



SERVICE PROVIDER REGISTRATION FORM

Section 1: Company Details

Form of Entity: Please

- Public Company (Ltd) Closed Corporation (cc) Private Company (PTY) Ltd
 Partnership Sole Proprietary NGO NPC Other

If other please name form of entity:

Company Name:

Trading Name:

Company Reg No: Income Tax No:

Value Added Tax No: (if Applicable)

Website:

Email Address:

Telephone No: Fax No:

Postal Address:

.....

Postal Code:

Physical Address:

.....

Postal Code:

Contact Person:

Title: First Name:

Surname: Designation:

Cell No: Fax No:

E-mail:

Province where your Company is Situated:

Annual Turn Over Range: Please : <R5 Million R5-35 Million >R35 Millio

HDI Ownership Status:

Historically Disadvantage Individuals (HDI) % of ownership

Women Equity (WE) % of ownership

Youth Equity (YE) % of ownership

Disabled Individuals (DA) % of ownership

NB: Please attach BBBEE Verification Certificate issued by an account SANAS verification





Area of Specialisation (please specify)

Main Business Activity:

NB// Service providers can provide not more than three area of specialisation e.g. (catering, cleaning and Training)

CATEGORY	TICK	CATEGORY	TICK
Air conditioning		Electrical appliances	
Awnings		Electrical equipment	
Accommodation and Hotel services		Flags and Maps	
Bags conference/travel/promotional items-shirts, Bags conferences, Embroidered, Metal		Garden supplies	
Building materials, hardware, Tools and minor equipment		Motor vehicle supplies	
Curtains, Blinds, Rails and Accessories		Labels	
Car ports and patios		Office furniture	
Conference venue hire			
Cellular cell phone		Office machinery and equipment	
Cleaning materials		Protective clothing and uniforms	
Computer hardware and printers		Stationery	
Computer software		Security and access control equipment	
Computer Consumables		Security and access control system	
Document storage software		Storage system inform (Document &computer base	
Electrical fittings		Training materials	
Training Services			

SERVICES

CATEGORY	TICK	CATEGORY	TICK
Advertising		Motor vehicle hire	
Auctioneer services		Office cleaning services	
Building construction and renovation		Panel beating service	
Building construction and renovation (labour supply only contract)		Paving and tiling	
Breakdown service		Photography and video filming	
Brush cutting		Pest control services	
Bush clearing and tree felling		Printing & Design (newsletters, business cards, calendars, dairies etc)	
Catering for meetings and functions		Preparation of property rolls	
Catering equipment hire		Property valuations	
Courier and delivery services		Public address system hire	
Debt collection services		Plant and equipment system hire	
Document binding services		Plumbing services	
Dry wall office partitioning		Refuse cleaning collection and street cleaning	

Event organizing and management		Recording and subscribing services	
Gardening/flower services		Road construction & storm water drainage	
		Safes and safe removal services	
Glazing services		Security guard services	
Information and communication technology services		Sign writing	
Insurance services		Travel agency	
Landscaping		Tents marquees hire including tables and chairs	
Locksmith		Toilet hire	
Laundry and dry cleaning services		Workshop facilitation	
Translation services		Minor electrical installation & repairs	
Marketing services		Motor Vehicle and Transport hire	

CONSTRUCTION AND CONSULTANTS

CATEGORY	TICK	CATEGORY	TICK
Architectural Services		Legal Consulting Services	
Business planning		Project Management (Engineering Projects)	
Civil Engineering		Project Management (other Projects)	
Conveyancing		Project Planning	
Electrical Engineering services		Quantity surveying	
Internal Auditing		Strategic Planning	
Land surveying		Town planning	

OTHER GOODS WORK OR SERVICES

CATEGORY	TICK	CATEGORY	TICK



Section 2: Accreditation/Certificate

(SETA) Information & Accreditation No. (If applicable)

Section 3: Required Documents Checklist

Please ensure that all documents listed below are attached (where applicable) to the Registration Form

Please Note: All documentation must be provided in its original format or Certified.

Document Name	Attached
Company Registration Documents (<i>reflecting Active Directors details</i>)	<input type="checkbox"/>
Certified Copies of Director's IDs (<i>original certification stamp not exceeding 3 months</i>)	<input type="checkbox"/>
Original Valid Tax Clearance Certificate and/or VAT Registration (<i>Accompanied with SARS Tax Compliance Status PIN</i>)	<input type="checkbox"/>
Company Profile (<i>Max 4pages</i>) <u>Preferable with the proof of previous work done</u>	<input type="checkbox"/>
Company municipal rates, electricity or water account <i>not older than 3 Months</i> , proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence. (<i>this serves as the proof of residence or address and to check if the company pays all the Municipal bills</i>)	<input type="checkbox"/>
Certified BBBEE Rating Certificate (<i>original certification stamp not exceeding 3 months</i>) If applicable	<input type="checkbox"/>
Bank Verification Confirmation Letter or bank stamp at page 4	<input type="checkbox"/>
Certified Copies of Accreditation e.g. (<i>SETA, CIBD, Health Certificates etc.</i>) IF APPLICABLE	<input type="checkbox"/>
Proof of registration on National Treasury Central Supplier Database (CSD)	<input type="checkbox"/>
Other (Please specify):	



Section 4: Banking Details

I/we hereby request and authorise you to pay any amounts which accrue to me/us to the credit of my/our bank account with the mentioned bank. I/we understand that a payment will be applied by Matthew Goniwe School of Leadership and Governance in the normal way, and that it will indicate the date on which funds will be available in our account.

Bank Account Name:

Name of Bank:

Branch Code & Name:

Account Number:

Type of Account:

Cheque

Savings

Transmission

(Certified as correct by: Bank Details)

Name and Surname:.....

Signature:.....

Designation:.....

Tel Number:.....

Fax Number:.....

DATE STAMP OF BANK

I/we the undersigned acknowledge(s) that:

The Information furnished is true and correct

Payments of any goods delivered or services rendered will be effected within 30 days from receipt of a valid Invoice.



Section 5: Declaration of Interests

1. No bid or quotation offer will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

¹SCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any MGS LG member of board of directors and its employees
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;
- (iv) any municipal council;
- (v) All State Owned Entities

(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.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

3.12 Are any of the company’s directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:



4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Applicant

Please complete the application and together with the necessary supporting documents Hand deliver or Post to:

Matthew Goniwe School of Leadership and Governance: marked Attention to Supplier Database

Postal Address: Postnet Suite 161
 Private Bag X9
 Melville
 2109

Hand Delivery: No: 40 Hull Street
 Corner 8th & Hull Street
 Vrededorp
 2092

For Enquiries: E-Mail: supplierdatabase@mgsi.co.za
 Telephone No: (+27) 830 2200/01
 Fax No: (+27) 830 2201
 Website: www.mgslg.co.za

Clause: Tax Clearance & BBBEE Certificate – yearly submission & registration on MGSLG Supplier database does not guarantee business



For Office use only:

Captured by:

Date: New: Update:

Verified by: Date:

Approved by: Date:

Status: *Approved*

Declined