

Enquiries: Procurement Department
Tel: 017 712 9040,
Email: scm@gscollege.edu.za

Upon completion of this questionnaire, please hand deliver to:

18a Dr Beyer's Naude Street
STANDERTON
2430

For Attention: The Supplier Database
Administrator: Procurement Office

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF GERT SIBANDE TVET COLLEGE

All suppliers are herewith invited to register as an approved supplier on the database of the College.

In order to comply with the procedures, set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the College developed a supplier database to be used by the procurement office.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the College.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the College. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form to assist us in updating our database according to legislation.

The following important notes should be read carefully before the completion of this form

1. Registration form to be completed by all businesses seeking to conduct business with the College. A **company profile / BEE profile will not be accepted** as replacement for the application form.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. Full signatures are required when alterations are made to this document.
4. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
5. Mark the appropriate square with an 'X' where applicable to you.
6. All fields on the application form **MUST** be completed by the applicant; if the space provided is left blank, it will be regarded as information still outstanding and will result on non-registration.

7. The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to the College.
8. A business registered on the database must notify the College within 14 (Fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.
9. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
10. Applicants who have been declared insolvent and wish to do business with the College must have been rehabilitated and provide the necessary proof thereof.
11. Businesses blacklisted by any organs of state* must first be removed or cleared from the blacklist before registration.

12. Certified copies of the following documents must be attached to the application form:

- a) A concise company profile (max 3 pages);
- b) Company Certificate or Shareholder(s) register;
- c) Valid Tax Clearance Certificate (copies upon registration will not be accepted);
- d) VAT registration certificate (for VAT vendors only);
- e) ID for all members/partners/directors.
- f) Proof of address/Municipal account or an affidavit confirming the business address.
- g) Accreditation Certificate (Applicable for training)

Failure to submit all the above documents will result in non-registration.

13. Fronting* will result in a business being blacklisted.
14. The College has the right to visit the business premises to verify the information provided in this form.
15. Members / directors / partners / owners in service with any organ of state* management; must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
16. This is only a registration form for our database and does not guarantee any award of bid / contract.
17. Preference will be given to registered suppliers but it does not necessarily follow that suppliers, who are not yet registered, will be totally excluded from quoting for the supply of goods or services.
18. The College reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.

Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so may result in the application being declined.

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

Company registration details

Company Name			
Trading Name			
Reg. No:		Vat No.:	
e.g. 2004/140566/23			
Income Tax No.:		Number of full time employees:	

Accreditation / Certification

*Cidb Number :		Prof. Reg. Date			
*Contractor Grade e.g 5CE PE	CE	GB	EE	SW	ME
PE Status	Yes	No			
***SAACE Reg. No./Other prof. reg. no					
*Note: Cidb info. Contractors only SAACE No					
**Note: for professionals only					

Company Details

Website Address:			
Email Address:			
Telkom area code: e.g. 017,013 etc.			
Telephone No.		Fax No:	
Postal Address:			
City / Town:		Postal Code:	
Physical Address:			
City / Town		Postal Code:	

Classification of Business (Please ✓ all relevant boxes)

ISO Listed	Importer	Service	Manu- facture	Repairer	Black owned	Distributor	Exporter	Sales
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Supplier Grouping detail: (type of firm) Please ✓ the relevant box

Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/parastatals/Organ of state	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>		

Contact Person Details

Title:		First Name:	
Surname:		ID No.:	
Cell No.:		Work No.:	
Fax No.:		Position:	
E-mail:			

**Please complete Annexure 5:
List of Owners/Proprietors/Partners/Sole Proprietors/ Trustees (page 10)**

Locality Province	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define:
Locality Region	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define:
Locality Municipal Area	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define:
Locality Rural Area	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define:

Declaration of any Conflict of Interest

Are you currently working as an employee in any organ of state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Have you worked in any organ of state for the past 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Do you have any relative working for an organ of state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Do you have any close relationship with any official working in our establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Is there any other relevant information that you would like to disclose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Are you currently servicing on any structures of our establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		
Is there any other relevant information that you would like to disclose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", give details:		



Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then Gert Sibande TVET College may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by Gert Sibande TVET College as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which Gert Sibande TVET College may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20__ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

Area

Signature

Full Names

Gert Sibande TVET College

SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please indicate with

Please note: only five (5) commodities will be registered

CONSTRUCTION

- | | | | |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| General Building | <input type="checkbox"/> | Waterproofing | <input type="checkbox"/> |
| Mechanical Engineering | <input type="checkbox"/> | Fencing, Steel security or Precast | <input type="checkbox"/> |
| Civil Engineering | <input type="checkbox"/> | Other (Specify) | |
| Electrical Engineering | <input type="checkbox"/> | _____ | |
| Plumbing works | <input type="checkbox"/> | _____ | |
| Fire Protection & Protection systems | <input type="checkbox"/> | | |

STATIONERY

- | | | | |
|--------------|--------------------------|-----------------|--|
| Copier Paper | <input type="checkbox"/> | Other (Specify) | |
| Toners | <input type="checkbox"/> | _____ | |
| Stationery | <input type="checkbox"/> | _____ | |
| | | _____ | |

MARKETING

- | | | | |
|-----------------------------|--------------------------|--------------------|--------------------------|
| Graphic Design | <input type="checkbox"/> | Corporate Clothing | <input type="checkbox"/> |
| Brochures | <input type="checkbox"/> | Webpage Design | <input type="checkbox"/> |
| Layout and Design | <input type="checkbox"/> | Broadcasting | <input type="checkbox"/> |
| Advertising | <input type="checkbox"/> | Other (Specify) | |
| Design and printing | <input type="checkbox"/> | _____ | |
| Publishing | <input type="checkbox"/> | _____ | |
| Corporate/Promotional Gifts | <input type="checkbox"/> | | |

