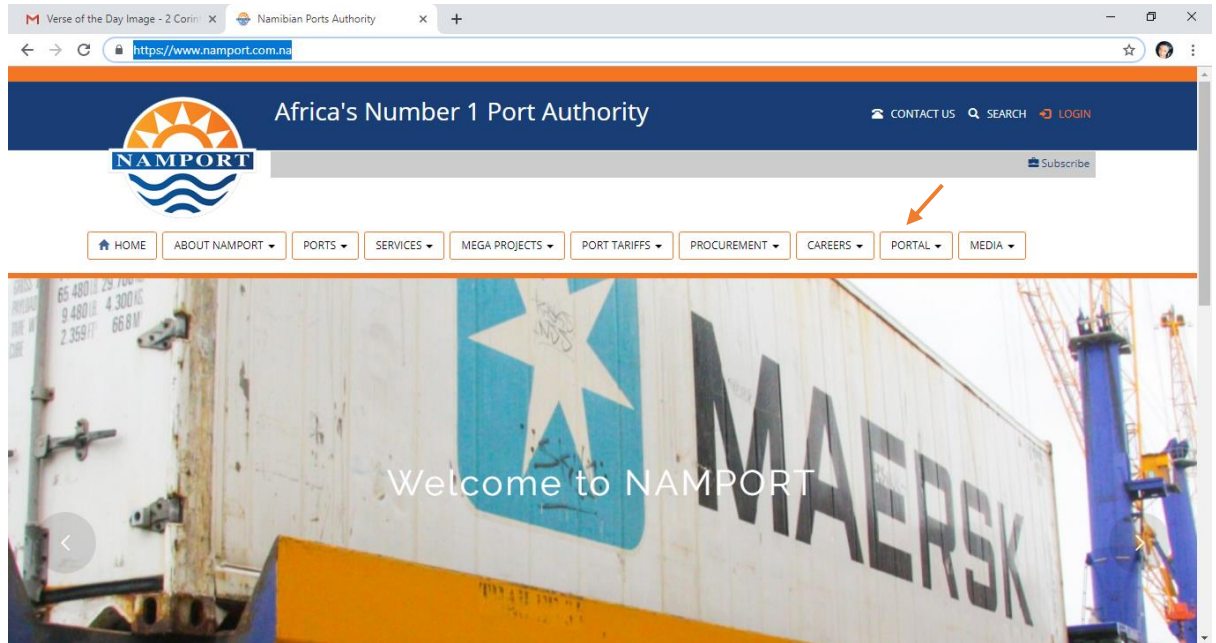
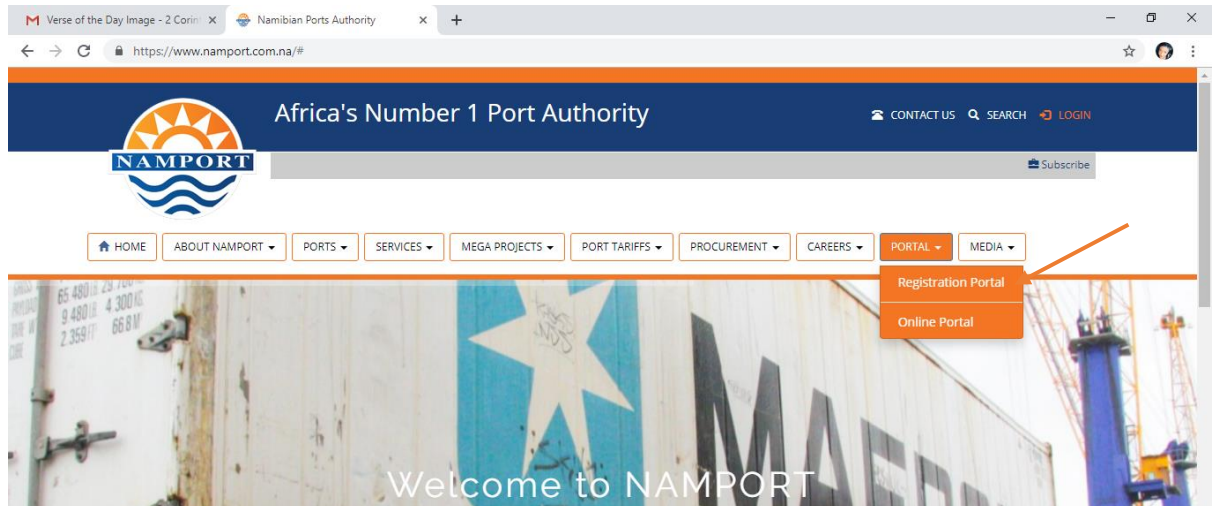


STEPS ON REGISTRATION FOR NEW SUPPLIERS THAT DO NOT HAVE AN EXISTING ACCOUNT.

