



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**Elangeni
College**

Technical and Vocational
Education and Training

SDB NO:

SUPPLIER DATABASE APPLICATION FORM (SDB)

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF ELANGENI TECHNICAL AND VOCATIONAL EDUCATION COLLEGE

All suppliers are herewith invited to register as an approved supplier on the supplier database of Elangeni College TVET College (the College).

In order to comply with the procedures as set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the College developed a supplier database form to be used by the procurement office.

The purpose of this database form is to give all prospective suppliers an equal opportunity to submit quotations to the College.

It is imperative that suppliers read the application document carefully, complete it in full and return it as stated below.

It is a prerequisite that suppliers must be registered on the National Treasury Central Supplier Data Base (CSD).

The completed document can be mailed to:

**THE SUPPLY CHAIN MANAGER
ELANGENI COLLEGE FOR FET
CENTRAL OFFICE
PRIVATE BAG X9032
PINETOWN
3600**

Or hand delivered to:

**THE SUPPLY CHAIN MANAGER
ELANGENI COLLEGE FOR FET
CENTRAL OFFICE
15 PORTSMOUTH RD
PINETOWN**

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1. IMPORTANT NOTES

Please read carefully

1. The registration form is to be completed by all businesses seeking to conduct business with the College. **A company profile/BBBEE profile will not be accepted as replacement for the application form. All prospective suppliers must first be registered on the National Treasury Supplier Data Base (CSD).**
2. Print clearly, using a black pen.
3. This form must be completed in full and signed by the owner(s).
4. Full Signatures are required when alterations are made in this document.
5. If the information required is not applicable to your business, clearly insert **N/A** in the appropriate space.
6. Mark the appropriate square with an '**X**' if it is applicable to you.
7. All fields on the application form **MUST** be completed by applicant; if the space provided is left blank, then it will be regarded as incomplete information and you will not be registered.
8. Please note that no faxed or email of forms will be accepted.
9. A business registered on the database must notify the College with 14 (fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.
10. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
11. Applicants who have been declared insolvent and wish to do business with the College must have been rehabilitated and provide the necessary proof thereof.
12. Businesses blacklisted by any organs of state must first be removed or cleared from the blacklist before registration.
13. The following documents must be attached to this form:
 - 13.1. Tax Clearance Certificate (original document)
 - 13.2. Certified certificate of Incorporation from Registration of Companies (CIPRO)
 - 13.3. Certified BBBEE verification certificate (Original or Certified)
 - 13.4. Company profile
 - 13.5. Professional registration documents, if applicable (certified copies)
 - 13.6. ID for all members/partners/directors
 - 13.7. Proof of CSD (Centralised Supplier Database)

Failure to submit all of the above documents will result in non-registration.

14. Fronting will result in a business being blacklisted.
15. The College has the right to visit the business premises to verify the information provided in this form.
16. Members/directors/partners/owners in service with any organ of state must declare any conflict of interest. Failure to do so may lead to disqualification or de-registered.
17. This is only a registration form for our database and does not guarantee any award of bid/contract.
18. Preference will be given to registered suppliers but it does not necessarily follow that suppliers, who are not yet registered will be totally excluded from quoting for the supply of goods or services.
19. The database will be updated on a quarterly basis. A summary of the supplier's info on the database will be emailed for verifying together with a Change in details document. Changes made must be emailed back to the College. Only on receipt of a signed "Change In Details" document will updates be made on the database.
20. The College reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
21. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents/information, the declined supplier may be re-evaluated for registration.
22. Applicants will be contacted via email and **must** therefore submit an email address; failure to comply will result in excluding the supplier from the database.

Suppliers must comply with all the **registration-criteria** for registration to be finalised. **Failure** to do so may result in excluding the supplier being declined.

2.5 Ownership Status

Name & Surname	Position occupied in Enterprise	ID Number	Contact telephone numbers	% of business / enterprise owned
			Landline: Landline: Cell: Cell:	
			Landline: Landline: Cell: Cell:	
			Landline: Landline: Cell: Cell: Cell:	
			Landline: Landline: Cell: Cell:	
Total				100%

2.6 References

Provide information of clients regarding your last six completed business transactions.

Company/ Departments name	Product Supplied/ Services	Value of the contract incl VAT	Date completed	Contact person and telephone numbers
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel
				Tel

2.7 Declaration of any Conflict of Interest

1. Are you currently working as an employee in any organ of state? Yes No

If "Yes", give details:

2. Have you worked in any organ of state for the past 12 months? Yes No

If "Yes", give details:

3. Do you have any relative working for an organ of state? Yes No

If "Yes", give details:

4. Do you have any close relationship with any official working in our establishment? Yes No

If "Yes", give details:

5. Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

6. Are you currently servicing on any structures of our establishment? Yes No

If "Yes", give details:

7. Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

2.8 Bank Details. Attach a cancelled cheque to this page

1. I / We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/or account with the mentioned bank.
2. I / We understand that the credit transfer hereby authorised will be processed by computer through a system known as the 'ACB Electronic Fund Service' and I/ We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/or bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
3. I / We also understand that a payment advice will be supplied by Elangeni College in the normal way, and that it will indicate the date on which funds will be available in my/or account.
4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.
5. I / We will not hold Elangeni College liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to the Elangeni College prior to payment.

