



SUPPLIER DATABASE APPLICATION FORM (SDB)

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF MNAMBITHI TECHNICAL AND VOCATIONAL EDUCATION COLLEGE

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

In order to comply with the procedures as 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 form to be used by the procurement office.

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

It is imperative that suppliers read the application document carefully, complete it in full and return it as stated below.

It is a prerequisite that suppliers must be registered on the National Treasury Central Supplier Data Base (CSD).

The completed document can be mailed to:

**THE SUPPLY CHAIN MANAGER
MNAMBITHI COLLEGE FOR FET
CENTRAL OFFICE
PRIVATE BAG X9903
LADYSMITH
3370**

Or hand delivered to:

**THE SUPPLY CHAIN MANAGER
MNAMBITHI COLLEGE FOR FET
CENTRAL OFFICE
77 MURCHISON ST
LADYSMITH
3370**

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1. IMPORTANT NOTES

Please read carefully

1. The registration form is to be completed by all businesses seeking to conduct business with the College. **A company profile/BBBEE profile will not be accepted as replacement for the application form. All prospective suppliers must first be registered on the National Treasury Supplier Data Base (CSD).**
2. Print clearly, using a black pen.
3. This form must be completed in full and signed by the owner(s).
4. Full Signatures are required when alterations are made in this document.
5. If the information required is no applicable to your business, clearly insert **N/A** in the appropriate space.
6. Mark the appropriate square with an 'X' if it is applicable to you.
7. All fields on the application form **MUST** be completed by applicant; if the space provided is left blank, then it will be regarded as incomplete information and you will not be registered.
8. Please note that no faxed or email of forms will be accepted.
9. A business registered on the database must notify the College with 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.
10. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
11. Applicants who have been declared insolvent and wish to do business with the College must have been rehabilitated and provide the necessary proof thereof.
12. Businesses blacklisted by any organs of state must first be removed or cleared from the blacklist before registration.
13. The following documents must be attached to this form:
 - 13.1. Tax Information (with pin)
 - 13.2. Certified certificate of Incorporation from Registration of Companies (CIPC)
 - 13.3. Certified BBBEE verification certificate (Original or Certified)
 - 13.4. Company profile
 - 13.5. Professional registration documents, if applicable (certified copies)
 - 13.6. Certified ID copies for all members/partners/directors
 - 13.7. Proof of CSD(Centralised Supplier Database)
- Failure to submit all of the above documents will result in non-registration.**
14. Fronting will result in a business being blacklisted.

15. The College has the right to visit the business premises to verify the information provided in this form.
16. Members/directors/partners/owners in service with any organ of state must declare any conflict of interest. Failure to do so may lead to disqualification or de-registered.
17. This is only a registration form for our database and does not guarantee any award of bid/contract.
18. 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.
19. The database will be updated on a quarterly basis. A summary of the supplier's info on the database will be emailed for verifying together with a Change in details document. Changes made must be emailed back to the College. Only on receipt of a signed "Change In Details" document will updates be made on the database.
20. The College reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
21. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents/information, the declined supplier may be re-evaluated for registration.
22. Applicants will be contacted via email and **must** therefore submit an email address; failure to comply will result in excluding the supplier from the database.

Suppliers must comply with all the **registration-criteria** for registration to be finalised. **Failure** to do so may result in excluding the supplier being declined.

2. SUPPLIER DETAIL

Use a black pen. Please print clearly

2.1 Company / Supplier Name

Business name																					
Business Registration Number (see paragraph 3) :																					
VAT registration number (if applicable):																					
Income tax reference number:																					
CSD Supplier Number																					
Unique Registration Reference Number																					
Telephone numbers	1																			2	
Fax Numbers	1																			2	
Web address																					

Postal Address: (compulsory)

																			Postal code			

Physical Address: (compulsory)

2.2 Business/Supplier Classification: (Please √ the relevant box or boxes below the appropriate heading)

ISO Listed	Sales	Services	Manufacture	Repair	Distributor	Import	Export

2.3 Supplier Grouping Detail: Type of Business: (Please √ the relevant box)

	Form of Business	Tick	Document required
1	Public Company (Ltd)		Certified copy of Certificate of Incorporation (CM3)
2	Private company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM3)
3	Closed Corporation (cc)		Certified copy of CK 1 and CK 2 documents
5	Joint Venture		Certified copy of partnership agreement
6	Consortium		Certified copy of partnership agreement
7	Sole Proprietor		Certified copy of ID document
9	Partnership		Certified copy of partnership agreement
10	Trust		Certified copy of trust document
11	Co-operative		Certified copy of registration document

