bidder Database

Unified Tender Solutions offers a comprehensive platform that connects prospective bidders with procuring entities, providing access to a wide range of public and private sector tender opportunities. Designed for transparency and ease of access, this platform supports a fair and competitive procurement environment. Building on this foundation, the Central Bidder Database is set to enhance the capabilities of the Tender Portal by assembling a robust registry of pre-qualified bidders. Once completed, this database will serve as a central resource for all procuring entities in Namibia, aimed at improving the efficiency and integrity of the bidding process by ensuring stakeholders have access to reliable and thoroughly vetted business profiles.

Background of the Central Bidder Database Initiative

As a leader in technological advancements within the Namibian procurement sector, Unified Tender Solutions has introduced solutions that streamline and enhance the tendering process. However, Namibia has historically lacked a centralized database of bidders—a standard resource in nations such as South Africa. This absence has often led buyers, particularly in the private sector, to engage in cumbersome and risky quotation processes without credible bidder information. Such practices not only heighten procurement risks but also lead to inefficiencies and inconsistencies.

In response to these challenges, we are actively developing the Central Bidder Database. This innovative resource will provide buyers with quick access to preselected, credible bidders, reducing the procurement cycle and enhancing decision-making. It is designed to support private sector entities by streamlining their procurement processes, which typically lack formal and transparent mechanisms, and to offer a dependable resource for public entities to use for small value and emergency procurements where time is critical.

Government Engagement and Future Directions

Moreover, this database is intended to be proposed to government agencies as a tool to simplify procurement for bidders. By centralizing necessary documentation, bidders will avoid the

redundancy of submitting the same information multiple times to different entities, saving both time and resources. This enhancement is expected to not only conserve resources but also improve the transparency and integrity of the procurement process.

Conclusion

The Central Bidder Database signifies Unified Tender Solutions CC's commitment to leveraging technology to address real-world challenges in procurement. By creating a more streamlined, efficient, and risk-mitigated approach to procurement, we are setting a new standard for how procurement is managed in Namibia. We invite all prospective bidders to engage with Unified Tender Solutions and participate in the development of the Central Bidder Database, which will facilitate their involvement in Namibia's evolving procurement landscape.

SECTION II: INSTRUCTION TO BIDDERS

1. Submission of Profiles

Prospective bidders are required to submit their company profiles through the Unified Tender Solutions portal/website exclusively. Ensure that all required documents are uploaded in the specified formats. Profiles submitted by any other means will not be considered.

2. Deadline for Submissions

There is no deadline for profile submission. Your profile will be listed for a period of 12 months from the date of payment. Bidders are encouraged to ensure that your profile is submitted for approval as soon as possible to avoid losing out on opportunities.

3. Clarifications

For clarifications regarding the bidding process or document requirements, bidders should submit their inquiries in writing to admin@unifiedtenders.com at least seven days before the submission deadline. Clarifications will be addressed within three working days.

4. Mandatory Documents for Submission

Bidders must include the following mandatory documents with their submissions:

- **Business registration document from BIPA** (mandatory, except for Sole Proprietors who are registered with professional bodies).
- **Identity documents of all company owners** (mandatory).
- **Tax Registration certificate from NamRA** (mandatory).
- **Registration as an Employer with Social Security Commission** and a current list of employees (mandatory)
- **Affirmative Action Compliance certificate** or proof that the employer is not a relevant employer (mandatory).
- **BIPA Good standing** (if available).
- **NamRA Good standing** (if available).
- **SSC Good Standing** (if available).
- **SME Certificate** (if available).
- **Fitness certificate or current lease agreement** (if available).
- **Reference letters for all claimed experiences** (mandatory if you have previous experience) 5 Maximum.
- **CVs of key staff members** (required in categories where employee capabilities are critical). Only include key staff who are employed on a full-time or part-time basis. Please indicate the position as part of the file name. The CV should be simplified to include only the related experience and qualifications. The CV and all attachments should be submitted as one file. 5 Maximum.
- **Manufacturer's Authorization, Vendor Authorization, Distribution Agreement, or License to Sell** (if applicable; 5 maximum).