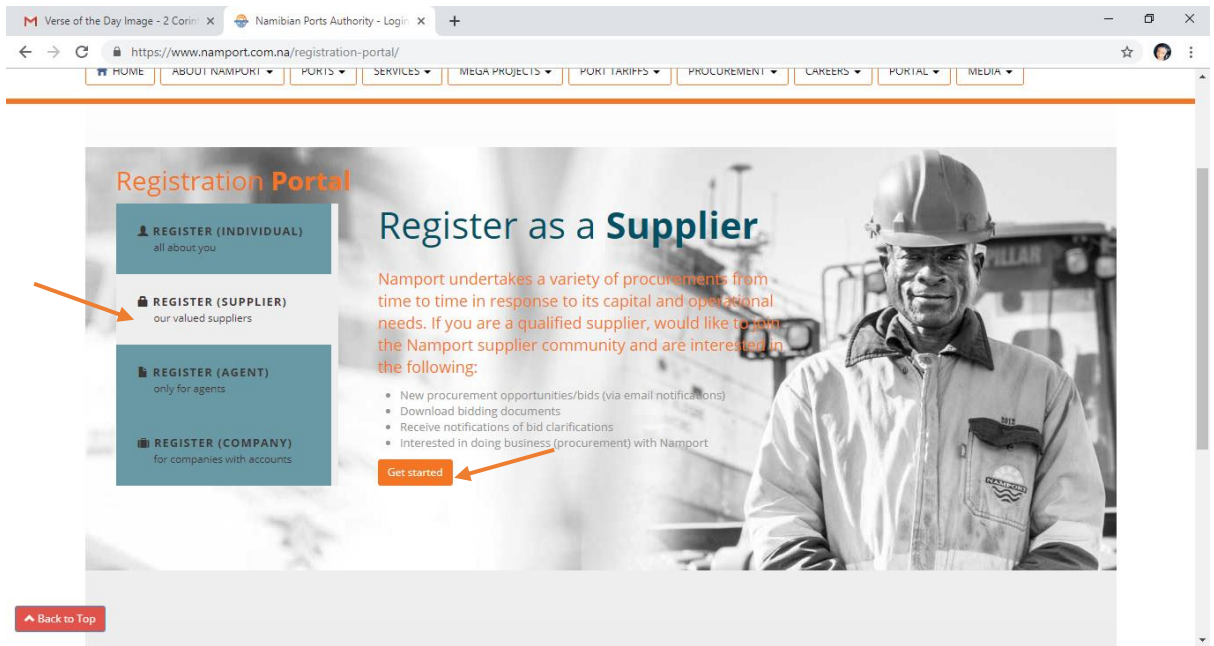
1. GO TO NAMPORT WEBSITE <https://www.namport.com.na/>
2. Click on Portal



