



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

**SUPPLIER REGISTRATION APPLICATION FORM**

**INSTRUCTIONS TO THE APPLICANTS**

- Application forms must be completed in legible block letters
- Application forms must be delivered to Ladanna Crn Blouberg & yestr str. Office no Block C51 on or before the closing date which is the 26<sup>th</sup> of April 2012 at 11:00

**FOR CAPRICORN DISTRICT**

**APPLICANT DECLARATION**

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified.

\_\_\_\_\_  
Initials & Surname

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

The Department of Education hereby invites current and prospective service providers and suppliers to be accredited and registered on the Departmental supplier database.

In terms of National Treasury Practice note No.8 of 2007/2008: Accounting Officers/ Authorities should at least once a year through local representative newspapers or by any other means, write prospective suppliers to apply for evaluation and listing as prospective suppliers

**MANDATORY DOCUMENTS FOR SUBMISSION:**

Document	Sole Proprietor	Close Corporation	Partnership	Private/Public Company	Trust	Non-Profit Organisation	Issuing Institution
1. Certified Co Registration							
2.. Proof of Ownership							
3. Proof of Banking							
4. Original Tax Clearance Certificate							
5.VAT Registration							
6.People with Disability							
7. Certified Copy of ID							
8. Proof of PAYE Registration							

***The fact that a business has been registered as a supplier does not constitute any contractual relationship between the supplier and Department of Education. It is the responsibility of a registered supplier to inform Department of Education immediately in writing of any change. Registration of a supplier in the supplier database is valid for a period of one year only and must be renewed annually.***

**(PLEASE INITIAL EACH PAGE)**

### CHECKLIST FOR LIMPOPO DEPARTMENT OF EDUCATION OFFICIAL

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FOR OFFICIAL PURPOSES ONLY:

<b>BUSINESS NAME</b>																				
<b>REGISTRATION NUMBER</b>																				

<b>DOCUMENTS ATTACHED</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
1. Certified Copies of Company Registration			
2. Proof of Ownership			
3. Proof of Banking			
4. Original Tax Clearance Certificate			
5. VAT Registration Certificate			
6. Affidavit Confirming Disability			
7. Certified Copy of ID			
8. Proof of PAYE registration			
9. BBBEE Rating Certificate			
10. Professional Body/ies Registration/Membership			

Information Checked By:

Employee's Name: \_\_\_\_\_

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

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

Limpopo department of Education reserves the right to validate the information as supplied in the registration form and supporting documentation which will form part of accreditation process for all suppliers.

# 1. MANDATORY REQUIREMENTS

## BUSINESS REGISTRATION DETAILS

**NB: Documentary Proof must be provided as in page 2**

### 1.1 TYPE OF BUSINESS

PRIVATE COMPANY Certificate of Incorporation CM2

CLOSE CORPORATION Certificate of Incorporation CK1/CK2

SOLE PROPRIETOR Certified Copy of ID

PARTNERSHIP Duly Signed Partnership Agreement

BUSINESS TRUST Deed of Trust Agreement

NON PROFIT ORGANISATION Certificate of Incorporation Section 21

### 1.2 BUSINESS/COMPANY REGISTRATION NUMBER

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If Sole Proprietor ID Number

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Have you attached proof of registration documents	Y	N
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### 1.3 VAT REGISTRATION

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If you qualify for VAT exemption, please attach a VAT exemption document

<b>Have you attached proof of VAT Registration Documents</b>	Y	N
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**3. PRODUCTS AND SERVICES OFFERED**

3.1 List of goods/services your business provides in relation to the principal business of the enterprise. **NB: Please list a maximum of two services/goods, failure will disqualify your listing in Department of Education supplier database**


3.2 **Did you provide any of the goods/service to organ/s of the state in the past?**

YES	NO
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If yes, please state particulars as follows:

Type of good/s & Value	Name of client	Contact person	Telephone number

3.3 Are you registered with a professional body for the services that you provide?

<b>YES</b>	<b>NO</b>
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If yes, please state particulars as follows:

<b>Name of organization</b>	<b>Contact person</b>	<b>Telephone number</b>	<b>Membership number</b>	<b>Date of membership</b>

3.4 Please furnish particulars of specific expertise and experience available in your business, as follows:

<b>Field (e.g. Catering)</b>	<b>Expertise</b>	<b>Name of consultant</b>	<b>Educational qualifications of consultant</b>	<b>Previous work/projects completed</b>



#### 4. SMME INDICATOR

4.1 Please indicate whether your business is a small, medium or micro enterprise, as defined by the National Small Business Act (No 102 of 1996)

<b>YES</b>	<b>NO</b>
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If so, please mark the category that applies to your business

SMALL	MEDIUM	MICRO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2 Standard industrial classification

<b>Sector or sub-sector</b>	
<b>Size or class</b>	
<b>Total full time equivalent of paid employees</b>	
<b>Total annual turnover</b>	
<b>Total gross asset value *</b>	

\* Excluding fixed property

**5. DECLARATION OF INTEREST**

5.1 Are you or any of your member(s) / shareholder(s) presently in the service of the State?

<b>YES</b>	<b>NO</b>
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If so, please furnish particulars


5.2 Have you or any of your member(s) / shareholder(s) been in the service of the State for the past twelve months?

<b>YES</b>	<b>NO</b>
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If so, please furnish particulars


5.3 Do you or any of your member(s) / shareholder(s) have any relationship (family, friend or other) with a person employed by **Limpopo Department of Education** who may be involved with the database of supplier of database, the invitation of price quotations/bids and or the award of contracts?

<b>YES</b>	<b>NO</b>
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If so, please furnish particulars


**INVITATION OF SUPPLIERS TO BE LISTED ON THE SUPPLIER/VENDOR DATABASE FOR 2012/13 FINANCIAL YEAR**

Suppliers/Vendors that registered previously should re-apply for the 2012/13 financial year. The supplier registration form must be completed and returned with the following compulsory documents:

- Company profile
- Valid tax clearance certificates
- Certified copy of company registration certificate
- Certified copy/ies of member/s ID Copies
- Proof of registration with professional bodies, if applicable
- B-BBEE Status Level Verifacation

Criteria for placement include fields of specialization, expertise and experience, resources, costs and preferential points in line with our SCM policy. Suppliers/vendors are advised to submit application forms without generalization.

The following are type of products/services:

<b>CATEGORIES</b>	
4	Printing & Stationery
5	Transport service(Buses and taxis)
6	Catering service
7	Advertising service
8	Building maintenance
9	Office furniture
10	Site and garden maintenance
11	Security service
12	Air conditioning supply
13	Special events/function management service
14	Corporate gifts
15	Media/Publicity
16	Video and photography
17	Communication Service
18	Hiring of stage and sound system
19	Printing of booklets and publications(design ,layout and printing)
20	Stage sound and multimedia service
21	Translation and transcribing services
22	Training and development institutions(credited)
23	Computer consumables e.g cartridges ,laptops battery charger
24	Supply installation and support of close circuit TV/camera
25	Transport removals
26	Interior decoration(blinds, carpets and curtains)
27	Pest controls
28	Florists
29	Groceries and kitchen utensils
30	Uniform and protective clothing
31	Supply of fire extinguishing
32	Accommodation and conference facilities

33	Laundry services
34	Travel agencies
35	Trophies and methals
36	Corrugated boxes
37	First aids kits

**Capricorn:** The Supplier/vendor application forms are available at: **Ladanna Crn Blouberg & yestr str. Office no Block C51 for further enquiries please contact Dikotla MC 015 285 7373 or Mthombeni G at 015 185 7372**

**N.B: Closing Date for submission of registration of Database forms is 26 April 2012.**