Additional Documentation Requirements for Sole Proprietors in Regulated Professions

Sole proprietors operating in regulated professions (e.g., doctors, lawyers, quantity surveyors, architects) must submit the following additional documentation:

1. Business Registration (if applicable):

- **Business Registration Certificate:** For those registered with the Business and Intellectual Property Authority (BIPA), please upload your business registration certificate.
- **Proof of Good Standing with BIPA:** If available, include a current certificate of good standing.

2. Professional Regulator Registration:

- **Professional Registration Certificate:** Attach your registration certificate from the respective professional regulatory body (e.g., Health Professions Councils, Legal Practitioners' Council).
- **Proof of Good Standing with Regulatory Body:** If in good standing with your regulatory body, please provide the relevant documentation.

Please be advised that your profile will be listed for a full year. As such, documents subject to expiration should be updated on a regular basis. You are encouraged to refresh your profile as you obtain new documents or additional references. However, ensure that all mandatory documents are submitted by the required submission deadline. Please do not claim any previous experience without a reference letter on the employer's letterhead, in the registered company name, stating the work done, value of the project, duration, status of the project, and signed and stamped by the reference. The reference letter must include contact information for the person who can provide details on the work done, including their contact person, contact number, and email.

5. Company Profile Content - Online Write-up

Each company profile should be written directly in the online profile submission form and should comprehensively include:

- Detailed description of the company, its legal status, ownership, and management.
- Description of services or goods provided.

Note: The company profile will not be a separate document but a text write-up in the online profile form. Companies will not be able to make tables, graphs, or similar elements but can add images, bold text, etc.

6. Fee and Approval Policy

The fee for submitting profiles into the Central Bidder Database varies depending on the number of business categories:

- **One Business Category:** N\$350.00
- **Three Categories:** N\$600.00
- **Ten Categories:** N\$1200.00

These fees cover the costs associated with the review and listing of each profile. Please note that all fees are non-refundable.

7. Additional Sector Submissions:

Submission of Multiple Business Profiles

Companies with distinct core business operations should submit separate profiles for each operation. For example, if a company provides both construction services and cleaning services, it must submit two separate profiles—one for each service. However, if the business operations align closely, such as providing cleaning products and cleaning services, they can be included in a single profile.

Fees for Multiple Profiles:

- One Business Category: N\$350.00
- Up to Three Categories: N\$600.00 (bundled fee)
- Ten Categories: N\$1200.00 (bundled fee)

Submission Requirements: Companies must submit separate profiles for each distinct core business operation. Combining unrelated business operations into a single profile is not permitted. For instance, a company offering construction services and cleaning services should submit two distinct profiles. However, if the services or products are closely related, such as providing cleaning supplies and cleaning services, they can be combined into one profile.

Example Section for Better Understanding:

- **Separate Profiles Required:** A company providing construction services and also offering IT consultancy must submit two separate profiles: one for construction services and one for IT consultancy.
- **Combined Profile Allowed:** A company that supplies cleaning products and also provides cleaning services can submit a single profile for both operations since they are closely related.

Each profile is individually reviewed and accurately included in the database under the appropriate sector. Refer to Section III: Industry Sector Classifications and Fee Policy to accurately determine your category or industry.

8. Proof of Payment:

Proof of payment must accompany each profile submission, indicating the company name and the number of categories submitted for. Profiles will only be processed and considered for approval after confirmation of the corresponding fee payment.

Payment and Document Acquisition:

- **Beneficiary:** Unified Tender Solutions Cc
- **Bank:** Bank Windhoek
- **Account Number:** CHK- 8041592416
- **Branch Code:** 482-773 (Okahandja Branch)
- **Type of Account:** Cheque
- **Reference:** CBD [Insert Company Name]

Please forward proof of payment to admin@unifiedtenders.com. Ensure your payment reflects the correct details to avoid delays in processing your profile. If you require assistance in determining the appropriate fee or categorization for your business, do not hesitate to contact us for guidance.

