



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE DATABASE OF MOPANI SOUTH EAST TVET COLLEGE

All suppliers are invited to register as a preferred supplier on the database of the College.

In order to comply with Treasury Regulations 16A, the College developed a supplier database to be used by the Supply Chain Management Unit.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to the College and the enhance transparency and equality. The database will also contribute to better administration and compliance with the PFMA and legal framework effective from 7 December 2011.

The following documents must be attached to this application form:

- Original Tax Clearance Certificate
- Proof of Company Registration
- Certified ID Copy/ies for all Company Members/Partners/Directors
- VAT Registration Certificate (For VAT Vendors Only)
- B-BBEE Rating Certificate (If Available)
- Company Profile
- If Members/Directors/Partners/Owners are employed by the State, proof that they are allowed to do business outside remunerative work should be attached.

Failure to submit all the above documents will invalidate the application.

Should the supplier fail to respond to the Request for Quotation on three (3) consecutive occasions, the College will be left with no option but to remove the Company from the College Service Providers Database System.

Please note that it is the Supplier's responsibility to maintain and/or update its own information. If it comes to our attention that information is not valid or relevant at the date of generating the Request for Quotation, the College may, without notice, remove the Supplier from the Service Providers Database System.

Complete documents should be delivered/posted to:

**For attention: Mopani South East TVET College
The Supplier Database Officer
Supply Chain Management Unit
Procurement Office
Private Bag X01024
PHALABORWA
1390**

**OR Mopani South East TVET College
Supplier Database Officer
Supply Chain Management Unit
Procurement Office
Cnr Combretum & Haarlem Street
PHALABORWA
1390**

**SUPPLIER
APPLICATION FORM**

IMPORTANT NOTES
Please read carefully

- To be completed by the applicant seeking registration as an approved supplier;
- The questionnaire must be completed
- 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;
- Applicants **must** submit all contact details including a **fax number**, failure to do so will result in the application being excluded;
- It should be noted that **Mopani South East TVET College** reserves the right to accept or reject an application **without being obliged to give any reasons**;

Supplier detail:

Company / Supplier Name:

<i>Company / Close Corporation Registration Number:</i>													
<i>VAT Registration Number (if applicable):</i>													
<i>Income Tax Reference Number:</i>													
<i>Web Address:</i>													
<i>E-Mail Address:</i>													
<i>Telephone Number:</i>													
<i>Fax Number (compulsory):</i>													
<i>Toll Free Number:</i>													
<i>Number of Full Time Employees:</i>													

Postal Address: (compulsory)

<i>Postal Code:</i>													

Physical Address:

<i>Postal Code:</i>													

Company / Supplier Classification: (Please ✓ the relevant box or boxes)

<input type="checkbox"/> ISO Listed	<input type="checkbox"/> Importer	<input type="checkbox"/> Services	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Repairer	<input type="checkbox"/> Distributor	<input type="checkbox"/> Exporter	<input type="checkbox"/> Sales
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(Please ✓ the relevant box)

Tax Clearance Certificate (Attached)	YES	NO
Expiry Date:		

Supplier Grouping Detail: Type of Firm: (Please ✓ the relevant box)

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Close Corporation (CC)	
4	Other (Specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21 Company	
12	Government / Parastatal	

Main contact person in your Organization:

Name:																					
Company Position:																					
Cell Phone Number:																					
Fax Number:																					
E-Mail Address:																					

Trade Names: Maximum of ten will be registered

Trade names of commodities (Example: HP or Dell)	Description of commodities (Example: Cartridge)

SMME status of your Enterprise:

- Please use this table to determine the SMME status of your enterprise
- Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				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
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	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
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Service	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair / Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

**SMME status of your enterprise: (Please ✓ the relevant box)
(According to SMME table) (Compulsory)**

Micro	
Very Small	
Small	
Medium	
Large	

Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80 / 20 System)	Number of Points (90 / 10 System)
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by and Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. 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.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level that the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

BID DECLARATION

Bidders who claim points are respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE

B-BBEE Status Level of Contribution: = (Maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.)

