



# 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

<b>COMPANY NAME:</b>			
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\$ 80.00. 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.

\_\_\_\_\_  
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:

- Copy of owners ID
- Copy of company registration

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 together with copies of owners ID and company registration.
- Pay N\$80.00 (tender letter and Government Gazette).
- Attend a compulsory presentation on the Government Gazette on the following day, **PROMPTLY AT 09:00.**
- **NO tender letter will be given if the presentation has not been attended.**
- After the presentation the letter can be received and signed for.
- Late comers to the presentation can only receive their tender letter once they have attended the next presentation, the following day, **PROMPTLY AT 09:00.**

## **SPECIAL ARRANGEMENT:**

If you have already applied a previous time and we have record of this on our database, no documentation except the completed application form and payment of N\$75.00 is required. In this case we only request the owner to show original ID, to confirm ownership.

- Collection of this letter promptly at 09:30.