2.4 Main Contact Person in Your Company:

Name and Surname																							
Company Position:																							
Phone numbers:	1																					2	
Cell phone numbers:	1																					2	
Fax Number:	1																					2	
E-mail address:																							

2.5 Ownership Status

Name & Surname	Position occupied in Enterprise	ID Number	Contact telephone numbers	% of business / enterprise owned
			Landline: Landline: Cell: Cell:	
			Landline: Landline: Cell: Cell:	
			Landline: Landline: Cell: Cell: Cell:	
			Landline: Landline: Cell: Cell:	
Total				100%

2.6 References

Provide information of clients regarding your last six completed business transactions.

Company/ Departments name	Product Supplied/ Services	Value of the contract incl VAT	Date completed	Contact person and telephone numbers
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel

2.7 Declaration of any Conflict of Interest

1. Are you currently working as an employee in any organ of state?

If "Yes", give details:

2. Have you worked in any organ of state for the past 12 months?

If "Yes", give details:

3. Do you have any relative working for an organ of state?

If "Yes", give details:

4. Do you have any close relationship with any official working in our establishment?

If "Yes", give details:

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

If "Yes", give details:

6. Are you currently servicing on any structures of our establishment?

If "Yes", give details:

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

If "Yes", give details:

2.8 Bank Details. Attach a cancelled cheque to this page

1. I / We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/or account with the mentioned bank.
2. I / We understand that the credit transfer hereby authorised will be processed by computer through a system known as the 'ACB Electronic Fund Service' and I/ We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/or bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
3. I / We also understand that a payment advice will be supplied by Mnambithi College in the normal way, and that it will indicate the date on which funds will be available in my/or account.
4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.
5. I / We will not hold Mnambithi College liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to the Mnambithi College prior to payment.

Initials and surname

Authorised Signature

Date

DETAILS OF MY/OUR BANK ACCOUNT

Name of Bank _____

Name of Branch _____ Branch Code _____

Account Number _____

Account Type* _____ If Cheque Account, attach a blank, cancelled cheque

Account Name _____

* Account Type. Please enter numeric value:

1= Cheque/Current

4= Bond Account

2= Savings Account

5= (Not in use)

3= Transmission

6= Subscription account

FOR OFFICE USE ONLY:

3 Checklist for Mnambithi College Supplier Data Base Registration

PLEASE SUBMIT ALL RELEVANT INFORMATION REQUIRED BELOW, AS INSUFFICIENT INFORMATION MAY INVALIDATE YOUR APPLICATION.

Business name in full: _____

	Paragraph 2.1 completed in full
	Paragraph 2.2 completed in full
	Paragraph 2.3, one ✓ inserted
	Paragraph 2.4 completed in full
	Paragraph 2.5 completed in full. % added up = 100%
	Paragraph 2.6 6 references listed
	Paragraph 2.7 completed in full
	Paragraph 2.8 completed in full
	Proof of CSD Registration
	Original tax clearance certificate provided (9.1 page 3 and 2.6 page 5)
	Certified copy of CIPRO certificate provided (9.2 page3)
	Certified copy of BEE verification certificate (9.3 page 3)
	Company profile provided (9.4 page3)
	Certified copy of professional body registration documents (9.5 page 3)

Checked by: _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____

Mnambithi TVET College
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please note: only 2 commodities will be registered
Training providers will be allowed a maximum of 4
commodities

Please indicate with

Construction			
Airconditioning Systems	Electrical Contracts	Plumbing	
Alarm/Security/Access Control	Electric Motor Repairs	Precast Concrete Manufacture	
Autoclavos	Fencing	Pumping Installations	
Automatic Hanger Doors	General Building Work	Road Marking & Signage	
Automatic Sliding Doors	Glazing	Roadworks & Cleaning	
Auto Sprinkle Fire Protection Systems	Hauling/Heavy Equip/Transport	Roofing & Waterproofing	
Brickwork/Masonry	Hot Water Installations	Sewerage Installations/Reticulations	
Cabinet/Furniture Making	Incinerators	Steam Installations & Ancilliary Equipment	
Carpeting/Tiling/Floor covering	Landscaping/Earthworks	Steel Fabrication & Erection	
Ceilings, Partitioning and Shopfitting	Lift & Escalator Equipment	Stormwater Draining	
Cladding Contracts	Mechanical Contracts	Water installations/reticulations	
Cooking & Related Systems	Metalwork & Burglar Bars	Other (Specify)	
Compressed Air Installations	Painting		
Concrete works	Paving		
Demolition	Plastering		