SECTION III: INDUSTRY SECTOR CLASSIFICATIONS AND FEE POLICY

This section outlines the various industry categories available on the Unified Tender Solutions Portal. The fee for submitting profiles into the Central Bidder Database varies depending on the number of business categories and the specific business activities within each category. Companies must submit separate profiles for each distinct core business operation. Combining unrelated business operations into a single profile is not permitted. For example, if a company provides both construction services and cleaning services, separate profiles should be submitted for each. However, if the business operations are closely related, such as providing cleaning products and cleaning services, they can be included in a single profile.

If you are uncertain about which industry or category best fits your business, or about the applicable fees for specific business activities, please reach out to us for clarification at admin@unifiedtenders.com.

Non-Consultancy Services (Main Categories and sub-categories)	Consultancy Services (Main Categories and sub-categories)	IT Systems (Main Categories and sub-categories)	Works (Main Categories and sub-categories)	Goods (Main Categories and sub-categories)
<p>1. Facility Management Services</p> <ul style="list-style-type: none"> a. Cleaning Services b. Security Services c. Waste Management Services <p>2. Transportation and Logistics Services</p> <ul style="list-style-type: none"> a. Freight and Cargo Services b. Courier and Delivery Services c. Warehousing and Storage 	<p>1. Architectural and Design Consultancy</p> <ul style="list-style-type: none"> a. Architectural Design b. Interior Design c. Landscape Design d. Urban Design <p>2. Engineering Consultancy</p> <ul style="list-style-type: none"> a. Civil Engineering b. Structural Engineering c. Mechanical Engineering d. Electrical 	<p>1. Enterprise Systems</p> <ul style="list-style-type: none"> a. Enterprise Resource Planning (ERP) b. Customer Relationship Management (CRM) c. Content Management System (CMS) <p>2. Networking Systems</p> <ul style="list-style-type: none"> a. Network Operating Systems b. Network Management Systems 	<p>1. Building Construction:</p> <ul style="list-style-type: none"> a. Residential Building Construction b. Commercial Building Construction c. Institutional Building Construction d. Prefabricated Building Construction <p>2. Infrastructure Construction</p> <ul style="list-style-type: none"> a. Road Construction b. Bridge Construction 	<p>1. Office Supplies and Equipment:</p> <ul style="list-style-type: none"> a. Stationery b. Printers and Copiers c. Furniture d. Computers and Accessories <p>2. Vehicles and Transport Equipment:</p> <ul style="list-style-type: none"> a. Cars b. Buses c. Trucks d. Specialty Vehicles (e.g., ambulances, fire)

