

Private Bag X 11341
Nelspruit 1200
Government Boulevard
Riverside Park
Building 5
Mpumalanga Province
Republic of South Africa

Lítiko leTemfundvo Umnyango weFundo Departement van Onderwys Nazawulo Ya Dyondzo

TO ALL SUPPLIERS SEEKING REGISTRATION ON THE DATABASE OF THE DEPARTMENT OF EDUCATION

The Department of Education invites all suppliers to be registered in the database.

Attached please find an official registration form. It is imperative that suppliers read the application document carefully, complete it in full and sign it.

Please submit completed forms to:

Government Boulevard Riverside Park Building 5, upper ground floor Nelspruit 1200 RSA

For Attention: The Director: Supply Chain Management

OR

Mpumalanga Department of Education
Private Bag X11341
Nelspruit
1200

"PHOTOCOPIED DOCUMENTS WILL NOT BE ACCEPTED"

SUPPLIER DATABASE APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by all vendors/suppliers seeking registration as an approved supplier;
- The questionnaire must be completed in full and be signed;
- A company profile must accompany the registration form but will not be accepted as substitute for the application form-all fields on application form MUST be completed by applicant;
- Supplier are only allowed to register for up to three (3) commodities;
- Supplier who have government employees as directors must attached original or certified copy of letter of approval from relevant executing authority (e.g. Department of Education);
- Applicants will be contacted via fax and must therefore submit an operating fax number;
 failure to comply will result in excluding the supplier from the database;
- It should be noted that the Department of Education reserves the right to accept or reject any application without being obliged to give any reasons in this respect;
- Suppliers will not be notified whether their application was accepted or not, but will be telephonically advised of the outcome if such a request is received;
- Suppliers must comply with all the registration-criteria for the registration to be finalized-failure to do so may result in the application being declined.
- Suppliers whose application are approved must not render services without an official order
- Department is not obliged to pay for goods and service without an official order.

Supplier details.						
Registered Compar	ny Name:					
Registered Trade N	ame:					
Company/Close Corpora	tion Registration no.					
VAT registration no.	(if applicable):					
Income tax registrati	on no.					
E-Mail Address:						
Telephone no. (compuls	sory)					
Fax no. (compulsory)						
Toll Free No.						
Number of full time e	employees: (compulsory)	ı				
Postal Address: (co	mpulsory)		Physical A	Address: (co	ompulsory)	
Postal Code:						
Company/Supplier	Classification: (Pl	ease $$ the rele	vant box)			_
ISO Listed Importer	Services Manufac	turer Repairer	Distributor	Exporter	Sales	

Cupplier detailer

Tax Clearance Certificate Attached	Yes	No
Expiry date:		

Supplier Grouping Detail: Type of Firm: (Please $\sqrt{\ }$ the relevant box) N.B.: Proof of the relevant certificate/documents must be attached

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (cc)	
4	Cooperative	
5	Other (specify)	
6	Joint Venture	
7	Consortium	
8	Sole Proprietor	
9	Foreign Company	
10	Partnership	
11	Trust	
12	Section 21 Company	
13	Government/Parastatals	

Main contact in your company:

Name:												
Company Posit	tion	:										
Cellphone Num	nbei	~:										
Fax Number:												
E-Mail address	;:											

Contact person (sales) in your company

Name:											
Company Position	on:										
Cellphone Numb	ber:			<i>y</i>							
Fax Number:											
E-Mail address:											

Detailed description of service or commodity provided Strictly three commodities

COMMODITIES	Please √ the relevant box	COMMODITIES	Please √ the relevant box
Gardening services		Catering services	
Mechanical services &equipments		Transport and Warehousing	
Construction		Disposal services	
Motor trade		Electrical services & equipment	
Printing services		Cleaning services	
Events and Project management		Professional services	
Communication services		Promotional material & services	
Training services		Arts & Crafts supply	
General maintenance &Repair services		South African sign language services	
Braille		Career guidance	
Psycho Social support		Environmental education	
Visual art & Design		Motivational speakers	
Trophies			

- SMME status of your enterprise:

 Please use this table to determine the SMME status of your enterprise
 - Please $\sqrt{}$ the relevant box in each column

A. Services	B. Full tim	ne paid em		C. Annual	C. Annual Turnover(millions)				D. Total Gross asset value (property excluded) (millions)				
	Medium	Small	Very small	Micro	Medium	Small	Very small	Micro	Medium	Small	Very small	Micro	
Gardening services	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1	
Office furniture	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1	
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1	
Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1	
Office stationery & printing services	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1	
Catering	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1	
Travel & accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1	
Transport & warehousing	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1	
Disposal services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1	
Electrical & mechanical equipment	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1	
Cleaning services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1	
Events & project management	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1	
General maintenance & Repair Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1	
Communications services	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1	
Promotional material & services	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1	
Professional services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1	
Training services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1	

List the company's track record of similar/related and current contracts

Work performed	For which company	Contact person and telephone number	Fee/Contract amount	Date of completion

SMME status of	yours enterprise according	to SMME table:	(Please √	the relevant	box) (Com	pulsory)
Micro						

Micro	
Very Small	
Small	
Medium	
Large	

Did the company previously exist under another name?	YES	NO	
If "yes" what was its previous name?			
Who were the owners/partners/directors?			
Why was the name changed?			
Total number of years that the company has been in business:			

List all partners, properties and shareholders (compulsory)

Name	Position occupied in the enterprise	ID Number	Telephone number

Note: Where owners are themselves a company or partnership, owners of the holding firm must be identified.

Indicate the individual/s in your business that has/have ownership interests in the entities.

Name	Name of the Firm	Title in other Firm	% of Ownership	Type of Business of other Firm

Identify any participating partner, proprietor, shareholder, director and officer of the entity (viz. Chairman, Secretary, Director, etc.) who is an employee of or has duties in other business enterprise(s).

Name	Duties (as employee) in other firm(s)	Name of other firm(s)	Type of business of other firm(s)

HDI Ownership Status: Please read notes below very carefully

Legislation:

Procedures are set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- Commodities: The commodities the company wishes to be registered for as supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- Owner: Having all the customary elements of ownership, including the right of decision-making and sharing all risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

BBBEE STATUS LEVEL OF CONTRIBUTOR

BBBEE STATUS LEVEL OF CONTRIBUTOR	

Are you associated with other company(s)/enterprise(s)? Name	Tel/Fax/Cell numbers
I/We the undersigned acknowledge(s) that: The information furnished is true and correct The Equity Ownership claimed is in accordance with the Any conflict of interest will be declared in the commen	Tel/Fax/Cell numbers
The information furnished is true and correct The Equity Ownership claimed is in accordance with the Any conflict of interest will be declared in the commental SIGNATURE OF OWNERS or	
The information furnished is true and correct The Equity Ownership claimed is in accordance with th Any conflict of interest will be declared in the commen	
The information furnished is true and correct The Equity Ownership claimed is in accordance with th Any conflict of interest will be declared in the commen	
	DATE
SIGNATURE OF OWNERS or AUTHORISED REPRESENTATIVE	DATE
Comments/Notes:	

DOCUMENTS CHECKLIST

Business/ Company Profile	
SARS Tax Clearance Certificate	
SARS VAT Certificate - Where Applicable	
CIPRO/CIPC (Company Registration Certificate)	
CIDB (Grading Certificate)	
ECB	
Identity Documents	
Shareholders Certificates	
Accreditation Certificate (Training service providers)	
SABS Approvals	
Hygiene Certificate	
BBBEE	
For Transport Submit • Passenger Liability Certificate	
Vehicle Road Worthy Certificate	
Government Employees (Letter Of Approval By The Executing Authority To Do Business Or Extra Remunerative Work)	
SBD4 - Declaration Form	
SBD8 - Declaration of Bidder's Past Supply Chain	
Management Practices	
SBD9 - Certificate of Independent Bid Determination	
Register of Restricted Suppliers (National Treasury) (Is the service provider listed in the register of restricted suppliers in National Treasury Website)	