

SUPPLIER REGISTRATION FORM

All sections marked with an apteryx “” are compulsory to complete*

Please Note

- ◇ This form must be completed by all applicants wishing to register as suppliers on the NBCRFLI supplier database. Please reflect all the resources the firm has such as: Years of Experience, No of employees etc. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. The NBCRFLI will determine the suitability of firms for entry into its database, based on the information provided.
- ◇ All sections of the application form must be completed in full.
- ◇ The application form is to be completed by the duly authorised official of the contracting firm.

Registration pre-requisites

- ◇ Proof of company registration and/or any other form of legal standing must be submitted.
- ◇ A *current and original* Tax Clearance Certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the applicant are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words “compulsory if turnover is more than R1, 000 000”. Where the person is not required to be registered for VAT, the Receiver of Revenue will write issue the certificate with blank VAT reference number.
- ◇ Submit proof of Professional Registration with the relevant Professional Body.
- ◇ Submit Company composition on the form attached as Section “C” also referred to a CK1
- ◇ Attach Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.
- ◇ Company Profile
- ◇ Proof of banking details

Section A: Company information

2.	Company Name*	
3.	Company Type * (E.g. Sole proprietor, partnership, joint venture, (PTY) Ltd, etc.)	
4.	Company registration number (If any)	
5.	Years experience in the particular Industry*	

Section B: Contact Details

6.	Contact person/s Name*	Tel & Cell number/s for contact person*	Fax number/s for contact person*	Website Address
a				
b				
7.	Address * (Head Office/ Tender Office)	Physical	Postal	
8.	E-mail Address*			



Section C: Company Composition

1.01.1.1.1 GENERAL

All information requested must be provided. If additional space is required, additional sheets may be attached. The onus is on the Contractors to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership and voting must accumulate to 100%.

	MEMBER : 1	MEMBER : 2
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		

	MEMBER : 3	MEMBER : 4
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		

	MEMBER : 5	MEMBER : 6
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		

Section D: Capacity

9.	Provincial Offices/ Agencies * (tick "X")	Western Cape Province	Northern Cape Province	Eastern Cape Province	Free State Province	Limpopo Province	Gauteng Province	Mpumalanga Province	North West Province	Kwa Zulu Natal Province
10.	Total number of permanent employees.*									

Section E: Goods and/or Services Available

11.	Please complete the attached Section F to indicate the goods and/or services your company offer
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Section G: References:

12.	Company/Client Name*	Contact person/s Name*	Tel & Cell number number/s of reference*	E-mail Address*
a				
b				
c				

Section H: Empowerment Information

13.	Percentage equity ownership of Black Designated Groups (Women, black people & disabled people) who are actively involved in the management of the enterprise *	%
14.	Percentage equity ownership of Black Individuals (Africans, Coloureds and Indian People who are South African Citizens) who are actively involved in the management of the enterprise. *	%
15.	Percentage equity ownership of women who are actively involved in the management of the enterprise (incl. Woman & disabled employees). *	%
16.	Number of disabled people permanently employed buy enterprise*	
17.	Percentage of total staff regarded as HDI.*	%
18.	Percentage of total staff regarded as Black.*	%
19.	Percentage of local (South African) equity ownership in enterprise.*	%

Note if left blank it will be assumed the percentage equals zero



Section I: Declaration

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY FPB)

In terms of the Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid by the Council.

Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation 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 declarer acts and persons who are involved with the evaluation of the bid.

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

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

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.....

Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No

If so, state particulars

.....
.....
.....

SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

APPLICANT

NAME OF COMPANY OR



Section J: Declaration

I/we, _____ the _____ undersigned _____ (Print name/s)
_____;

Certify that the information as finished in this document is correct.

Signature/s

Date

Designation
(Please initial all other pages of this document)

Section J

Briefly describe your company's core business:

.....
.....
.....
.....
.....
.....



Please tick the goods and services you provide below, in terms of this invitation to register.