<p>3. Operational Medical Services</p> <ul style="list-style-type: none"> a. Emergency Medical Response b. Clinical Services c. Diagnostic Imaging Services <p>4. Educational Support Services</p> <ul style="list-style-type: none"> a. Tutoring Services b. Educational Material Supply c. Examination Services <p>5. Financial Operational Services</p> <ul style="list-style-type: none"> a. Payment Processing Services b. Insurance Claim Processing Services c. Billing Services <p>6. Human Resource Operational Services</p> <ul style="list-style-type: none"> a. Payroll Processing Services b. Recruitment and Staffing Services c. Employee Benefits 	<p>Engineering</p> <p>3. Construction Consultancy</p> <ul style="list-style-type: none"> a. Construction Management b. Quantity Surveying c. Building Inspection d. Construction Auditing <p>4. Environmental and Urban Planning Consultancy</p> <ul style="list-style-type: none"> a. Environmental Impact Assessment b. Sustainability Consulting c. Urban Planning d. Ecology Consulting <p>5. Management and Business Consultancy</p> <ul style="list-style-type: none"> a. Strategic Management b. Organizational Development c. Business Process Optimization d. Change Management 	<p>3. Security Systems:</p> <ul style="list-style-type: none"> a. Firewall and Intrusion Detection Systems b. Antivirus and Anti-malware Systems <p>4. Database Systems:</p> <ul style="list-style-type: none"> a. Relational Database Management Systems (RDBMS) b. NoSQL Database Systems <p>5. Software Development and Operations Systems:</p> <ul style="list-style-type: none"> a. Source Control Systems b. Continuous Integration/Continuous Deployment (CI/CD) Systems <p>6. Cloud Computing Systems:</p> <ul style="list-style-type: none"> a. Infrastructure as a Service (IaaS) b. Platform as a Service (PaaS) c. Software as a Service (SaaS) 	<ul style="list-style-type: none"> c. Dam Construction d. Rail Infrastructure e. Airport Infrastructure f. Port Infrastructure <p>3. Civil Engineering Works:</p> <ul style="list-style-type: none"> a. Earthworks b. Excavation and Site Preparation c. Drainage and Sewerage Works d. Water Supply and Distribution Works e. Landscaping Works <p>4. Utilities and Services:</p> <ul style="list-style-type: none"> a. Electrical Installation Works b. Plumbing and Sanitary Works c. HVAC (Heating, Ventilation, and Air Conditioning) Installation Works d. Fire Fighting Systems Installation Works <p>5. Specialized Construction Works:</p> <ul style="list-style-type: none"> a. Renewable Energy Installations b. Telecommunication 	<p>trucks)</p> <p>3. Construction and Building Materials:</p> <ul style="list-style-type: none"> a. Cement b. Bricks c. Steel d. Plumbing Supplies e. Electrical Supplies <p>4. Medical Supplies and Equipment:</p> <ul style="list-style-type: none"> a. Pharmaceuticals b. Medical Devices c. Laboratory Equipment d. Personal Protective Equipment (PPE) <p>5. Information Technology and Electronics:</p> <ul style="list-style-type: none"> a. Software b. Hardware c. Network Equipment d. Audio-Visual Equipment <p>6. Agricultural Supplies and Equipment:</p> <ul style="list-style-type: none"> a. Seeds b. Fertilizers
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<p>Administration</p> <p>7. Marketing and Communication Operational Services</p> <p>a. Advertising and Promotion Services</p> <p>b. Media Production and Broadcasting</p> <p>c. Public Relations Services</p> <p>8. Event Management Services</p> <p>a. Event Planning and Coordination</p> <p>b. Event Promotion and Marketing</p> <p>c. Venue Management and Leasing</p> <p>9. Environmental Operational Services</p> <p>a. Waste Management and Recycling Services</p> <p>b. Environmental Cleanup Services</p> <p>c. Conservation and Restoration Services</p>	<p>6. Legal Consultancy</p> <p>a. Contractual Law</p> <p>b. Corporate Law</p> <p>c. Intellectual Property Law</p> <p>d. Litigation Services</p> <p>7. Financial and Investment Consultancy</p> <p>a. Accounting Services</p> <p>b. Financial Advisory Services</p> <p>c. Investment Advisory Services</p> <p>d. Tax Consultancy Services</p> <p>8. Insurance Consultancy</p> <p>a. Insurance Advisory</p> <p>b. Risk Assessment and Management</p> <p>c. Policy Selection and Procurement</p> <p>d. Claims Management</p> <p>9. IT and Cybersecurity Consultancy</p> <p>a. IT Infrastructure Consulting</p>	<p>7. Business Intelligence and Analytics Systems:</p> <p>a. Data Warehousing Systems</p> <p>b. Analytics and Reporting Systems</p> <p>8. Collaboration and Communication Systems:</p> <p>a. Unified Communications Systems</p> <p>b. Email Systems</p> <p>9. Operating Systems:</p> <p>a. Desktop Operating Systems</p> <p>b. Mobile