SUPPLIER DATABASE REGISTRATION DOCUMENT

© Copyright Protected

SUPPLIER DATABASE REGISTRATION

The NCU TVET COLLEGE is outwardly focused, customer-centered and is adhering to the provisions of the Public Finance Management Act (PFMA) 1 of 1999 and Preferential Procurement Policy Framework Act, 05 of 2000: Preferential Procurement Regulations, 2011

Suppliers and service providers currently registered as vendors on the NCU TVET COLLEGE database should also re-apply for consideration to be re-registered on the NCU TVET COLLEGE vendor/supplier database.

A list of commodities requirements are listed in the supplier database application form. Prospective suppliers/service providers may apply to be listed on the supplier database for a maximum of five (5) commodities specific as per their principal business. Failure to comply with this condition will invalidate the application and would not be evaluated further.

Supplier Database registration forms are obtainable from:

Website: www.ncutvet.edu.za

Physical Address: **35 - 39 Long Street**
KIMBERLEY
8301

Postal Address: **Private Bag X5031**
KIMBERLEY
8300

Enquiries should be forwarded to:

Financial Department

Tel No:	**E-mail Address**	**Fax No.**
053 839 2089	pjamp@ncutvet.edu.za	053 832 0566

© Copyright Protected

SUPPLIER REGISTRATION FORM

IMPORTANT NOTES

Please read carefully before completion of registration form

1. To be completed by **all** vendors seeking registration as an approved supplier.

2. The supplier registration form must be completed in **full** and be **signed,** and forwarded to the NCU TVET COLLEGE Kimberley with all supporting documentation.

3. A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form.

4. Applicant MUST complete all fields on application form.

5. Successful applicants will be contacted via fax, telephone, cell phone and/or email and **must** therefore submit an operating fax, telephone, cell phone and/or email address; failure to comply will result in excluding the supplier from the database.

6. Only successful suppliers will **be notified in writing** that their application has been accepted.

Checklist of information and documents required	Submitted	
	Yes	No
Telephone / Cell number as contact		
Physical address and Postal address		
Fax number or E-mail address		
Valid and Original SARS Tax Clearance Certificate		
Original or certified copy of B-BBEE certificate		
Original latest Bank Statement or Bank Letter with a bank stamp		
Company / CC Registration Certificate (Issued by CIPRO).		
Certified copy of identity documents (ID) of all shareholders/members/Directors or sole traders		
Latest company's original or certified water /electricity utility bill		
Latest business profile of company		
Commodities listed only five (5) may be selected, attached **Annexure 1**		
Is this a branch/agency/franchise of a national company		
Are all forms filled in completely		
All relevant documentation signed		
CSD Registration Report		

© Copyright Protected

1. SUPPLIER DETAILS (All fields are mandatory)

(Please note that this account MUST be in the name of the supplier. No third party payments allowed).

Company Details:	
Creditors Number	
Legal Name:	
Trading Name:	
VAT Number:	
Income Tax Number:	
ID Number: **(CEO, Director or Sole Proprietor)**	
Passport Number: (If Applicable)	
Company Registration Number:	
CC Registration Number: (If Applicable)	
Indicate CC/CK Number: (If Applicable)	
Practice Number: (If Applicable)	
Staff compliment (Number)	

Company Contact Details:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Website Address:	
Postal Address:	
Physical Address:	
Registered address:	

© Copyright Protected

Contact Person's Details:	
Name:	
Surname:	
Position:	
Telephone Number:	
Facsimile Number:	
Cellular Number:	
E-mail Address:	

2. SUPPLIER GROUPING DETAILS: (Please mark with an X the relevant box)

1. Public Company (LTD)		**7. Foreign Company**	
2. Private Company (PTY) LTD		**8. Joint Venture / Consortium**	
3. Closed Corporation (CC)		**9. Section 21 Company**	
4. Sole Proprietor		**10. Government / Parastatals**	
5. Partnership		**11. Co-operative**	
6. Trust			

12. Other: (Please specify)	

List all partners / owners and shareholders (Compulsory)

Name and Surname	Position	Citizenship	ID Number

© Copyright Protected

Note:
Where owners are themselves a company or partners, owners of the holding firm must be identified. Certified ID copies of partners, members, shareholders or owners must be attached.

3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE

3.1 B-BBEE Status Level Verification Certificates are issued by the following agencies:

3.1.1 EME: Bidders who qualify as **Exempt Micro Enterprises**

An enterprise with a total Annual Revenue of **less the R 5 million** per financial year

- Verification agencies accredited by SANAS; or
- Registered auditors. (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE status Level Certificates).

