



## DATABASE REGISTRATION FORMS 2015- 2016 AND / 2016 – 2017FY

<p><b><i>SECTION 1: PARTICULARS OF THE COMPANY</i></b> <b><i>Provide details regarding the Company</i></b></p>
--

1.1 Registered Name of Company: .....

1.2 Postal address: .....

.....

.....

1.3 Physical address : .....

.....

1.4 Telephone: .....

1.5 Fax No: .....

1.6 Cell Number: .....

1.7 Email address: .....

1.8 Contact person: .....

1.9 Type of company

**Tick One box**

<input type="checkbox"/>	<b>Partnership</b>
<input type="checkbox"/>	<b>One person business/sole trader</b>
<input type="checkbox"/>	<b>Close Corporation</b>
<input type="checkbox"/>	<b>Trust</b>
<input type="checkbox"/>	<b>(Pty) Limited</b>
<input type="checkbox"/>	<b>Other specify</b>

1.10 Company registration

Number: .....

1.11 Company/enterprise

Income Tax Ref No.: .....

1.12 VAT registration No.: .....

1.13 Company classification

**Tick One box**

<input type="checkbox"/>	<b>Manufacturer</b>
<input type="checkbox"/>	<b>Supplier</b>
<input type="checkbox"/>	<b>Professional service provider</b>
<input type="checkbox"/>	<b>Other services (explain</b>

1.14 Describe main principal business activity:(**LIST ONLY ONE BUSINESS ACTIVITY PER COMPANY**).....

.....  
.....  
.....

1.15 Street address of all facilities used by the company (e.g. warehouse, storage spaces, offices, etc)

15.1 Office:

.....

15.2 Warehouse:

.....

15.3 Storage

.....

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DESIGNATION

**1.16 FOR OFFICE USE ONLY  
(AREA)**

**(PLEASE DO NOT FILL THIS**

**PLEASE NOTE**

**Attached the following documents:**

	<b>Documents required</b>	<b>Compulsory document</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1</b>	Original and valid SARS tax clearance certificate	x			
<b>2</b>	Copy of Company Registration (CK)	x			
<b>3</b>	Certified ID copies of shareholders or members	x			
<b>4</b>	Company Profile	x			
<b>5</b>	BBBEE Certificate – Original valid or Certified copy	No			
<b>6</b>	Registration Certificate with professional bodies (eg health certificate, ASATA )	No			
<b>7</b>	Confirmation letter for the bank	x			

\_\_\_\_\_  
**Checked by:**  
**Demand Management**  
**Official**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Verified by:**  
**Deputy Manager**  
**SCM Demand/Acquisition**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Captured by:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

**1.17. BANKING DETAILS (Full details) (Confirmation letter from the Bank is needed)**

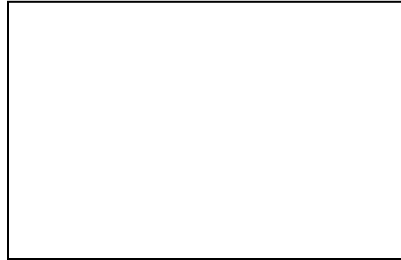
Bank: .....

Type of account: .....

Account no: .....

Branch code: .....

**BANK STAMP:**



\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DESIGNATION

## DECLARATION OF INTEREST

- [illegible]

2.6 VAT Registration Number:  
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces;
- or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES /**  
**NO** presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution: .....

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain  
**YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid  
**YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors /  
**YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?



2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....  
.....  
.....

### 3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN  
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT  
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## ***CATEGORY = DATABASE INDEX***

Choose only 1 and complete on page 3 point 1.14

**NB: Company profiles should be attached.**

<b>1</b>	<b>GOODS</b>
1.1	Stationery
1.2	Supply of news papers
1.3	Refreshment/Groceries
1.4	Office Furniture
1.5	Office equipment
1.6	Electrical equipment's
1.7	Domestic appliances ( kitchen utensils, crockery, cutlery)
1.8	Electronic Security Systems and Equipment Supply
1.9	Cleaning Materials
1.10	Protective clothing
1.11	Library books
1.12	Flower services
1.13	Carpets Blinds and Curtains
<b>2</b>	<b>FUNCTIONAL SERVICE</b>
2.1	Catering Services including VIP and mass:
2.2	Conference Venue, Facilities and Accommodation e.g Hotels, Motels & B&B's
2.3	Travel Agencies
2.4	Motivational Speaker
2.5	Event Management & Co- coordinators ( Hiring of Tents & decorations ,Chairs, Tables, Toilets, Entertainers e.g. Performers, Artists, Poetry, traditional dancers, Program directors) etc

2.6	Hiring of Stage, Podium, Sound System, and Generator:
2.7	Hiring of Audio Visual, Video & Photo services
2.8	Interior Décor e.g (supply and installation of carpets,Blinds and curtains)
<b>3</b>	<b>TRANSPORT SERVICES</b>
3.1	Furniture Removals, Packing and Storage, Safe Removals
3.2	Bus, Taxi & Coach Transport Services
<b>4</b>	<b>OTHER SERVICES</b>
4.1	Physical Security Services
4.2	Office Maintenance in general: Repairs, building materials. Please specify: (electricity, building, roofing, painting, shades, partitioning, fencing, plumbing, tiling, carpentry, air-conditioning
4.3	Cleaning Services
4.4	Public Liability
4.5	Locksmith
4.6	Pest control
4.7	Training Provision Preference will be given to Accredited Service Providers
4.8	Auctioneers
4.9	Other: Please specify
<b>5</b>	<b>MARKETING AND PUBLIC RELATIONS</b>
5.1	Media Agencies(Newspapers/Magazines (including online)
5.2	Advertising Media Agencies(Radios)
5.3	Braille Service
5.4	Interpreters and Translators

5.5	Branding and Engraving (Promotional materials)
5.6	Printing and design
5.7	Picture Frame and Mounting