<u>Facilities</u>	
Air Conditioner	
Carpentry, Dry walling and Partitioning	
Painting	
Cleaning and Waste removal	
Cleaning Materials	
Electrical supplies	
Electrical contractor	
Glass fitting and Blinds	
Landscaping and Horticulture	
Renovations and Refurbishments	
Protective Clothing	
Industrial supplies and Tools	
Cranes supplies	
Transformer supplies and services	
Cold & Freezer room Installation, Maintenance and repair	
Other, (Please specify)	
Computer Hardware and Software	
Computer Monitor	
Computer Drives and Writers	
Computer Accessories	
Printers	
Printer Accessories	
Printer Toner and Cartridges	
Memory Devices	
Modems and Motherboard	
Network, Port, Hub and Accessories	
Software	
Licenses	
Servers and Accessories	
Other, (Please specify)	
Application Support and Maintenance	
Hardware Support	
IT Consulting	
Other (Please Specify)	
Cleaning Equipment and Supplies	
Cleaning Equipment	
Cleaning Supplies	
Hygiene Supplies	
Protective Gear	
Other, (Please specify)	
Fire Equipment	
Fire Beater	
Fire Trailer Water Pump	
Vent Fire Knap Sack Spray	
Wooden Handle Fire Beater	
Other (Please Specify)	
Office Machines and Equipment and Supplies	
Office Machine	
Office Equipment	
Office Supplies	
Other, (Please specify)	
Medical Equipment and Supplies	



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Medical Supplies	
Other, (Please specify)	
Office Furniture and Furnishings	
Desks	
Chairs	
Cupboard and Bookcase	
Drawers	
Cabinets and Filing Cabinet	
Bulk Filing Unit	
Steel Factory Lockers	
Boardroom Tables	
Office Furnishings	
Tables and Counter Tops	
TV Screen	
Wall Units	
Other, (Please specify)	
Photographic, Printing and Presentation Equipment and Supplies	
Printing and Publishing Equipment	
Audio and Visual Presentation and Composing Equipment	
Photographic or Filming or Video Equipment	
Photographic and Recording Media	
Other, (Please specify)	
Promotional Items and Gifts	
Corporate Gifts	
Promotional Items	
Displays and Stands	
Other, (Please specify)	
Published Products	
Printed Media	
Electronic Reference Material	
Signage and Accessories	
Other, (Please specify)	
Safety and Security Equipment and Accessories	
Safety Equipment	
Security Accessories	
Alarm and Security Systems	
Locks and Handles	
Fire Extinguisher	
Security Gates and Bugler doors	
Smoke Sensor	
X-ray Equipment	
Other, (Please specify)	
Tools and General Equipment	
Hand Tools	
Electrical Tools	
General Equipment	
Garden Equipment	
Grinding, Cutting and Sharpening Equipment	
Scaffolding and Ladders	
Sliding Gates	
Swing Gates	
Barricades	
Gate Automation	
Artwork Equipment	
Audio Visual Equipment (Screen and Sounds)	
Other, (Please specify)	
Maintenance Supplies and Accessories	



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Electrical Supplies	
Plumbing Supplies	
General Maintenance Supplies and Accessories	
Other, (Please specify)	
Petroleum	
Diesel	
Petrol	
Transmission oil, Hydraulic oil, Brake fluid	
Other (Please Specify)	
List of Services Commodities	
<u>Cleaning Services (Certification Required)</u>	
General Building Cleaning Services Interior	
General Building Cleaning Services Exterior	
Hygiene Services	
Carpet Cleaning Services	
Garden and Plant Maintenance Services	
Vehicle Cleaning Services	
Waste Management Services	
Other, (Please specify)	
<u>Construction Services (CIDB Certification Required)</u>	
Building – Including Material	
Civil – Roads, Road Markings, Bridges	
Mechanical – Engineers	
Fencing – Including Material and Installation, Steel Security Fencing Concrete-SQ	
Structural Renovation	
Paving and Drive Ways	
Fabricators, structural Steelwork Fabrication	
Roofing	
Tilling	
Car Ports	
Other, (Please specify)	
<u>General Building Maintenance and Repair Services (Certification Required)</u>	
Locksmith Services	
Partitioning Services	
Window Services	
Fumigation Services	
Pest Control Services	
Electrical Services	
Plumbing Services	
Welding Services	
Other, (Please specify)	
<u>Health Services</u>	
Wellness Services	
Occupational Health & Safety	
Other, (Please specify)	
<u>Information Technology Services</u>	
Installation Services	
Specialized IT Services	
Hardware Repairs and Maintenance Services	
Data Management and Backup Services	
Upgrades and Maintenance	
Database Development and Design	
Other, (Please specify)	
Licenses	
Computer Hardware	