Services			
Accommodation	Fire Hydrants	Performance Management	
Advertising/Public Relations	Food & Beverage	Printing/Photography/Graphic Design	
Auto Repairs & Services	Funeral Services	Promotional Material	
Auto Electrical and Hydraulic Repairs	Florist	Publishing	
Bookkeepers	Garden Services	Real Estate	
Carpet Cleaning	Handyman	Radio Publicity/TV Publicity	
Cartridges	Horticultural Services	Road Maintenance	
Catering/Vending/Food Supply	HV Fault Finding, Jointing & Terminations	Recruitment Agencies	
Cleaning Services	Insurance/Employee Benefits	Safety & Security Services	
Computer Supplies/Services	Interior/Industrial Design	Security & Access Control Services HV&LV	
Corporate Gifts/Corporate Clothing	IT Maintenance	Switchgear/Transformers	
Copywriting	IT Management	Site Cleaning	
Courier Services	IT Networking	Solid Waste Disposal	
Cleaning Equipment/Materials	IT Programming	Telecommunication	
Data Backup Services & Software		Transport Services Goods	
Data Capturing & Management Services	Laundry Service/Dry Cleaning	Transport Services Passengers	
Diesel & Petrol Engines	Locksmith Services	Transportation Services	
Debt Collection	Media Liaison	Travel Agencies	
Distribution	Mailing/Courier Service	Timber Contractor	
Digging of Graves	Medical/Ambulance/Health Care	Telephone & Data Line Maintenance	
Document Binding Services	Municipal Services	Training & Development	
Educational Services	Medical Equipment/Instruments	Upholsterers	
Entertainment	Office Maintenance	Web pages & Design	
Exhibition Centres	Personnel Services	Vehicle Towing Services	
Fire Extinguishers & Refills	Pest Removal Services	Other (Specify)	

Professional Services

Accountants/Financial Advisory Services	EAP Consultants	Pre-Employment Assessment Consultants	
Architects	Economists	Project Managers	
Attorneys/Legal Services	Hygiene Services		
Archival Services Consultants	Industrial Relations Consultants	Quantity Surveyors	
Business Information Management	Job Description Consultants	Statisticians	
Consulting Engineers (Geotechnical)	Land Evaluation Specialists	Teachers	
Consulting Engineers (Civil/Structure)	Land Surveyors	Town Planners	
Consulting Engineers (Electrical)	Legal Compliance Consultants	Training Providers	
Consulting Engineers (Mechanical)	Medical Practitioners	Translation Services	
Consulting Engineers (Multidisciplinary)	OHS Consultants	Other (Specify)	
Contractors	Organisation Development Consultants		
EDMS Consultants	Pharmacists		

Wholesalers/Traders

Automotive Parts	Fuel Supplies	Refuse Bulk Containers	
Air Pollution Measuring Equipment	Furniture	Protective Clothing/Uniforms	
Books	Fencing	Radio/Radio Equipment	
Building Materials/Hardware	Fire Fighting Equipment and Consumables	Supply Plants, Flowers and Seeds	
Batteries	Food for Game Animals	Toilet Paper Wrapped/Unwrapped	
Cartridges	Generating Sets	Traffic Signs/Materials	
Cleaning Supplies/Chemicals/Pesticides	Health Safety and Environmental Suppliers	Vehicles	
Clothing	IT Hardware and Software	Vehicles, Equipment, Trailers & Tractors	
Computer Equipment/Software	Industrial Catering Equipment	Workshop Equipment	
Curtains	Laundry Equipment	Other (Specify)	
Consumables	Linen, Pillows & Blankets		
Domestic Appliances	Medical Supplies & Equipment		
Envelopes	Medicines		
Groceries	NGO's/NBO's		
Electrical Supplies & Equipment	Office Consumables		
Fire Extinguishing	Office Equipment		
Fire Protection & Detection	Paint Supplies		
Floor Coverings	Paper & Stationery		
Food Supplies	Recreational Supplies		
Fertilisers	Refridgeration & Air Conditioning		

Training Providers

Education	Trade Test: Electrical		
Employee Development	Trade Test: Mechanical		
Fire Fighting	Trade Test: Plumbing		
First Aid	Software Business : Autocad		
Health and Safety	Software Business : Microsoft Office		
Assessor			
Moderator			
Facilitator			
IT Services	Trade Test: Construction		
Labour			
Employee Development			
Management			
Trade Test: Civil		Other (Specify)	