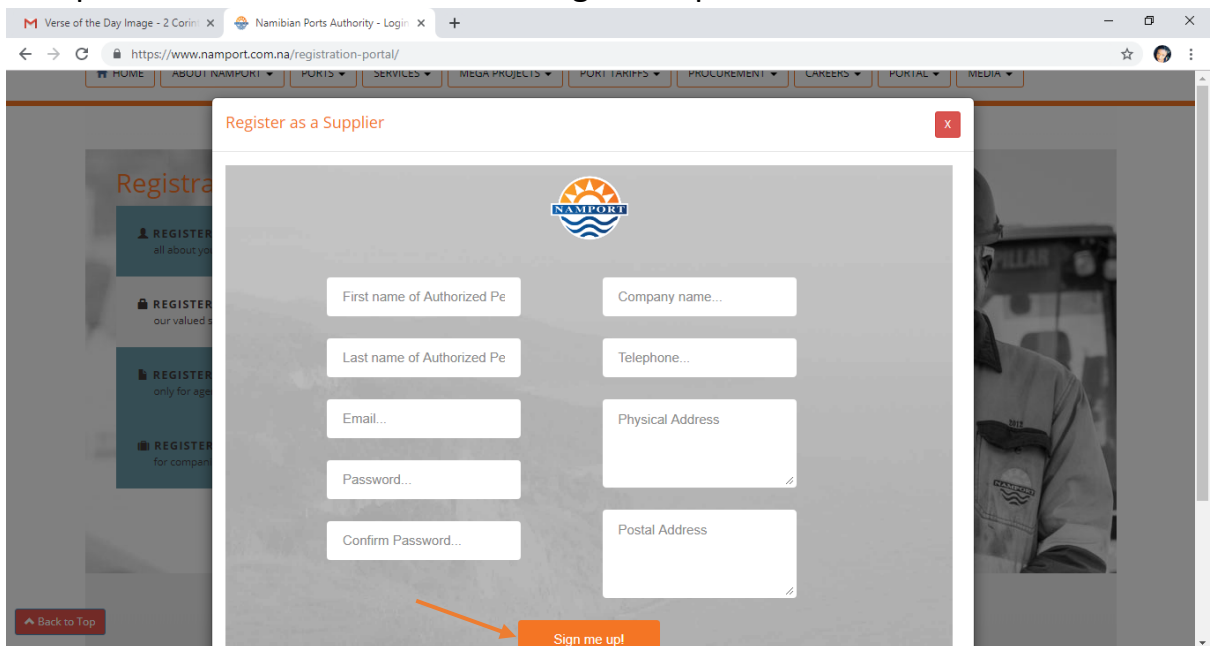
3. Click on Registration Portal



4. Click on Register Supplier and Get Started

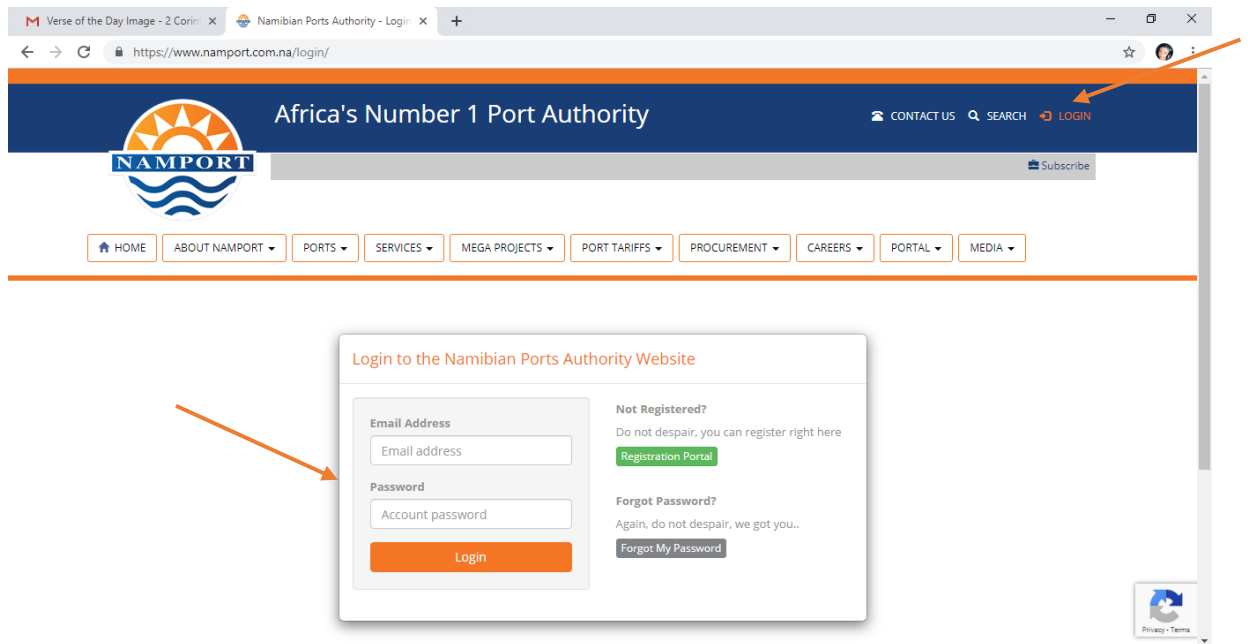


5. Complete the information and click sign me up