Events Management

- | | | | |
|-------------------|--------------------------|-----------------|--|
| Catering | <input type="checkbox"/> | Other (Specify) | |
| Decoration | <input type="checkbox"/> | _____ | |
| Video/Photography | <input type="checkbox"/> | _____ | |
| Flowers | <input type="checkbox"/> | _____ | |
| Sound Hire | <input type="checkbox"/> | | |

Information Technology

- | | | | |
|----------------------------|--------------------------|-----------------|--|
| Connectivity | <input type="checkbox"/> | Other (Specify) | |
| Computer Software | <input type="checkbox"/> | _____ | |
| Computer Equipment/devices | <input type="checkbox"/> | _____ | |
| Networking | <input type="checkbox"/> | | |
| Telecommunication | <input type="checkbox"/> | | |
| Maintenance | <input type="checkbox"/> | | |

Security

- | | | | |
|-------------------|--------------------------|-------------------|--------------------------|
| CCTV | <input type="checkbox"/> | Security services | <input type="checkbox"/> |
| Alarm monitoring | <input type="checkbox"/> | Electric fencing | <input type="checkbox"/> |
| Armed response | <input type="checkbox"/> | Electric fencing | <input type="checkbox"/> |
| Security gates | <input type="checkbox"/> | Other (Specify) | |
| Access control | <input type="checkbox"/> | _____ | |
| Security supplies | <input type="checkbox"/> | _____ | |

Equipment

- | | | | |
|-----------------------------------|--------------------------|-----------------------|--------------------------|
| Office Equipment/Furniture | <input type="checkbox"/> | ISAT Material & Tools | <input type="checkbox"/> |
| Workshop tools & equipment | <input type="checkbox"/> | Sports Equipment | <input type="checkbox"/> |
| Furniture (classroom & furniture) | <input type="checkbox"/> | Other (Specify) | |
| Air Conditioning | <input type="checkbox"/> | _____ | |
| | | _____ | |

Compliance

- | | | | |
|-----------------------------|--------------------------|-----------------|--------------------------|
| COVID PPE | <input type="checkbox"/> | Fire Hydrants | <input type="checkbox"/> |
| Protective Clothing | <input type="checkbox"/> | Other (Specify) | |
| Fire extinguishers & refill | <input type="checkbox"/> | _____ | |
| | | _____ | |

Other

- | | | | |
|---------------------------------|--------------------------|---------------------|--------------------------|
| Lawn Mower Maintenance | <input type="checkbox"/> | Accommodation | <input type="checkbox"/> |
| Generator Maintenance | <input type="checkbox"/> | Travel Agency | <input type="checkbox"/> |
| Diesel/Fuel refill | <input type="checkbox"/> | Consultants | <input type="checkbox"/> |
| Cleaning of yard | <input type="checkbox"/> | Legal Services | <input type="checkbox"/> |
| Cleaning material | <input type="checkbox"/> | Gas supply & refill | <input type="checkbox"/> |
| Vehicles | <input type="checkbox"/> | Groceries | <input type="checkbox"/> |
| Air-conditioning | <input type="checkbox"/> | Other (Specify) | |
| Air-con repairs and Maintenance | <input type="checkbox"/> | _____ | |
| Training and Development | <input type="checkbox"/> | _____ | |
| Courier Services | <input type="checkbox"/> | | |
| Transportation | <input type="checkbox"/> | | |

Summary: Core Business

In your own words, please state your core business:

1

2

Trade Name (=sole supplier of specific brand name)

Fill the specific **brand names** that the company **own** or **solely distribute**, which you wish to register:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Annexure 3 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.
 All documentation is to be provided in its original format and/or certified.
 Please submitted documents

Document Name	Attached
Valid Tax Clearance Certificate / Compliant Status Pin	<input type="checkbox"/>
Company Registration Certificate/Document	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Director's ID's	<input type="checkbox"/>
Certified Copy of Accreditation Certificates (If applicable)	<input type="checkbox"/>
Verification Letter of Bank	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsement	<input type="checkbox"/>
CIDB Certificate (If Applicable)	<input type="checkbox"/>
Other (please specify):	

For office use only	
Captured by:	<input type="text"/>
Date:	<input type="text"/> New <input type="checkbox"/> Update <input type="checkbox"/>
Status:	Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting <input type="checkbox"/> Approval <input type="checkbox"/>
Approved by:	<input type="text"/>
Date:	<input type="text"/>



Annexure 4 - General information & Definitions

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

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 College.

Terminology:

Commodities:

The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 3 commodities.

Trade Names:

- The trade names that the company own or distribute, which you wish to be registered for.

Owned:

- Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

Historically Disadvantaged Individuals (HDI):

- For the purpose of registering as a supplier for the College, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Historically Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.

Women:

- A female person who is a SA citizen.

Disability:

- In respect of a person, a permanent of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.

Establishment of HDI / Women Equity Ownership in an enterprise:

- Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Fronting:

- Companies with no Black Economic Empowerment (BEE) status illegally claiming to be headed by previously disadvantaged individuals* and claim false BEE credentials in order to win tenders/contracts.

Organ of state:

- Any department of state or administration in the national, provincial or local sphere of government; or any other functionary or institution, exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or exercising a public power or performing a public duty in terms of any legislation