



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 | |
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| | | | |

OTHER GOODS WORK OR SERVICES

| CATEGORY | TICK | CATEGORY | TICK |
|----------|------|----------|------|
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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 MGS LG Supplier database does not guarantee business



For Office use only:

Captured by:

Date: New: Update:

Verified by: Date:

Approved by: Date:

Status: *Approved*

Declined