

MPUMALANGA PROVINCIAL GOVERNMENT

No 2 Government Boulevard
Riverside Park
Ext. 2
Nelspruit, 1200
Republic of South Africa



Private Bag X11291
Nelspruit, 1200
(013) 766 2459
(013) 766 2493
E-Mail emashiane@nel.mpu.gov.za

Office of the Premier

Lihovisi la
Ndvunankulu

I-Ofisi Lika
Ndunankulu

Kantoor van die
Premier

CHECKLIST FOR DEPARTMENTAL SUPPLIER DATA BASE REGISTRATION

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

Company: _____

- Fax number / e-mail address
- Physical address / Postal address
- Tel number (s) as contact number
- Cell number (s) as contact number
- Fill form completely
- Commodities listed
- Sign form
- Indicate HDI / WE/DI/Y/SMME Status
- Certificate of Incorporation from Registration of Companies (CIPRO)
- Company Profile
- SARS Tax Clearance Certificate (**ORIGINAL**)
- Bank Stamp

Checked by : _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____



AIDS HELPLINE
0800-012-322

United against

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RENEWAL OF SUPPLIERS FOR THE OFFICE OF THE PREMIER

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

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 Office 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 Office, and to update the current database. All suppliers therefore, even those who are currently registered must register to the database.

Preference will be given to registered suppliers it is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

The following documents must be submitted when registering:

- **Registration Certificate (CC Certificate)**
- **Tax Clearance Certificate (Original)**
- **Company Profile**
- **Provide us with VAT number**

**Registration forms are obtainable from the Office of the Premier
Building no. 2, First Floor Supply Chain Management
Contact Person: KJ Dlamini 013 766 2154
NE Mashiane 013 766 2459**

SUPPLIER
APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- 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 by applicant;
- Applicants will be contacted via fax and **must** therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that the Office of the Premier reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notified** whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Suppliers must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

Supplier detail:

Company / Supplier Name:

Company / Close Corporation Registration Number																																																																																																			
VAT registration number (if applicable):																																																																																																			
Income tax reference number:																																																																																																			
Web Address:																																																																																																			
E-Mail Address:																																																																																																			
Telephone Number:																																																																																																			
Fax Number: (compulsory)																																																																																																			
Toll Free Number:																																																																																																			
Number of full time employees:																																																																																																			

Postal Address: (compulsory)

Physical Address:

Postal Code:																																																																																																			

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

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	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	

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 Services	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	

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:
(Please read carefully before completing HDI Ownership Status)

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 Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Office.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Office.
- **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 Office, 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.
- **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.
- **Youth:** means a young person who is a South African citizen, aged thirty five (35) years and below.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

HDI Ownership Status:

(Failure to complete this section will result in the application being declined)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DI)	%
Youth (Y)	%

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

Comments / Notes:

NB: YOU MUST CHOOSE ONLY TWO CATEGORIES.

Commodity Categories

AUDIO VISUALEQUIPMENT & SUPPLIES	
CATERING	
CLEANING SERVICES	
CONSULTANTS	
CORPORATE GIFTS	
CUTLERY & CROCKERY	
DELIVERY & DISTRIBUTION SERVICES	
ELECTRICAL SUPPLIERS	
ELECTRONIC EQUIPMENT (exc. Computers)	
EMPLOYMENT AGENCIES	
EVENT MANAGERMENTS	
FURNITURE & FITTINGS	
GROCERIES	
INTERIOR DECORATIONS	
NEWSPAPERS, MAGAZINES, BOOKS & JOURNALS	
OFFICE EQUIPMENT	
PHOTOGRAPHY	
PRINTING PUBLICATIONS	
PRINTING& BINDING	
PROMOTIONAL MATERIALS	
SOUND SYSTEM	
STATIONERY	
TENTS HIRE	
TRAINING	
TRANSPORT	
VENUE & FACILITIES	