THE FREE STATE COMMUNITY EDUCATION AND TRAINING COLLEGE

SUPPLIER DATABASE APPLICATION FORM

In compliance with the Continuing Education and Training Act 16 of 2006 (CET Act), Public Finance Management Act (PFMA), Preferential Procurement Policy Act (PPPFA), Preferential Procurement Policy Regulations and the Free State Community Education and Training College's Supply Chain Management Policy as approved by Council from time to time and to ensure a competitive procurement process, the Free State Community Education and Training College invites all prospective suppliers to register on its local supplier database.

This form must be duly completed, only with a black pen, signed as requested and placed together with supporting documentation as indicated in the sections below, in an envelope clearly marked "Supplier Database application form" and forwarded to: The Manager Supply Chain, Free State Community Education and Training (CET) College, 86 Kellner Street Westdene Bloemfontein 9301 or by email : tenders@FS.CETC.edu.za.

PLEASE NOTE

- The use of correction fluid is prohibited. Any alterations must be initialed.
- Registration on the Free State CET College's Supplier Database does not guarantee business opportunities with the College.
- All Supplier information will be treated in strict confidence.
- It is the responsibility of the supplier to supply the College with all updated information. The College will not be held liable for incorrect information supplied.
- Prospective suppliers must familiarize themselves with the content of Free State CET College's Supply Chain Management Policy which is available on its website at: https://www.fs.cetc.edu.za/finance/suppliers
- Please keep copies of the application form and all documentation submitted for your own records as no copies will be made by the Free State CET College.
- This form can be collected from the College's offices, and it can also be downloaded from the College's website at:fs.cetc.edu.za
- Contact person: Mr. PN Modau / Mrs. MF Rathebe / Ms. OP Lepoqo – Tel. 051 250 4031 or e-mail: PModau@FS.CETC.edu.za / MRathebe@FS.CETC.edu.za / OLepoqo@FS.CETC.edu.za

FOR OFFICIAL USE:

Business Name	
Date Received	
Accepted	
Date Captured	
Database Registration Number	

SECTION 1: BASIC SUPPLIER INFORMATION			
Registered business name of supplier			
Trading name of supplier			
Registered postal address			
		Postal Code	
Registered physical address			
		Postal Code	
Contact person			
Designation of contact person			
Office telephone number			
Fax number			
Cell number			
E-mail address			
Website address			
Municipal Service account number(s) **(Attach latest municipal account(s) or affidavit confirming of residential address or rental agreement of business premises, all partners, members and directors)**			
Number of years in business			
Business type **(Tick the appropriate box and attach the required documents)**	**Type**	**Required documentation to be attached for each business type**	**Tick Box**
	Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members	
	Sole Proprietor	Attach certified copy of identity document	
	Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners	
	Trust	Attach certified copy of trust document Attach certified copies of identity documents of all trustees	
	NGO's / NPO's	Attach certified copy of Constitution	

SECTION 2: OTHER INFORMATION (Attach proof where applicable)			
Business registration			
Income Tax registration no.			
VAT registration no			
SDL registration no			
UIF registration no			
CIDB registration no (for construction industry)		CIDB contractor grading(s) (for construction industry)	
Central Supplier Database (CSD) Registration Number		CESA membership no (for consulting engineering firms)	
ASATA registration no (for travel industry)		Expiry date of ASATA registration	
PSIRA registration no (for security related industry)		Expiry date of PSIRA registration	
Tax clearance certificate number at time of submission		Expiry date of tax clearance certificate at time of submission	

SECTION 3: BROAD BASED BLACK ECONOMIC EMPOWERMENT INFORMATION (Attach a valid and certified copy of your B-BBEE status level certificate / EME letter or complete the attached sworn affidavit on page 6)	
B-BBEE status level of contribution	
Name of issuer of certificate	
Issue date	
Expiry date	

SECTION 4: SELECTION OF COMMODITY TYPES

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box on the next page. Mark with an "X" the category of commodities / services you are able to supply.

Where a business wishes to be registered for more than five main commodities, the business must submit a company structure and qualifications of staff for each commodity type.

Businesses are encouraged to indicate commodities that are in their main line of business.