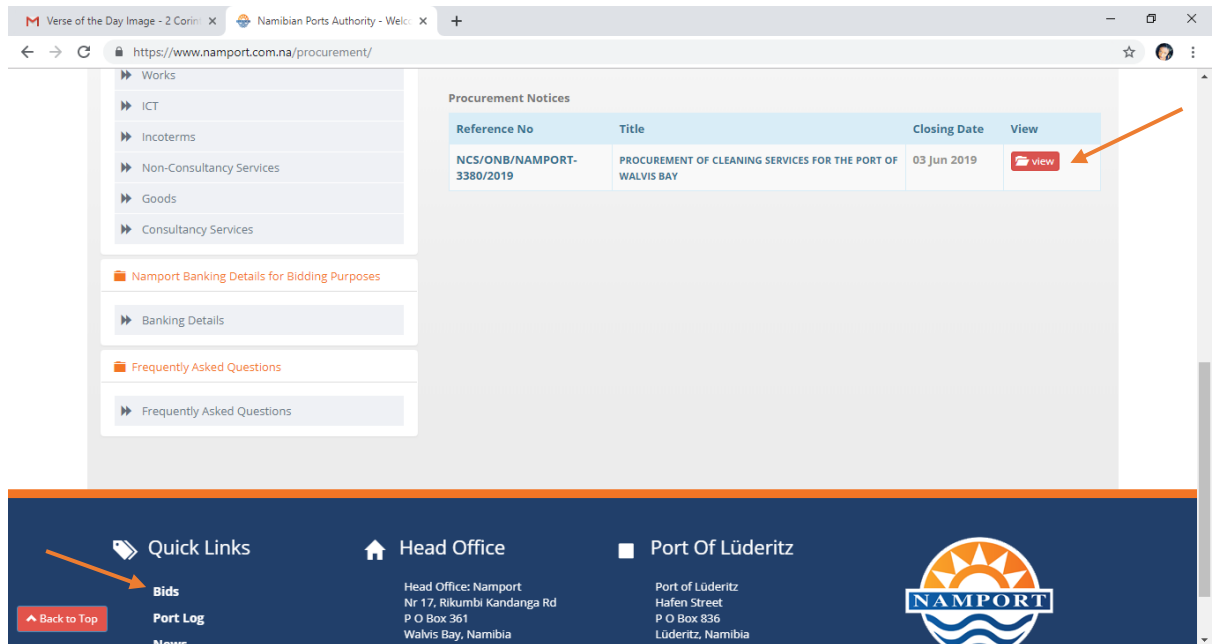


STEPS TO FOLLOW FOR EXISTING AND NEW ACCOUNTS TO EXPRESS INTEREST ON THE BID:

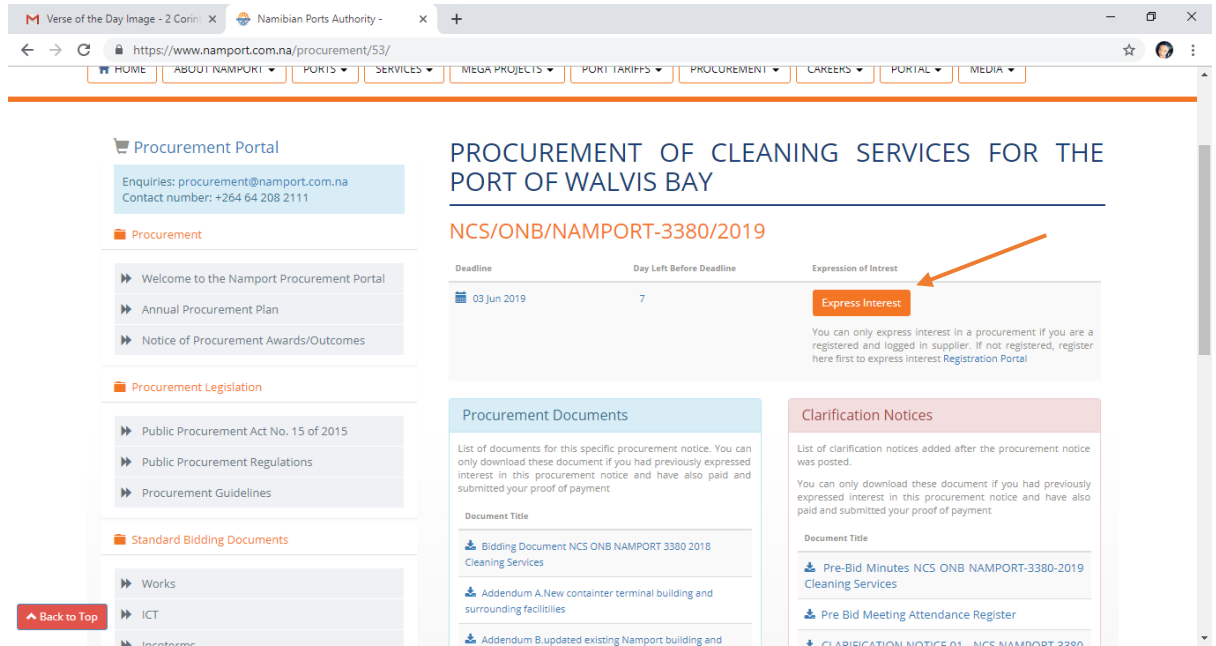
1. Click on Login and enter your email and password & click login