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (Delete which is not applicable)

If yes, indicate:

- 1) What percentage of the contract will be sub-contracted?%
- 2) The name of the sub-contractor?
.....
- 3) The B-BBEE Status Level of the sub-contractor?
- 4) Whether the sub-contractor is an EME? YES / NO (Delete which is not applicable)

Broad-Based Black Economic Empowerment B-BBEE Status: Please read notes below very carefully before completing.

Instructions and Definitions:

Legislation:

- In terms of Section 38 of the PFMA the Accounting Officer of the College must ensure that the College has, and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the College.
- **Trade Names:** The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the department.
- **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.
- **B-BBEE Status Level of Contribution:** Means Broad Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- **B-BBEE Status Level of Contribution:** Means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- **EME:** Means any enterprise with annual total revenue of R 5 million or less.

Full details of Directors/Trustees/Members/Shareholders

<u>Full Name</u>	<u>Identity Number</u>	<u>Personal Income Tax Reference Number</u>	<u>State Employee Number / Persal</u>

CONFLICT OF INTEREST: DECLARATION

Are you or any person connected with your company currently working as an employee in any organ of state? If "YES", furnish the following particulars:

YES NO

Name of Person/Director/Shareholder/Member;	
Name of institution to which the person is connected;	
Name of state institution to which the person is connected;	
Position occupied in the state institution;	
Any other particulars;	

Have you or your spouse, or any of the company's Directors/Shareholders/Members/Partners or their spouses conducted business with the state or any organ of the state for the previous 12 months?

YES NO

IF "YES", furnish particulars:	

Do you, or any person connected with your company have any close relationship (Family, Friend, Other) with a person employed by the state or an organ of state?

YES NO

IF "YES", furnish particulars:	

Do you, or any person connected with your company have any close relationship (Family, Friend, Other) with any official working in our establishment?

YES NO

IF "YES", furnish particulars:	

Are your company currently servicing on any structures of your establishment?

YES NO

IF "YES", furnish particulars:	

Is there any other relevant information that you would like to disclose?

YES NO

IF "YES", furnish particulars:	

**SUPPLIER DATABASE
COMMODITY LIST**

Please indicate with a ✓

Please note: only 2 commodities will be registered

Construction

Air-Conditioning Systems (New Installations)		Industrial Electrical Appliances	
Auto Sprinkle Fire Protection Systems		Irrigation Contractors	
Blasting/Demolition Contractors		Landscaping	
Boilers Suppliers/Contractors		Lift, Elevator, Escalator Services (New Installations)	
Brickwork/Masonry/Plastering		Painting Contractors	
Building Equipment and Accessories (Cement Mixers, Scaffolding, Trowels etc.)		Paving Contractors	
Building Supplies & Hardware (General)		Plant Hire Equipment	
Building/Construction Contractors		Plumbing Contractors (Accredited)	
Carpenters/Roofing/Waterproofing Contractors		Plumbing Contractors (General)	
Carpeting/Tiling/Floor Covering Supplier/Contractors		Pre-Cast Concrete Manufacturer	
Ceilings, Partitioning and Shop Fitting Contractors		Quarrying Contractors	
Compressed Air Installations		Ready Mix Concrete Suppliers	
Earthmoving/Civil Contractors		Road Marking & Signage Contractors	
Electrical Cables Supply		Road Works/Roads Construction/Road Cleaning	
Electrical Contractors (Accredited)		Sewerage Installations	
Electrical Supplies (General)		Steam Installations & Ancillary Equipment	
Evacuation Systems		Steel Contractors	
Fencing Material Supply/Contractors		Steel Fabrications & Erection	
Glass Suppliers/Contractors		Storm Water Draining	
Hauling/Heavy Equipment/Transport		Thatch Roofing & Treatments	
Hot Water Installations		Water Installations/Reticulations	
Incinerators Installations/Maintenance		Welding Contractors	

Professional Services

Accountants/Financial Advisory Services		Consulting - Forensics	
Agricultural Engineers		Consulting - Health Care	
Agricultural Service		Consulting - Mechanical Engineers	
Attorneys, Advocates and Legal Services		Consulting - Metallurgical Engineers	
Auditing Services		Economists	
Business Analysis and Design		Hospitals & Clinics	
Chartered Accountants		Internal Audit	
Consulting - Actuaries & Remuneration Services		Medical Practitioners	
Consulting - Air Pollution Engineers		Medical/Ambulance/Healthcare	
Consulting - Chemical Engineers		Pharmacist	
Consulting - Civil Engineers		Quantity Surveyor	
Consulting - Construction Engineers		Rehabilitation Service (Alcohol & Drug Depend)	
Consulting - Electrical Engineers		Teachers & Educators	
Consulting - Electronic Engineers		Town and Regional Planners	
Consulting - Hydraulic Engineers		Veterinarian	