Operating Systems</p> <p>10. Storage Systems:</p> <p>a. Storage Area Network (SAN) Systems</p> <p>b. Network Attached Storage (NAS) Systems</p> <p>*****</p>	<p>Infrastructure</p> <p>c. Security Systems Installation</p> <p>d. Environmental Protection Works</p> <p>e. Heritage and Conservation Works</p> <p>6. Maintenance and Renovation Works:</p> <p>a. Building Renovation</p> <p>b. Roads and Infrastructure Maintenance</p> <p>c. Building Refurbishment</p> <p>7. Landscaping and Urban Development Works:</p> <p>a. Public Park Construction</p> <p>b. Urban Development Works</p> <p>c. Streetscaping</p> <p>d. Environmental Restoration</p> <p>8. Defence and Security Works:</p> <p>a. Military Infrastructure</p> <p>b. Security Infrastructure</p>	<p>c. Farming Equipment</p> <p>d. Irrigation Systems</p> <p>7. Defence and Security Equipment:</p> <p>a. Arms and Ammunition</p> <p>b. Surveillance Equipment</p> <p>c. Protective Gear</p> <p>d. Security Systems</p> <p>8. Clothing and Textiles:</p> <p>a. Uniforms</p> <p>b. Linens</p> <p>c. Footwear</p> <p>d. Protective Clothing</p> <p>9. Food and Beverages:</p> <p>a. Groceries</p> <p>b. Packaged Foods</p> <p>c. Fresh Produce</p> <p>d. Catering Supplies</p> <p>10. Energy and Fuel:</p> <p>a. Oil and Gas</p> <p>b. Electrical Supplies</p> <p>c. Renewable Energy Equipment (e.g., solar panels, wind turbines)</p> <p>d. Batteries</p>
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<p>10. Energy and Utility Operational Services a. Energy Supply and Distribution b. Utility Management Services c. Renewable Energy Services</p> <p>11. Hospitality Services a. Catering and Food Services b. Accommodation Services c. Hospitality Management Services</p> <p>12. Agricultural Operational Services a. Agricultural Production Services b. Pest Control and Management c. Livestock Services</p> <p>13. Real Estate Operational Services a. Property Management and Maintenance b. Real Estate Leasing and Brokerage c. Property Valuation and Appraisal</p>	<p>b. Cybersecurity Advisory c. Software Development Consulting d. IT Compliance and Governance</p> <p>10. Human Resources and Leadership Consultancy a. Talent Management b. Leadership Development c. Organizational Behavior d. Employee Engagement</p> <p>11. Health and Safety Consultancy a. Occupational Health and Safety b. Fire Safety Consulting c. Industrial Hygiene d. Emergency Response Planning</p> <p>12. Educational Consultancy a. Curriculum Development b. Educational</p>		<p>c. Surveillance Systems Installation *****</p>	<p>11. Cleaning and Waste Management Supplies a. Cleaning Materials b. Industrial Cleaning Materials c. Cleaning Equipment d. Waste Management Equipment e. Recycling Equipment and Containers *****</p>
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<p>14. Entertainment and Recreational Services a. Recreation and Amusement Services b. Performance and Production Services c. Cultural and Artistic Services *****</p>	<p>Leadership c. Learning and Development d. Accreditation Consulting</p> <p>13. Healthcare and Medical Consultancy a. Healthcare Management b. Clinical Consultancy c. Medical Research Consulting d. Healthcare IT Consulting</p> <p>14. Research and Development Consultancy a. Market Research b. Product Development Consulting c. Scientific Research Consulting d. Innovation Consulting</p> <p>15. Real Estate and Property Consultancy a. Real Estate Advisory b. Property Valuation c. Real Estate Development Consulting</p>			
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	<p>d. Property Management Consulting</p> <p>16. Marketing and Communication Consultancy</p> <p>a. Marketing Strategy</p> <p>b. Branding Consulting</p> <p>c. Public Relations Consulting</p> <p>d. Digital Marketing Consulting</p> <p>17. Transport and Logistics Consultancy</p> <p>a. Transport Planning</p> <p>b. Logistics Consulting</p> <p>c. Supply Chain Management</p> <p>d. Traffic Engineering Consulting</p> <p>18. Energy and Utilities Consultancy</p> <p>a. Energy Management Consulting</p> <p>b. Utility Management Consulting</p> <p>c. Renewable Energy Consulting</p> <p>d. Energy Policy Consulting</p> <p>19. Agriculture and</p>			
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	<p><i>Rural Development Consultancy</i> a. Agricultural Consulting b. Rural Development Consulting c. Agribusiness Consulting d. Agricultural Research Consulting</p> <p><i>20. Tourism and Hospitality Consultancy</i> a. Tourism Strategy Consulting b. Hospitality Management Consulting c. Event Management Consulting d. Travel Consulting *****</p>			
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Invitation to Submit Profiles for the Namibian Central Bidder Database 2024-2025