Initials and surname

Authorised Signature

Date

DETAILS OF MY/OUR BANK ACCOUNT

Name of Bank _____

Name of Branch _____ Branch Code _____

Account Number _____

Account Type* _____ If Cheque Account, attach a blank, cancelled cheque

Account Name _____

* Account Type. Please enter numeric value:

1= Cheque/Current

4= Bond Account

2= Savings Account

5= (Not in use)

3= Transmission

6= Subscription account

FOR OFFICE USE ONLY:

3 Checklist for Elangeni College Supplier Data Base Registration

PLEASE SUBMIT ALL RELEVANT INFORMATION REQUIRED BELOW, AS INSUFFICIENT INFORMATION MAY INVALIDATE YOUR APPLICATION.

Business name in full: _____

	Paragraph 2.1 completed in full
	Paragraph 2.2 completed in full
	Paragraph 2.3, one ✓ inserted
	Paragraph 2.4 completed in full
	Paragraph 2.5 completed in full. % added up = 100%
	Paragraph 2.6 6 references listed
	Paragraph 2.7 completed in full
	Paragraph 2.8 completed in full
	Proof of CSD Registration
	Original tax clearance certificate provided
	Certified copy of CIPRO certificate provided
	Certified copy of BEE verification certificate
	Company profile provided
	Certified copy of professional body registration documents
	Certified copy of owner's identity document

Checked by: _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____

Higher Education and Training
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please note: only 2 commodities will be registered
Training providers will be allowed a maximum of 4
commodities

Please indicate with

Construction					
Airconditioning Systems	<input type="checkbox"/>	Electrical Contracts	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>
Alarm/Security/Access Control	<input type="checkbox"/>	Electric Motor Repairs	<input type="checkbox"/>	Precast Concrete Manufacture	<input type="checkbox"/>
Autoclavos	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Pumping Installations	<input type="checkbox"/>
Automatic Hanger Doors	<input type="checkbox"/>	General Building Work	<input type="checkbox"/>	Road Marking & Signage	<input type="checkbox"/>
Automatic Sliding Doors	<input type="checkbox"/>	Glazing	<input type="checkbox"/>	Roadworks & Cleaning	<input type="checkbox"/>
Auto Sprinkle Fire Protection Systems	<input type="checkbox"/>	Hauling/Heavy Equip/Transport	<input type="checkbox"/>	Roofing & Waterproofing	<input type="checkbox"/>
Brickwork/Masonry	<input type="checkbox"/>	Hot Water Installations	<input type="checkbox"/>	Sewerage Installations/Reticulations	<input type="checkbox"/>
Cabinet/Furniture Making	<input type="checkbox"/>	Incinerators	<input type="checkbox"/>	Steam Installations & Ancilliary Equipment	<input type="checkbox"/>
Carpeting/Tiling/Floor covering	<input type="checkbox"/>	Landscaping/Earthworks	<input type="checkbox"/>	Steel Fabrication & Erection	<input type="checkbox"/>
Ceilings, Partitioning and Shopfitting	<input type="checkbox"/>	Lift & Escalator Equipment	<input type="checkbox"/>	Stormwater Draining	<input type="checkbox"/>
Cladding Contracts	<input type="checkbox"/>	Mechanical Contracts	<input type="checkbox"/>	Water installations/reticulations	<input type="checkbox"/>
Cooking & Related Systems	<input type="checkbox"/>	Metalwork & Burglar Bars	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>
Compressed Air Installations	<input type="checkbox"/>	Painting	<input type="checkbox"/>		<input type="checkbox"/>
Concrete works	<input type="checkbox"/>	Paving	<input type="checkbox"/>		<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Plastering	<input type="checkbox"/>		<input type="checkbox"/>