00100:	CONSTRUCTION EQUIPMENT AND SUPPLIES	
00101	Air conditioning and temperature control equipment	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc.)	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc.)	
00104	Ceiling boards, skirtings, etc.	
00105	Construction machinery	
00106	Doors and windows	
00107	Electrical systems, lighting, components accessories and supplies	
00108	Flooring materials (Carpets, tiles, etc.)	
00109	Glass	
00110	Plumbing ware and materials	
00111	Roofing materials	
00112	Sanitation ware and equipment	
00200:	**CONSTRUCTION SERVICES**	
00201	Burglar proofing and systems	
00202	Civil Engineering Structures	
00203	Concrete manufacture and works	
00204	Construction-related transport	
00205	Demolition services	
00206	Earthworks, drilling and landscaping	
00207	Electrical installation	
00208	Fencing	
00209	General building work	
00210	Glazing	
00211	Mechanical contracts	
00212	Metalwork	
00213	Painting	
00214	Paving	
00215	Plumbing	
00216	Pre-cast concrete manufacture	
00217	Pump installation	
00218	Road works	
00219	Sewerage systems and construction	
00220	Water works and pipelines	
00221	Specialist Trade Contractors	
00222	Forestry Cleaning	
00223	CCTV Inspection	
00224	Asphalt Paving	
00225	Traffic Systems and Signage	
00226	Road marking Painting	
00227	Road maintenance materials	
00228	Plumbing material	
00300	**ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES**	
00301	Bearing supplies	
00302	Bolts, nuts and fasteners	
00303	Electric cables	
00304	Electrical component supplies	
00305	Electrical equipment	
00306	Electrical equipment repairs	
00307	Hardware supplies	
00308	Lifting equipment	
00309	Mechanical seals and packing	
00310	Pipe and irrigation supplies	
00311	Power generation and distribution machinery and accessories	
00312	Pump spares	
00313	Small tools	
00314	Transformer services	
00315	Valves, couplings	
00316	Water meter, pipes, fittings, galvanized PVC, uPVC, mPVC, polyethylene, etcetera	
00317	Bulbs (Energy Savers and other)	
00318	Repairs to pumps	
00319	Fuel pump repairs	
00320	Repairs to Generators	
00321	Repairs to booms	

00400	**GENERAL SERVICES**	
00401	Accommodation and lodging	
00402	Advertising, communication, design, editorial, publication and marketing services	
00403	Auctioneering services	
00404	Paint Supplies	
00405	Bookkeeping and accounting services	
00406	Catering and refreshments	
00407	Cleaning services	
00408	Conferencing facilities and facilitation	
00409	Contract administration	
00410	Courier services	
00411	Education and training	
00412	Environmental impact studies	
00413	Freight forwarding and clearing services	
00414	General maintenance services	
00415	General Wholesale	
00416	Health care	
00417	Horticulture	
00418	Infrastructural maintenance	
00419	Inspection services	
00420	Insurance	
00421	IT, broadcasting, and telecommunicationservices	
00422	Interior decorating, refurbishment, and upholstery	
00423	Land valuation	
00424	Laundry and dry-cleaning services	
00425	Locksmith services	
00426	Mailing services	
00427	Management services	
00428	Miscellaneous equipment and goods hiring	
00429	Personnel Services	
00430	Pest control and removal services	
00431	Photographic and graphic design services	
00432	Picture framing	
00433	Printing	
00434	Procurement services	
00435	Real estate services	
00436	Research services	
00437	Security and safety services	
00438	Site cleaning	
00439	Social Facilitating	
00440	Storage	
00441	Translation and interpreting services	
00442	Transport services, general	
00443	Travel services	
00444	Vehicle hire	
00445	Vending services	
00446	Area Cleaning	
00447	Traffic Signs	
00448	Hairdressing	
00449	HR Services	
00450	Odor Control	
00451	Repair Agricultural Machinery	
00452	Buy and sell Agricultural Machinery	
00453	Boilers and Burners	
00454	Cleaning agents	
00455	Septic tanks	
00456	Asbestos work	
00457	Fees	
00458	Herbicide	
00459	Pauper Burial	
00500	**OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES**	
00501	Computer equipment, networks, and software	
00502	Consumables	
00503	Corporate gifts	
00504	Domestic, industrial, and cleaning equipmentand supplies	