SECTION IV: PROFILE SUBMISSION PROCESS

Introduction

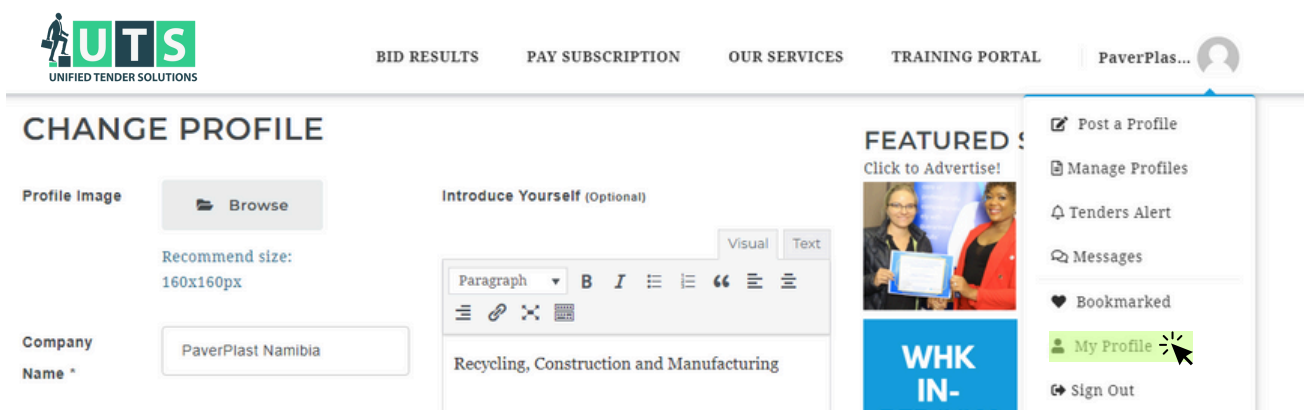
Welcome to the profile submission process for the Central Bidder Database. This document will guide you through the steps to register and submit your company profile and necessary documentation for inclusion in the Central Bidder Database. Before beginning the submission process, ensure that all required documents are prepared according to the guidelines provided to streamline the upload process and meet the criteria for acceptance.

1. Registration and Login

To submit your company profile, you must be registered as a bidder on the Unified Tender Solutions website. Visit www.unifiedtenders.com and follow the instructions to create an account. If you already have a paid account for receiving tender alerts, you must create a separate account using a different email address to load your company profile. Upgrading your current account to include profile posting will affect your existing tender alert services.

2. Profile Submission

Once logged in, follow these steps to submit your company profile:



Step 1: Access the User menu and click on the "My Profile" tab:

- Update your profile image with your logo (recommended size: 160x160px), company name, email address, phone number, address, and social media handles where applicable.
- Write a short company description in the "Introduce Yourself" section (2-5 sentences).
- Click the Save button at the bottom of the page.

CHANGE PROFILE

Profile Image Browse

Recommend size:
160x160px

Company Name *

Email *

Phone Number *

Address *

Facebook

Introduce Yourself (Optional)

Visual Text

Paragraph **B** *I*

Recycling, Construction and Manufacturing

Step 2: Access the User menu again and click on the "Post a Profile" tab, or click on this link to access the profile submission form: <https://unifiedtenders.com/post-a-profile/#jform>

- Enter the profile title, this can be a catchy slogan or something that sets your company apart.
- Upload pictures of your services, previous work, or products (recommended size: 254x254px, 5-10 pictures).
- Select the locations where you prefer to work.
- Select your industry (choose 1 main category and as many sub-categories as applicable).
- Indicate if you are interested in joint venture or subcontracting opportunities.

GENERAL INFORMATION

Profile Title *

Service/Product Showcase * Browse

Please upload images to your Portfolio to showcase your completed projects, products, or services
Recommend size:
245x245px

Tender Location *

Industry *

Are you interested in Joint Venture Opportunities? *

Professional Summary

Visual Text

Paragraph **B** *I*

Company Description

Start writing

Services

1. List

We're Online!
How may I help you tod...