3.1.2 QSE: Bidders who qualify as **Qualifying Small Enterprises**
An enterprise with a Total Annual Revenue between R 5 Million and R 35 Million per financial year

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA

3.1.3 Generic: Bidders who qualify as **Generic Enterprises**
An enterprise with a Total Annual Revenue above R 35 Million per financial year

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA

3.2 Please mark your B-BBEE credentials with an (X)

Please mark your B-BBEE credentials with an (X)

B-BBEE Status	B-BBEE Recognition Level %	EME	QSE	Generic
Level 1 Contributor	135 %			
Level 2 Contributor	125 %			
Level 3 Contributor	110 %			
Level 4 Contributor	100 %			
Level 5 Contributor	80 %			
Level 6 Contributor	60 %			
Level 7 Contributor	50 %			
Level 8 Contributor	10 %			
Non-Compliant Contributor	0 %			

I/ We confirm that the information provided is correct as at this date:			
Name and Surname	**Signature**	**Position**	**Date**

© Copyright Protected

4. DECLARATION

Verification of information supplied in this document, including attached documents:

I/We, the undersigned, warrant that he / she is duly authorised to do so on behalf of the supplier, certifies that the information supplied including the annexure, is correct and accurate and acknowledge that:

If found that the information supplied is incorrect the College will disqualify and remove the supplier from our database permanently.

Supplier Name:

Signature of Authorised Representative:

Signatory Name in Print:

Signatory Position:

Signatory ID Number:

Signed at

on this

day of

20

© Copyright Protected

5. SUPPLIER BANKING ACCOUNT DETAILS

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name;																
Account Number:																
Branch Name:																
Branch Number:																

Account Type:							
Cheque Account:		Savings Account:		Transmission Account:		Bond Account:	

Other: (Please Specify)	

ID Number:													
Passport Number: (If Applicable)													
Company Registration Number:													
CC Registration Number: (If Applicable)													
Indicate CC/CK Number: (If Applicable)													
Practice Number: (If Applicable)													

OFFICIAL BANK STAMP

It is hereby confirmed that this details have been verified by the bank.

Signature of authorised banking official:	

NOTE:

All relevant field must be completed.
All relevant documentation and certificates must be attached.

© Copyright Protected

List of Commodities

ADDENDUM 1

NAME		NAME	
ADVERTISING BOARDS		CONSULTING: ACCOUNTANTS & AUDITORS	
ARTISTS & PERFORMERS		CONSULTING: HUMAN RESOURCE	
AUDIO VISUAL EQUIPMENT/MATERIALS/ SERVICES		CONSULTING: OCCUPATIONAL SAFETY & HEALTH	
BINDING		CONSULTING: QUALIFICATION VERIFICATION	
BOOKS & JOURNALS/MAGAZINES		CORPORATE GEAR	
BROOMS & BRUSHES		COURIER & DELIVERY SERVICES	
BUILDING AIR-CONDITIONING SYSTEMS		CROCKERY & CUTLERY	
CATERING		DATA LINES	
CLEANING SERVICES		DESKTOP PC	
COMMERCIAL & INDUSTRIAL REFRIGERATORS		ELECTRIC WIRE & POWER DISTRIBUTION	
COMPUTER PERIPHERALS		ELECTRICAL SUPPLIES	
CONSTRUCTION: BRICKLAYING		GARDENING SERVICES	
CONSTRUCTION: ELECTRICIAN		LEARNING/TRAINING/SUPP/LIBR ARY EQUIP	
CONSTRUCTION: FENCING		LIBRARY BOOKS	
CONSTRUCTION: PAINTING		LIBRARY/MEDIA/FILM MATERIAL	
CONSTRUCTION: PARTITIONING		LICENCE PLATES	
CONSTRUCTION: PAVING		LIFTING &HANDLING EQUIPMENT	
CONSTRUCTION: PLUMBING		LINEN & SOFT FURNISHINGS	
CONSTRUCTION: ROOFING		MAINTENANCE & REPAIRS INFRASTRUCTURE ASSETS	
CONSTRUCTION: TILING		MOTOR VEHICLES	
CONSTRUCTION: WELDING		OFFICE FURNITURE & EQUIPMENT	
CONSULTING		PAINTING MATERIAL	