00505	Electronic equipment, including audio-visual equipment	
00506	Fire protection equipment	
00507	Flowers and plants	
00508	Food and refreshments	
00509	Household furniture and equipment	
00510	Office furniture and equipment	
00511	Office supplies and stationery	
00512	Printing, copying and photographic equipment and supplies	
00513	Software	
00600	**MISCELLANEOUS GOODS AND SUPPLIES**	
00601	Environmental cleansing equipment, goods, andsupplies	
00602	Fire protection equipment, goods, and supplies	
00603	Garden tools	
00604	Gas	
00605	Material and warehousing machinery, equipment, and goods	
00606	Measuring, testing and observation equipment	
00607	Pharmaceutical	
00608	Protective clothing and uniforms	
00609	Security equipment, goods, and services	
00610	Sports and recreational equipment and goods	
00611	Laboratory chemicals	
00612	Specialized imported chemicals	
00613	Pharmacy	
00614	Swim and Water sport Training	
00615	Gardening	
00616	Water and Food Sample Analysis	
00617	Containers for fuel and oil samples	
00700	**PROFESSIONAL SERVICES**	
00701	Accounting, auditing, and management services	
00702	Architectural services	
00703	Consulting engineering: Electrical	
00704	Consulting engineering: Environmental	
00705	Consulting engineering: Other	
00706	Consulting engineering: Project management	
00707	Consulting engineering: Roads & Storm water	
00708	Consulting engineering: Sewerage systems	
00709	Consulting engineering: Structures, Building, Bridges, etc.	
00710	Consulting engineering: Water systems	
00711	Consulting engineering: Geo-technical	
00712	Consulting engineering: Solid waste	
00713	Engineering services	
00714	Financial services	
00715	Land surveying	
00716	Legal services – contracts	
00717	Legal services – conveyancing	
00718	Legal services – litigation	
00719	Legal services – other	
00720	Consulting engineering: Mechanical	
00721	Medical services	
00722	Project management	
00723	Quantity surveying	
00724	Town and regional planning	
00725	Tax Consulting Services	
00726	Aerial Survey & Digital Mapping	
00727	Occupational Health & Safety	
00728	Environmental Management	
00729	Project Management Environmental	
00730	Environmental Facilitation & Public Participation	
00731	Consulting – Environmental Management	
00732	Consulting: Environmental Management	
00800	**VEHICLE SUPPLY AND TRANSPORTATION SERVICES**	
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils, and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Radio & Electronic equipment	
00809	Spares and parts	
00810	Towing services	
00811	Transmissions	
00812	Tyers and tubes	
00813	Upholstery	
00814	Vehicle fleet management	
00815	Vehicle supply	
00816	Windscreens	
00817	Auto electrical repairs	
00818	Prop shaft Repairs and Balancing	
00819	Rental of Crane Trucks and Forklifts	
00820	Rigging	
00821	Repairs to vehicles	
00822	Servicing of vehicles	
00823	Scarifies Tips	
00824	First Aid and Medical Supplies	
00825	Hire of road implements	
00826	Grader blades	

Add any commodities / services that are not listed above:

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
   - The enterprise is_____% black owned;
   - The enterprise is_____% black woman owned;
   - Based on the management accounts and other information available on the_____financial year, the income did not exceed R10, 000,000.00 (ten million rands);
   - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	**Level One** (135% B-BBEE procurement recognition)	
More than 51% black owned	**Level Two** (125% B-BBEE procurement recognition)	
Less than 51% black owned	**Level Four** (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the Dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

_____

Commissioner of Oaths
Signature & stamp

SECTION 5: LIST OF DIRECTORS / OWNERS / PARTNERS / MEMBERS

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% Of Business / enterprise owned
				No Franchise prior to elections	Women	Disabled	

* Indicate Yes or No / Meld Ja of Nee

"Historically Disadvantaged Individual (HDI)" means a South African citizen
(1) who, due to the apartheid policy that had been in place had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or
(2) who is a female; and/or
(3) who has a disability;
Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

"Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger
(1) Wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1983) of die Grondwet van die republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ('die tussentydse Grondwet") geen Stemreg in nasionale verkiesings gehad het nie; en/of
(2) Wat vrou is, en/of
(3) Wat gestremd is,
Met dien verstande dat persoon wat Suid-Afrikaanse burgerskap bekom het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie HBI te wees nie;

SECTION 6: BANKING INFORMATION (Attach bank verification: Original stamped letter from bank or original cancelled cheque)				
Bank name				
Branch name				
Branch code				
Account holder				
Account number				
Account type (tick one)		Cheque		Transmission
		Savings		Other

SECTION 7: FINANCIAL INFORMATION

Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt:

	Yes		No

If yes, please elaborate

_____

_____

_____

_____

_____

_____

SECTION 8: DISCLOSURE OF STATE AND MUNICIPAL INTERESTS

a) This section serves as a declaration to be used by the College in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. **No registration will be accepted from persons in the service of the state*.**

b) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the College's supplier database. In view of possible allegations of favoritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

c) The request for registration on the College's database may be rejected if the supplier or any of its directors/members/partners has:

(i) abused the College's supply chain management system or committed any improper conduct in relation to such system.

(ii) been convicted for fraud or corruption during the past five years.

(iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.

(iv) being a person, whose tax matters are not cleared by the South African Revenue Services; or

(v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and combating of Corrupt Activities Act (No 12 of 2004).

MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council.
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.
(c) an official of any municipality or municipal entity.
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

To give effect to the above the following questionnaire must be completed in full and signed.

8.1 Are any owners, directors, managers, or principal shareholders of the business currently in the service ofthe state?

	Yes		No

If yes, please complete the table below:

Name of person currently in the service of the state	Name of employer of person in the service of the state	Job title of person in the service of the state	State employee number

8.2 Has any owners, directors, managers or principal shareholders of the business been in the service of the state during the past twelve (12) months?

