



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 Head Office D14 Biccard Street, Polokwane on or before the closing date which is the 26th of April 2012 at 11:00

FOR HEAD OFFICE

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 SUMISSION:

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)

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If Sole Proprietor ID Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Have you attached proof of registration documents

Y

N

1.3 VAT REGISTRATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you qualify for VAT exemption, please attach a VAT exemption document

Have you attached proof of VAT Registration Documents

Y

N

1.4 PROOF OF SHAREHOLDING DOCUMENTS

Certified copies of Shareholders certificates or CK members share allocation documents must be supplied. Not applicable to all companies, please specify if N/A

Have you attached proof of shareholders	Y	N	N/A
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1.5 AFFIDAVIT CONFIRMING DISABILITY DOCUMENTS

Have you attached Affidavit Confirming Disability?	Y	N	N/A
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1.6 PROOF OF PAYE DOCUMENT

Have you attached proof of PAYE documents	Y	N	N/A
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1.7 INCOME TAX REGISTRATION

Income Tax Registration Number

Have you attached proof of your Income Tax documents?															Y	N	N/A		

1.8 TAX CLEARANCE CERTIFICATE

Original of a valid Tax Clearance Certificate must be supplied

2. BUSINESS INFORMATION

2.1. Registered Business Name

2.2. Trading Name

2.3 Registered Business Address

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?

YES	NO
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If yes, please state particulars as follows:

Name of organization	Contact person	Telephone number	Membership number	Date of membership

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

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

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)

YES	NO
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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

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

* 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?

YES	NO
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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?

YES	NO
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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?

YES	NO
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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:

CATEGORIES	
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(accruited)
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

The Supplier/vendor application forms are available at: **113 Biccard Street, Polokwane, 0699.**
Office number D14 For further enquires please contact Mr Peter Letsoalo at 015 290 7676 or
Mr M.G Thobejane at 015 290 7957.

Closing Date for submission of Database is on or before 26 April 2012 at 11h00