© Copyright Protected

PERISHABLES – DIARY PRODUCTS		SPECIALIZED COMPUTER SERVICES	
PERISHABLES – EGGS		SPORT & RECREATION CONSUMABLES	
PERISHABLES – FRUIT & VEGETABLES		STATIONERY	
PERISHABLES – GROCERIES		TELECOM EQUIPMENT - NETWORK LAN/WAN	
PERISHABLES – MEAT		TELECOM EQUIPMENT - NETWORK WAN	
PERSIHABLES – BREAD		TELEPHONE /FAX INSTALLATION	
PERSIHABLES – FROZEN FOODS		TRACING AGENTS & DEBT COLLECTORS	
PERSONNEL & LABOUR		TRAINING: COMMUNICATION	
PEST CONTROL		TRAINING: FINANCIAL MANAGEMENT	
PHOTOGRAPHER		TRAINING: HUMAN RESOURCE	
PHOTOGRAPHIC EQUIPMENT		TRAINING: INFORMATION SERVICES	
PLANT FLOWERS & OTHER DECORATIONS		TRAINING: MATERIAL & MANUALS	
PRINTING & PUBLICATIONS SERVICES		TRAINING: OCCUPATIONAL SAFETY & HEALTH	
PRINTING CARTRIDGE		TRAINING: ORGANISATIONAL	
PRINTING PAPER		TRAINING: PROJECT MANAGEMENT	
PRIVATE FIRM: LEGAL ADVICE		TRANSPORT ACCESSORIES & TRAILERS	
PROMOTIONAL ITEMS		TRANSPORT CONTRACTOR	
RENTAL & HIRING: AUDIO VISUAL EQUIPMENT		TRANSPORT FOR PUBLIC EVENTS	
RENTAL & HIRING: GENERATORS		TRAVEL AGENCY	
RENTAL & HIRING: PHOTOCOPY MACHINES		TUBE LIGHTS & LIGHT BULB	
RENTAL & HIRING: TENTS, CHAIR & TABLES		TYRES & TUBES	
RENTAL & HIRING: TOILETS		UNIFORM & PROTECTIVE CLOTHING	
RENTAL & HIRING: TRAILERS & VEHICLES		VEHICLE REPAIRS	
SECURITY SERVICES		VEHICLE TRACKING	

© Copyright Protected

SOFTWARE LICENCE: OFFICE SUITE SYSTEM		VENUES AND FACILITIES	
SOFTWARE LICENCE: OPERATING SYSTEMS		WASHING/CLEANING DETERGENTS	
SOFTWARE LICENCE: SECURITY SOFTWARE		WRAPPING & PACKAGING EQUIPMENT	
SOFTWARE LICENCE: UTILITY SOFTWARE			

IF ANY ARE NOT MENTIONED ABOVE, PLEASE STATE BELOW

© Copyright Protected

ADDENDUM 2

DECLARATION OF INTEREST

Any legal person, including persons employed by the state and/or by the NCU TVET COLLEGE, or persons having a kinship with persons employed by the state and/or the NCU TVET COLLEGE or by the, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation).

In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state and/or by the NCU TVET COLLEGE, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where;

- the bidder is employed by the state and/or by the NCU TVET COLLEGE; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Full Name of bidder or his or her representative:

_____

Identity Number

_____

Position occupied in the Company (director, trustee, shareholder, member):

_____

Registration number of company, enterprise, close corporation, partnership agreement or trust:

_____

Tax Reference Number:

_____

VAT Registration Number:

_____

Are you or any person connected with the bidder presently employed by the state and/or the NCU TVET COLLEGE?

YES / NO

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

© Copyright Protected

Position occupied in the state institution:

Any other particulars:

If you are presently employed by the state and/or by the NCU TVET COLLEGE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

If no, furnish reasons for non-submission of such proof:

Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state and/or by the NCU TVET COLLEGE in the previous twelve months?

YES / NO

If so, furnish particulars:

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?
If so, furnish particulars.

YES/NO

Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

If so, furnish particulars.

© Copyright Protected

Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

If so, furnish particulars:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the table below.

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	Employee Number / Persal Number

NOTE:

"State" means:

(a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
(b) Any municipality or municipal entity.
(c) Provincial legislature;
(d) National Assembly or the national Council of provinces.
(e) Parliament.

"Shareholder" means:

A person who owns shares in the company, is actively involved in the management of the enterprise or business, and exercises control over the enterprise.

© Copyright Protected

DECLARATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN THE DOCUMENT, INCLUDING ADDENDUM 1 AND 2 IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE NCU TVET COLLEGE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……..	..……
Signature	**Date**
…….	……
Position	**Name of bidder**

© Copyright Protected

FOR OFFICIAL PURPOSES ONLY

Verified by:

Signature:

Date:

Captured by:

Signature:

Date:

APPLICATION ACCEPTED	Yes	No	APPLICATION REJECTED	Yes	No	SUPPLIER NUMBER	

© Copyright Protected