



Subject: Form
Title: Supplier Pre-Qualification
Questionnaire

Number: 003-PMU-FM
Page 1 of 6
Rev: 2
Effective: October 2023

THIS QUESTIONNAIRE IS TO BE COMPLETED BY SUPPLIERS WHO ARE INTERESTED IN SUPPLYING EQUIPMENT, MATERIALS, AND/OR SERVICES TO THE MEAT CORPORATION OF NAMIBIA (MEATCO). THE INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF MEATCO.

The signatory of this Questionnaire guarantees the trust and accuracy of all responses given herein and is an authorized officer or agent of the company.

Information submitted and completed by:

Name (Please Print):

Title:

Signature:

Date:

EXPRESSION OF INTEREST

For

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES

INTRODUCTION

The Meat Corporation of Namibia (Meatco) invites interested, competent, and reputable eligible suppliers to apply to be prequalified as a service provider. The questionnaire will seek information on a number of key areas, which will then be assessed.

This Pre-Qualification Questionnaire (PQQ) sets out the information which is required by Meatco in order to assess the suitability of potential bidders in terms of their technical knowledge and experience, capability/capacity, and organizational and financial standing to meet the requirement. During the PQQ stage, the intention is to arrive at a shortlist of qualified potential service providers to proceed to the bidding process or to be assessed as a preferred supplier. The invitation applies to both existing and prospective suppliers.

VERIFICATION OF INFORMATION PROVIDED

We reserve the right to verify the information provided by the supplier at any stage during this prequalification stage.



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GENERAL INSTRUCTIONS

1. Submission of the PQQ form does not create and/or amount to any contractual obligation on the part of Meatco, and the company is not obliged to invite quotations from any or all applicant organizations/suppliers who have expressed interest by responding to this invitation.
2. Responses to the pre-qualification questionnaire must be submitted as per the requirements stipulated in the advert. Meatco reserves the right to authenticate information provided herein by conducting site inspections, requesting additional information, and contacting relevant organizations without reverting to the participant.
3. Interested suppliers must respond in full and as concisely as possible to all questions relevant to the category for which they wish to be pre-qualified.
4. The document should be signed and dated by a duly authorized representative of the organization and submitted with relevant supporting documents /information.
5. If a supplier proposes to make use of one or more sub-contractors to deliver some or all of the contract requirements or to operate as a consortium, then details of the proposed model should be provided to Meatco together with the PQQ form. In such regard, all subcontractors and members of the consortium will be required to complete a copy of this PQQ form.
6. Agents and/or retailers of specific makes of products should request their Principals (Manufacturers) to complete the sections on manufacturers' information on their behalf.
7. The application for prequalification should be submitted in a single sealed envelope properly labelled with the category description as per the advert.
8. The applicant shall bear all costs associated with the preparation and submission of the Application and Meatco will not, in any case, be responsible and liable for the costs incurred.
9. All information given in writing to or verbally shared with the suppliers in connection with this pre-qualification is to be treated as strictly confidential. Suppliers shall not share or invoke such information to any third party without the prior written approval of Meatco. This obligation shall continue after the procurement process has been completed whether or not the supplier is successful.



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1: Corporate Details

Company Name:	
Business Address:	
Postal Address:	Post Code:
Tel No:	Email:
Type of company: (Sole Trader, CC, PTY):	
Company/CC Registration Number:	
List of Business Activity Applying for:	
List of Parent, Subsidiaries, Affiliates, etc. (indicate whether wholly owned or percent controlled):	
List of the organisation's geographic footprint:	
City:	City:
City:	City:
Names and positions of key personnel (Director, CEO, Finance Manager, Contracts Manager, etc):	
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

2: Organisation Structure

	NUMBER OF STAFF EMPLOYED		
Positions	Administration Office	Manufacturing Plant	Operation and Maintenance Staff
Management			
Supervisors			
Operators			
TOTAL STAFF COMPLEMENT			

Please attach a company organization chart relevant to this questionnaire



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3: Financial Details

Annual Revenue & Operating Income (N\$ in each of the last three years):

			Revenue		Operating Income
Year		N\$		N\$	
Year		N\$		N\$	
Year		N\$		N\$	

Current annual turnover:

Net profit after interest but before tax (provide independently certified balance sheets for the latest completed financial year and the two preceding years):

Net current assets:

Fixed assets:

Long-term liabilities (if any):

Contingent liabilities (if any):

NB:

Please enclose a copy of the latest annual report

Please enclose copies of Insurance documentation covering: Public/Product Liability, Contract Works/Materials.

4: Quality Assurance

Does your organisation hold a recognised quality management certification for example BS/ EN/ ISO 9000 or equivalent?	Yes	No
If not, does your organization have a quality and/or Food Safety Management system?	Yes	No
Please confirm that upon request it will be available to Meatco.	Yes	No

If you do not have quality certification or a quality management system, please explain why:

5: Health & Safety

Is your organisation legally obliged to have a Health and Safety Policy?	Yes	No
Does your organisation comply with Subsection on Health and Safety of the Labour Act?	Yes	No
Does your organisation have a written Health and Safety Policy?	Yes	No
Does your organisation train its staff in Health and Safety?	Yes	No

List in the following table the total number of incidents that have occurred during the last five years:

Death	Lost time injuries	Medical cases	Treatment



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6: Environmental Management

Does your organisation have an environmental management system?	Yes	No
Do you conduct Audits on your operations and your plant maintenance?	Yes	No
Do you conduct Audits on your sub-contractors?	Yes	No
Have you received any enforcing authority enforcement notices or prosecutions in the past two years?	Yes	No
if 'YES' give details:		

7: References

Please provide details of current or previous clients that Meatco may approach for references:

Please provide details of three recent contracts that are relevant to Meatco's requirement ensuring that they are all contactable. If you cannot provide three references, please explain why.

Company:	
Contact name and telephone number:	
Date contract awarded:	
Contract reference and a brief description:	
Value:	
Date contract was completed:	
Company:	
Contact name and telephone number:	
Date contract awarded:	
Contract reference and a brief description:	
Value:	
Date contract was completed:	
Company:	
Contact name and telephone number:	
Date contract awarded:	
Contract reference and a brief description:	
Value:	
Date contract was completed:	
Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed from you by the other contracting party?	Yes / No
If "Yes", please give details:	



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Kindly confirm that Meatco may contact any or all of the
above references:

Yes/No

8: Checklist

The following attachments are to be submitted with the completed questionnaire:

1. Company Profile
2. Certified copy of Company Registration Documents
3. A valid certified copy or original good-standing Tax Certificate
4. A valid certified copy or original good standing Social Security Certificate
5. A valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
6. A certificate indicating SME Status (for Bids reserved for SMEs).
7. Certified ID copies of Directors/Managing Member
8. Bank details confirmation letter from the bank, not older than 6 months
9. Latest annual report
10. Organisation chart