Services					
Accommodation	<input type="checkbox"/>	Fire Hydrants	<input type="checkbox"/>	Performance Management	<input type="checkbox"/>
Advertising/Public Relations	<input type="checkbox"/>	Food & Beverage	<input type="checkbox"/>	Printing/Photography/Graphic Design	<input type="checkbox"/>
Auto Repairs & Services	<input type="checkbox"/>	Funeral Services	<input type="checkbox"/>	Promotional Material	<input type="checkbox"/>
Auto Electrical and Hydraulic Repairs	<input type="checkbox"/>	Florist	<input type="checkbox"/>	Publishing	<input type="checkbox"/>
Bookkeepers	<input type="checkbox"/>	Garden Services	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>
Carpet Cleaning	<input type="checkbox"/>	Handyman	<input type="checkbox"/>	Radio Publicity/TV Publicity	<input type="checkbox"/>
Cartridges	<input type="checkbox"/>	Horticultural Services	<input type="checkbox"/>	Road Maintenance	<input type="checkbox"/>
Catering/Vending/Food Supply	<input type="checkbox"/>	HV Fault Finding, Jointing & Terminations	<input type="checkbox"/>	Recruitment Agencies	<input type="checkbox"/>
Cleaning Services	<input type="checkbox"/>	Insurance/Employee Benefits	<input type="checkbox"/>	Safety & Security Services	<input type="checkbox"/>
Computer Supplies/Services	<input type="checkbox"/>	Interior/Industrial Design	<input type="checkbox"/>	Security & Access Control Services HV&LV	<input type="checkbox"/>
Corporate Gifts/Corporate Clothing	<input type="checkbox"/>	IT Maintenance	<input type="checkbox"/>	Switchgear/Transformers	<input type="checkbox"/>
Copywriting	<input type="checkbox"/>	IT Management	<input type="checkbox"/>	Site Cleaning	<input type="checkbox"/>
Courier Services	<input type="checkbox"/>	IT Networking	<input type="checkbox"/>	Solid Waste Disposal	<input type="checkbox"/>
Cleaning Equipment/Materials	<input type="checkbox"/>	IT Programming	<input type="checkbox"/>	Telecommunication	<input type="checkbox"/>
Data Backup Services & Software	<input type="checkbox"/>		<input type="checkbox"/>	Transport Services Goods	<input type="checkbox"/>
Data Capturing & Management Services	<input type="checkbox"/>	Laundry Service/Dry Cleaning	<input type="checkbox"/>	Transport Services Passengers	<input type="checkbox"/>
Diesel & Petrol Engines	<input type="checkbox"/>	Locksmith Services	<input type="checkbox"/>	Transportation Services	<input type="checkbox"/>
Debt Collection	<input type="checkbox"/>	Media Liaison	<input type="checkbox"/>	Travel Agencies	<input type="checkbox"/>
Distribution	<input type="checkbox"/>	Mailing/Courier Service	<input type="checkbox"/>	Timber Contractor	<input type="checkbox"/>
Digging of Graves	<input type="checkbox"/>	Medical/Ambulance/Health Care	<input type="checkbox"/>	Telephone & Data Line Maintenance	<input type="checkbox"/>
Document Binding Services	<input type="checkbox"/>	Municipal Services	<input type="checkbox"/>	Training & Development	<input type="checkbox"/>

Educational Services	Medical Equipment/Instruments	Upholsterers	
Entertainment	Office Maintenance	Web pages & Design	
Exhibition Centres	Personnel Services	Vehicle Towing Services	
Fire Extinguishers & Refills	Pest Removal Services	Other (Specify)	

Professional Services

Accountants/Financial Advisory Services	EAP Consultants	Pre-Employment Assessment Consultants	
Architects	Economists	Project Managers	
Attorneys/Legal Services	Hygiene Services		
Archival Services Consultants	Industrial Relations Consultants	Quantity Surveyors	
Business Information Management	Job Description Consultants	Statisticians	
Consulting Engineers (Geotechnical)	Land Evaluation Specialists	Teachers	
Consulting Engineers (Civil/Structure)	Land Surveyors	Town Planners	
Consulting Engineers (Electrical)	Legal Compliance Consultants	Training Providers	
Consulting Engineers (Mechanical)	Medical Practitioners	Translation Services	
	OHS Consultants	Other (Specify)	
Consulting Engineers (Multidisciplinary)	Organisation Development Consultants		
Contractors	Consultants		
EDMS Consultants	Pharmacists		

Wholesalers/Traders

Automotive Parts	Fuel Supplies	Refuse Bulk Containers	
Air Pollution Measuring Equipment	Furniture	Protective Clothing/Uniforms	
Books	Fencing	Radio/Radio Equipment	
Building Materials/Hardware	Fire Fighting Equipment and Consumables	Supply Plants, Flowers and Seeds	
Batteries	Food for Game Animals	Toilet Paper Wrapped/Unwrapped	
Cartridges	Generating Sets	Traffic Signs/Materials	
Cleaning Supplies/Chemicals/Pesticides	Health Safety and Environmental Suppliers	Vehicles	
		Vehicles, Equipment, Trailers & Tractors	
Clothing	IT Hardware and Software	Workshop Equipment	
Computer Equipment/Software	Industrial Catering Equipment	Other (Specify)	
Curtains	Laundry Equipment		
Consumables	Linen, Pillows & Blankets		
Domestic Appliances	Medical Supplies & Equipment		
Envelopes	Medicines		
Groceries	NGO's/NBO's		
Electrical Supplies & Equipment	Office Consumables		
Fire Extinguishing	Office Equipment		
Fire Protection & Detection	Paint Supplies		
Floor Coverings	Paper & Stationery		
Food Supplies	Recreational Supplies		
	Refridgeration & Air Conditioning		
Fertilisers			

Training Providers

Education	Trade Test: Electrical		
Employee Development	Trade Test: Mechanical		
Fire Fighting	Trade Test: Plumbing		
First Aid	Software Business : Autocad		
	Software Business : Microsoft Office		
Health and Safety Assessor			
Moderator			
Facilitator			
IT Services	Trade Test: Construction		
Labour			
Employee Development Management			
		Other (Specify)	