Services (Non Professional Services)

Accommodation (Guesthouse, Hotels, Inns & Lodges)	Drain Cleaning Services
Advertising	Dressmaking
Agricultural Services	Driving Instructors
Air-Conditioning Systems (Repair and Maintenance)	Electrical Equipment Repairs
Aircraft Charter Services	Electronic Contractors
Aircraft Servicing & Repairs	Elevators & Conveyors (Services and Repairs)
Airlines Commercial	Embossing Services
Archiving Services & Systems	Embroidery Services (Logo)
Art- Painters and Sculptors	Employee Assistance Programmes (EAP) Consultants
Asset Management Systems/Consultants	Engraving Services
Assurance, Insurance Companies	Entertainment - Performers
Auctioneering Services	Entertainment Venues & Theatres
Audio Systems installation and Maintenance	Event & Conferencing Management
Audio Visual Aids & Equipment Repair and Maintenance	Exhibition Centres
Audio Visual Presentations/Productions	Farming Products and Service
Auto Electrical/Electronics	Fire Extinguishers / Fire Hydrants (Maintenance)
Automotive Alarm and Tracking Systems	Fire Safety & Related Services (Goods & Services)
Automotive Clutch and Brakes Specialists	Florists
Automotive Panel Beating & Spray	Flower and Plants (Indoors)
Automotive Radiator Repairs	Framing Services
Automotive Spares/Repairs/Maintenance	Freight Services (Sea, Air & Land)
Automotive Windscreen Fitment	Funeral Services
Banks & Financial Institutions	Furniture Removal and Storage
Bar Code Software & Printers	Galvanising Services
Biometrics Solutions/Consultants	Gardening Services
Blinds & Awnings	Generators (Service and Maintenance)
Broadcasting Station (TV/Radio)	GIS Software, Modelling & Analysis
Brokers - Finance	Glass Tinting
Brokers - Labour	Graphic Design Services
Cabinet/Furniture Making	Grave Diggers
Call Centres	Handyman/General Maintenance
Car Wash and Valet	Holiday Resorts
Carpet Cleaning	Hospitality Services Corporate
Catering and Food Supply	Hydraulics Repairs/Maintenance
Certification Services	Interior Decorating, Refurbishment and Equipment
Chemical Transport Services	Interpreting Services (Language)
Cleaning Services	Interpreting Services (Sign Language)
Clothing Manufacturers	Investigation Services
Colleges	Labels & Labelling Services
Computer Cabling Systems	Land and Property Values
Computer Equipment, Networks and Software	Laundry and Dry-Cleaning Services
Conference Centres & Facilities	Locksmith Services
Conferencing Systems	Magazine Publications/Suppliers
Consultant - Acoustic Services & Materials	Medical Equipment Maintenance & Repairs
Consultant - Acquisition Management	Newspapers Distribution and Delivery
Consultant - Asset Management & Bar Coding	Office Automation Equipment Repairs
Consultant - Change Management	Payroll
Consultant - Communication Strategies & Systems	Pest Control Services
Consultant - Community Services	Photography
Consultant - Computer Systems & Solutions	Publications