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Other, (Please specify)	
Logistical Services	
Catering Services	
Exhibition Centre and Meeting Facilities	
Event Management Services	
Bed and Breakfast	
Flight Reservations	
Accommodation and Hotels	
Seminars/ Workshops/ Conferences	
Other, (Please specify)	
Clearing Agent	
Management and Business Professionals and Administrative Services Certification Required)	
Management Advisory Services	
Subscriptions Services	
Marketing and Distribution Services	
Policy Development and Management Services	
Document and Information Management Services	
Business Administration Services	
Policy Expert: Green and White Paper	
Other (Please Specify)	
Human Resources Services	
Affirmative Management	
Change Management	
Discipline, Grievances and Dispute Resolutions	
Personnel Placement (Recruitment) Agencies	
In House Training	
Competency Skills	
Facilitation	
Data Captures	
Conflict Management	
Performance Management	
Skills Audit	
Competency Test	
Psychometric Test	
Human Resources Development Services	
Human Resources Management Services	
Other, (Please specify)	
Legal Services (Certification Required)	
Legal Advisor	
Legal Entities Specialist	
Discipline, Grievance and Dispute Resolutions	
Labour Law Specialist	
Commercial Law	
Arbitrators	
Other, (Please specify)	
Auditing Services (Certification Required)	
Financial and operational Audit	
Forensic and Investigation Audit	
Information Technology Forensic Audit	
Information technology Audit	
Legal Compliance Audit	
Performance Management Audit	
Other, (Please specify)	
Financial Services (Certification Required)	
Business and Financial Advisory Services	
Finance Systems Designing Services	



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Chartered Accounts Services	
Other, (Please specify)	
Publications, Communication and Information Services	
Advertising on newspapers	
Publications	
Books	
Marketing	
Video Coverage	
Multi-Media	
Writing and Translations Services	
Transcription Services	
Printing and Reproduction Services	
Photographic Services	
Graphic Design Services	
Other, (Please specify)	
Solar Installation and Services	
Solar Installation and Repairs	
Other, (Please specify)	
Relocation, Removals and Storage, Transportation and Mail Services	
Courier Services (Mail and Cargo Transport)	
Bus and Public Transport	
Office Furniture and Household Relocation, Removal and Storage	
Distribution and Delivery Services	
Chauffer and Shuttle Services	
Security and Safety Services (Certification Required)	
Security and Personal Safety	
Security Surveying Services	
Hardware and Software: Installation, Replacement and Labour	
CCTV Camera	
Other, (Please specify)	
Telecommunication Services	
Telecommunication Installation	
Telecommunication Maintenance and Repairs	
Cables and Cabling services	
Other, (Please specify)	
Services and Repairs	
Service and Repairs of Office Machine	
Service and Repairs of Furniture	
Service and Repairs of Equipment	
Engine services (Car service)	
Repair and Installation of Glasses	
Other, (Please specify)	
Water Provision (Certification Required)	
Water Provision Contractors / Consultants	
Borehole Construction	
Water Tanks	
Pump Stations	
Reservoir	
Water Reticulation	
Sewerage Systems	

NB: Entities are free to supply details of any other products or services they render which are not included on the above lists.



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ADDITIONAL INFORMATION

(TO BE SUBMITTED IN CONJUNCTION WITH THE VENDOR APPLICATION FORM)

- ◇ Company Registration Document
- ◇ Company Profile
- ◇ Current Tax Clearance
- ◇ Certified Cancel Cheque or letter from bank (with bank stamp)
Note: Date must not be later than 3 months old and needs to be hand delivered to our office or posted
- ◇ ID copies of directors
- ◇ BEE Certificate
- ◇ Letter of good standing in terms of COIDA.