



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

Private Bag X 11341  
Nelspruit 1200  
Government Boulevard  
Riverside Park  
Building 5  
Mpumalanga Province  
Republic of South Africa

*Litiko leTemfundvo Umnyango weFundo Departement van Onderwys Ndzawulo Ya Dyondzo*

## **TO ALL SUPPLIERS SEEKING REGISTRATION ON THE DATABASE OF THE DEPARTMENT OF EDUCATION**

The Department of Education invites all suppliers to be registered in the database.

Attached please find an official registration form. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Please submit completed forms to:

**Government Boulevard  
Riverside Park  
Building 5, upper ground floor  
Nelspruit 1200 RSA**

**For Attention: The Director: Supply Chain Management**

**OR**

**Mpumalanga Department of Education  
Private Bag X11341  
Nelspruit  
1200**

**“PHOTOCOPIED DOCUMENTS WILL NOT BE ACCEPTED”**

**SUPPLIER DATABASE  
APPLICATION FORM**



## SUPPLIER DATABASE APPLICATION FORM

<b>Tax Clearance Certificate Attached</b>	Yes	No
Expiry date:		

**Supplier Grouping Detail: Type of Firm: (Please √ the relevant box)**  
**N.B.: Proof of the relevant certificate/documents must be attached**

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (cc)	
4	Cooperative	
5	Other (specify)	
6	Joint Venture	
7	Consortium	
8	Sole Proprietor	
9	Foreign Company	
10	Partnership	
11	Trust	
12	Section 21 Company	
13	Government/Parastatals	

▪ **Main contact in your company:**

Name:																				
Company Position:																				
Cellphone Number:																				
Fax Number:																				
E-Mail address:																				

▪ **Contact person (sales) in your company**

Name:																				
Company Position:																				
Cellphone Number:																				
Fax Number:																				
E-Mail address:																				

## SUPPLIER DATABASE APPLICATION FORM

**Detailed description of service or commodity provided**

**Strictly three commodities**

COMMODITIES	Please ✓ the relevant box	COMMODITIES	Please ✓ the relevant box
Gardening services		Catering services	
Mechanical services & equipments		Transport and Warehousing	
Construction		Disposal services	
Motor trade		Electrical services & equipment	
Printing services		Cleaning services	
Events and Project management		Professional services	
Communication services		Promotional material & services	
Training services		Arts & Crafts supply	
General maintenance & Repair services		South African sign language services	
Braille		Career guidance	
Psycho Social support		Environmental education	
Visual art & Design		Motivational speakers	
Trophies			

**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. Services	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
Gardening services	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Office furniture	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
Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Office stationery & printing services	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Travel & accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport & warehousing	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Disposal services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Electrical & mechanical equipment	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Cleaning services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Events & project management	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
General maintenance & Repair Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications services	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Promotional material & services	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Professional services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Training services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

## SUPPLIER DATABASE APPLICATION FORM

**List the company's track record of similar/related and current contracts**

Work performed	For which company	Contact person and telephone number	Fee/Contract amount	Date of completion

**SMME status of yours enterprise according to SMME table:** (Please √ the relevant box) (Compulsory)

<b>Micro</b>	
<b>Very Small</b>	
<b>Small</b>	
<b>Medium</b>	
<b>Large</b>	

**Did the company previously exist under another name?**

YES	NO
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If "yes" what was its previous name? .....

.....

Who were the owners/partners/directors?.....

.....

Why was the name changed?.....

.....

Total number of years that the company has been in business: .....

.....

**List all partners, properties and shareholders** (compulsory)

Name	Position occupied in the enterprise	ID Number	Telephone number

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

Indicate the individual/s in your business that has/have ownership interests in the entities.

Name	Name of the Firm	Title in other Firm	% of Ownership	Type of Business of other Firm

## SUPPLIER DATABASE APPLICATION FORM


Identify any participating partner, proprietor, shareholder, director and officer of the entity (viz. Chairman, Secretary, Director, etc.) who is an employee of or has duties in other business enterprise(s).

Name	Duties (as employee) in other firm(s)	Name of other firm(s)	Type of business of other firm(s)

**HDI Ownership Status:** Please read notes below very carefully

**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 supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **Owner:** Having all the customary elements of ownership, including the right of decision-making and sharing all risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

**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.**

**BBBEE STATUS LEVEL OF CONTRIBUTOR**

<b>BBBEE STATUS LEVEL OF CONTRIBUTOR</b>	
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**SUPPLIER DATABASE APPLICATION FORM**

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**Declaration of any conflict of interest:**

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Are you associated with other company(s)/enterprise(s)?

Name	Address	Tel/Fax/Cell numbers

**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 OWNERS or  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNERS or  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

**Comments/Notes:**

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## DOCUMENTS CHECKLIST

<b>Business/ Company Profile</b>	
<b>SARS Tax Clearance Certificate</b>	
<b>SARS VAT Certificate - Where Applicable</b>	
<b>CIPRO/CIPC (Company Registration Certificate)</b>	
<b>CIDB (Grading Certificate)</b>	
<b>ECB</b>	
<b>Identity Documents</b>	
<b>Shareholders Certificates</b>	
<b>Accreditation Certificate ( Training service providers)</b>	
<b>SABS Approvals</b>	
<b>Hygiene Certificate</b>	
<b>BBBEE</b>	
<b>For Transport Submit</b> <ul style="list-style-type: none"> <li>• Passenger Liability Certificate</li> <li>• Vehicle Road Worthy Certificate</li> </ul>	
<b>Government Employees</b> ( Letter Of Approval By The Executing Authority To Do Business Or Extra Remunerative Work )	
<b>SBD4 - Declaration Form</b>	
<b>SBD8 - Declaration of Bidder's Past Supply Chain Management Practices</b>	
<b>SBD9 - Certificate of Independent Bid Determination</b>	
<b>Register of Restricted Suppliers ( National Treasury)</b> (Is the service provider listed in the register of restricted suppliers in National Treasury Website)	