Consultant - Database		Publishers	
Consultant - Emergency & Disaster Management		Recording Services	
Consultant - Employee Benefit & Empowerment		Recruitment Agencies	
Consultant - Employee Development		Recycling Services	
Consultant - Environmental		Refuse Bulk Containers	
Consultant - Exhibitions		Research & Survey	
Consultant - Export & Import		Safes & Safe Removal Services	
Consultant - Fleet Services Management		Security Alarm Systems, Equipment and CCTV Systems	
Consultant - Geographical Information		Self Defence Training	
Consultant - Human Resources		Service Providers - Cellular, Telephone and Internet	
Consultant - Journalism		Service Stations & Garages	
Consultant - Laboratory		Sheriff of the Court	
Consultant - Labour		Signage (Interior and Exterior)	
Consultant - Legal Services		Solar Heating/Electricity	
Consultant - Media Relations		Sound & Music Systems/Equipment	
Consultant - Occupational Health & Safety		Storage Services & Facility	
Consultant - Performance Management		Storage Services & Facility	
Consultant - Procurement Services		Supplier & Procurement Software	
Consultant - Public Relations & Services		Towing Services	
Consultant - Quality Control		Training Institutes	
Consultant - Risk Management		Transcription Services	
Consultant - Security		Translation Services	
Consultant - Skills Analysis & Development		Transport Services - Goods	
Consultant - Solar Energy		Transport Services - Passengers	
Consultant - System Integration		Transport Services (Mini-Busses to Busses)	
Consultant - Waste		Travel Agencies	
Consultant - Computer Programming & Software Development		TV, Satellite Dish Installation and Maintenance	
Consultant - Project Management		Universities	
Copy Editing		Upholstery	
Copywriting		Vehicle Dealership	
Corrosion Protection Services		Vehicle Fleet Management	
Courier and Mailing Services		Vehicles Hiring	
Data Backup Services & Software		Vending Machines	
Debt Collection		Water Dispensers	
Document Binding Services		Water Purification, Supply & Storage	
Document Duplicating Services		Web Pages & Design	
Domestic Appliances (Repairs and Maintenance)		Window Cleaning	
Drafting Services		Workshop Equipment (Repair and Maintenance)	

Wholesalers/Traders (Excluding Construction)

Art & Craft Materials		Franking Machines	
Audio Visual Aids & Equipment		Fuels, Oils and Lubrications	
Bags - Conference/Travel/Promotional		Functions Equipment Hire (Tables, Chairs, Tents, Toilets)	
Bags - Refuse & Plastics		Furniture (Office)	
Bar Code Tags & Magnetic Cards		Furniture (Other)	
Bearing Supplies		Gardening and Gardening Equipment	
Beverages & Alcohol		Gas & Heating Equipment	
Books		Heaters & Heating Equipment	
Cartridges		Hydraulic Accessories	

Cleaning Equipment/Materials/Chemicals		Industrial Chemicals	
Clothing and Textiles		Laboratory Consumables & Equipment	
Communication Systems (Two Way Radios)		Linen, Pillows and Blankets	
Computer Components		Medical/Pharmaceutical Supplies & Equipment and Consumables	
Computer Consumables		Office Equipment	
Computer Equipment/Software		Pesticides	
Containers & Packaging		Photography Equipment	
Corporate Gifts, Clothing, Products		Protective Clothing / Footwear	
Crockery & Cutlery		Pumps and Spares	
Curtaining, Rails & Accessories		Sports and Recreational Equipment and Goods	
Diaries, Calendars, Brochures, Booklets and Pamphlets		Stationery	
Domestic Appliances/Equipment		Tents & Canvas Goods	
Electronic Appliances		Toilet Paper - Manufacturers & Sales	
Electronic Appliances		Tools (Household)	
Flags & Maps		Tools (Industrial)	
Food & Beverage		Vehicles Audio & Equipment	
		Workshop Equipment (Mechanical, Steel and Wood)	

Summary: Core Business

In your own words, please state your core business:

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:

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 authorized to do so on behalf of the supplier, certify that the information supplied in terms of this document is correct and accurate and acknowledges that:

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

Signed on this _____ day of _____ 20____ at _____

INITIALS & SURNAME OF
AUTHORISED REPRESENTATIVE

SIGNATURE OF AUTHORISED
REPRESENTATIVE

<u>COMMISSIONER OF OATH</u>	
Business Address	
Capacity	
Area	
_____ Commissioner of Oath Full Name & Surname	STAMP
_____ Commissioner of Oath Signature	

FOR OFFICE USE ONLY:

APPLICATION ACCEPTED _____ OR REJECTED _____

PASTEL ACCOUNT NUMBER: _____

IF REJECTED, REASON: _____

VERIFIED BY:

INITIALS & SURNAME

SIGNATURE

DATE

CAPTURED BY:

INITIALS & SURNAME

SIGNATURE

DATE