2. Scroll down and go to Bids under Quick Links, Click View



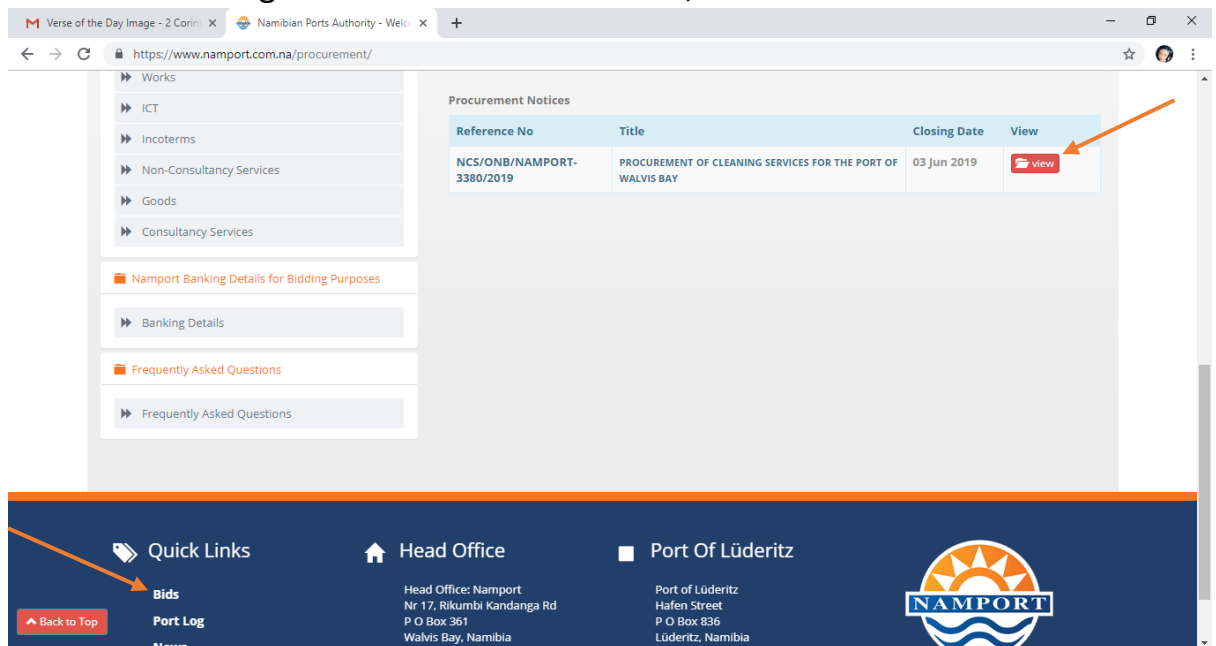
3. Click Express Interest.



4. You should get a pop up window that reads You have successfully expressed interest in the Bid.

STEPS ON DOWNLOADING BIDDING DOCUMENTS:

1. Login to your account
2. Scroll down and go to Bids under Quick Links, Click View



3. Download the bidding documents under procurement Documents

The screenshot shows the Namport Procurement Portal website. The main heading is "PROCUREMENT OF CLEANING SERVICES FOR THE PORT OF WALVIS BAY" with the reference number "NCS/ONB/NAMPORT-3380/2019". A table provides key details:

| Deadline | Day Left Before Deadline | Expression of Interest |
|-------------|--------------------------|----------------------------------|
| 03 Jun 2019 | 7 | Express Interest |

Below the table, there are sections for "Procurement Documents" and "Clarification Notices". The "Procurement Documents" section lists several documents for download, with an orange arrow pointing to "Bidding Document NCS ONB NAMPORT 3380 2018".

Bidders should take note of the below:

Namport does not have access to your account information; therefore, bidders are advised to keep their Login details safe.

Only one email address can be used per account. The website does not allow the use of the same email address for two different accounts.

Prospective bidders are requested to visit the Namport website at <https://www.namport.com.na/procurement/> for details of the bidding requirements. Bidders must register as suppliers, express interest in a specific bid, make a payment of the bid levy and submit the proof of payment in order to be granted access to the bidding documents. The Namport Banking Details are available on the **Procurement Portal** on the Namport website <https://www.namport.com.na/procurement/banking-details/558/>

Please forward your proof of payment to:

procurement@namport.com.na or

o.ashipala@namport.com.na or

m.deklerk@namport.com.na