	Yes		No

If yes, please complete the table below:

Name of person previously in the service of the state	Your relation to the person in the service of the state	Name of previous state employer	Job title of person previously in the service of the state	State employee number

8.3 Does any of the owners, directors, managers, or principal shareholders of the business have any relationship (family, friend, other) with persons in the service of the state who may be involved with the evaluation and or adjudication of any prospective bid?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.4 Are you aware of any relationship (family, friend, other) between a supplier and any person in the service of the state who may be involved with the evaluation and or adjudication of bid?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.5 Are any spouse, child or parent of any of the company's owners, directors, managers or principal shareholders currently in the service of the state?

	Yes		No

If yes, please complete the table below:

Name of spouse, child, or parent currently in the service of the state	**Relation between the person currently in the service of the state and any owner, director, manager, or principal shareholder of your Company**	**Name of owner, director, manager, or principal shareholder of your company related to the person in the service of the state**	**Name of employer of spouse, child, or parent currently in the service of the state**	**State employee number**

8.6 Is the company or any of the company's owners, directors, managers, or principal shareholders listed onNational Treasury's database as a company prohibited from doing business with the public sector?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.7 Is the company or any of its owners, directors, managers, or principal shareholders listed on the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (Act 12 of 2004)?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.8 Has any of the company's owners, directors, managers, or principal shareholders been convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.9 Does the company or any of its owners, directors, managers, or principal shareholders owe municipal rates or municipal charges to The Free State Community Education and Training College or to any other entity that is in arrears for more than three (3) months?

	Yes		No

If yes, please furnish particulars:

_____

_____

8.10 Was any contract between the company and the College or any other organ of state terminated during the past five (5) years on account of failure to perform on or comply with the contract?

	Yes		No

If yes, please furnish particulars:

_____

_____

_____

8.11 Do you give the College permission to verify your tax clearance certificate or enquire about your tax matters at the South African Revenue Services to check whether your tax matters are in order and that the tax clearance certificate are valid?

	Yes		No

If no, please explain:

_____

_____

_____

SECTION 9: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I / We the undersigned, warrant that I am/we are duly authorized to do so and on behalf of

_____(name of business)

declare that:

1. That the information contained in this document is both true and correct;
2. The Free State Community Education and Training College may utilize tools at its disposal to verify all information contained and attached hereto;
3. All copies of relevant documentation are attached;
4. If there are any changes to the information supplied on this document, the Supply Chain Unit of The Free State Community Education and Training College will be informed in writing within seven (7) working days of any changes; and

If the information supplied is found to be incorrect then The Free State Community Education and Training College in addition to any remedies, it may have;

may

(i) disqualify the supplier/applicant for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
(ii) recover from you/your enterprise all costs, losses or damages incurred or sustained by the College as a result of the award of the contract, and/or;
(iii) cancel the contract and claim any damages which the College may suffer by having to make favourable arrangements after such cancellations, and/or;
(iv) impose a penalty as provided in the Tender Documents, and/or;
(v) de-register the supplier from the supplier database and/or;
(vi) prohibit the organization or individual from future contracts with The Free State Community Education and Training College (black listing);
(vii) list the supplier on National Treasury's database of restricted suppliers; and/or;
(viii) take any other action as may be deemed necessary.

PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER SECTION IS ATTACHED HERETO.

- I know and understand the contents of this declaration and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The Declaration of Interest will be valid for a period of 12 months from the date signed by commissioner.

Full name of representative: _____

Signature: _____

Capacity: _____

Date: _____

_____ Date: _____

Commissioner of Oaths
Signature & stamp

CHECKLIST

DOCUMENT		See page	Not Appl.	Yes	No
Attach latest municipal account(s) or rental agreement of business premises and of each member, partners and directors		2			
Copy of registration documents of Construction Industry Development Board (CIDB)		3			
Copy of membership documents of CESA		3			
Copy of registration documents of ASATA		3			
Public Company Ltd / Private Company (Pty) Ltd	Attach certified copy of company registration documents	2			
	Attach certified copies of identity documents of all directors	2			
Close Corporation	Attach certified copy of CC's registration documents	2			
	Attach certified copies of identity documents of all members	2			
Sole Proprietor	Attach certified copy of identity document	2			
Partnership	Attach certified copy of partnership agreement	2			
	Attach certified copies of identity documents of all partners	2			
Trust	Attach certified copy of trust document	2			
	Attach certified copies of identity documents of all trustees	2			
NGO's / NPO's	Attach certified copy of Constitution	2			
Copy of Company Registration documents		3			
Original, valid tax clearance certificate		3			
Copy of Central Supplier Database (CSD) registration documents		3			
Certified copy of valid B-BBEE rating certificate or EME letter.		3/6			
Company structure and qualifications of staff for each commodity type if you wish to register for more than 5 commodity types		3			
Original stamped letter from bank or original cancelled cheque		7			