

SUPPLIER DATABASE REGISTRATION FORM



dardla

Department:
Agriculture, Rural Development
and Land Administration
MPUMALANGA PROVINCE

SUPPLIER DATABASE REGISTRATION FORM

2012

Company Name

.....

Company Registration Number

.....

Supplier Number

.....

Closing Date

13 April 2012

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SUPPLIER DATABASE REGISTRATION FORM

This form must be completed and returned to the following address:

NELSPRUIT: Riverside Government Complex, Building No9, Government Boulevard, Nelspruit,
Tel. No.: Mr. VS Ngobe (013) 766 6339

MIDDELBURG: Department of Public Works, Road and Transport Cnr. Lillian Ngoyi and Dr.
Beyers Naude Street – Old TPA Building, Upper ground floor, Office number A20, 21 and 25.
Tel. No.: Ms. Lorraine Motebu or Mr. Donald Ndala (013) 282 8776

PIET RETIEF: Department of Social Services, Population & Development, Old TPA Building –
18 Joubert Street (Cnr Kruger & Joubert Street). Tel. No. : Ms. Janet Nkosi (017) 826 1671

KWAMHLANGA: KwaMhlanga Government Complex, Department of Finance, Building No. 12,
Computer Centre. Tel. No.: Ms. Sophie Masanabo, Ms. Emily Mtsweni or Ms. Angy Mthombeni
(013) 947 2606 or 2619 or 2620

EVANDER: Western Block, CMTC Building, Department of Health, Braam Fischer Street,
Evander. Tel. No.: Mr. Andries Mahlangu or Ms. Mendy Kabini (017) 632 1607/1540/1549

BUSHBUCKRIDGE: Bushbuckridge Advice Centre, Department of Finance, Protea building (old
Telkom building). Tel. No.: Mr. July Mashabane (013) 799 1357 or (013) 799 0585, Cell. No.:
072 109 7629

Direct enquiries to the Supply Chain Management Section

SCM Officials
Mr MM Mathebula
Tel: 013 766 6110

Mr MG Sithole
Tel: 013 766 6710

Please complete the form fully - use a black pen.
Please print so that all information is legible.

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE DEPARTMENT

SUPPLIER DATABASE REGISTRATION FORM

INTRODUCTION

DARDLA has, for the past years, been developing a procurement/supplier database which will assist with requests for quotations. All existing and potential suppliers must register on the procurement supplier database before they can do business with the Department. This registration form should be completed and returned to Central Supply Chain (Former Tender Board).

NB! Registration on the supplier database does not entitle the supplier to any business opportunities offered by the Department nor will it place any obligation on the DARDLA whatsoever.

BACKGROUND

The department has been encountering challenges with companies that are owned by government employees and conducting business with various departments. It came to the department's attention that most of such companies had done a lot of business with the Department of Agriculture, Rural Development and Land Administration (DARDLA). DARDLA has on many occasions been rapped over the knuckles by SCOPA at the Legislature.

PURPOSE

The purpose of this invitation is to obtain eligible service providers to register on the departmental database to render services as required by the department:

- Before a company is registered on the departmental database, a thorough search will be conducted of the directors' identities through the Persal system.
 - This questionnaire should be completed in full. If you are unable to complete certain sections or should you not be prepared to divulge certain information which is required hereunder kindly advise reasons in a covering letter when returning this document. Failure to comply may result in your application not being considered.
 - Arrangements may be made for officials of this Department to inspect your premises in order to assess your competency before your company is accepted.
 - It should be noted that should any information provided be found to be incorrect DARDLA reserves the right to exclude the supplier from the vendor database at any time prior to or after acceptance of the vendor application.
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SUPPLIER DATABASE REGISTRATION FORM

3. CONTACT PERSON / SALES DEPARTMENT

3.1 Person's Name

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3.2 Job Title

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3.3 Telephone Number

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3.4 Cell Number

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3.5 Fax Number

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3.6 E-mail Address

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4. ACCOUNTS DEPARTMENTS (Complete only if different from above information)

4.1 Person's Name

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4.2 Job Title

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4.3 Telephone Number

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4.4 Cell Number

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4.5 Fax Number

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4.6 E-mail Address

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SUPPLIER DATABASE REGISTRATION FORM

5. DECLARATION WITH REGARD TO EQUITY

5.1 TYPE OF FIRM

Partnership	
Sole trader / Sole Proprietor	
Close Corporation	
Private Company	
Public Company	

[TICK APPLICABLE BOX]

5.2 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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5.3 COMPANY CLASSIFICATION

Manufacturer	
Supplier	
Professional service providers	
Other service providers. e.g. transporters etc.	

[TICK APPLICABLE BOX]

5.4 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS.

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5.5 List all Shareholders directors / trustees / members

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

Please attach certified copies of the ID documents of all the shareholders /members (as per 5.5)

SUPPLIER DATABASE REGISTRATION FORM

5.6 Physical Address

Please attach proof of physical address

6. COMMODITY CATEGORY

COMMODITY CATEGORIES – GOODS AND SERVICES (PLEASE TICK RELEVANT BOXES)			
<u>ONLY 2 PER VENDOR</u>			
NO:	DESCRIPTION	Requirements	✓ Tick
1	Accommodation	Registered with: ASATA, IATA	
2	Agricultural publications		
3	Agricultural tools		
4	Air conditioner		
5	Animal handling facilities	Registration as supplier of Animal Handling Equipment	
6	Audio Visual Systems		
7	Books		
8	Boreholes		
9	Branding board		
10	Brash cutters		
11	Brash cutters		
12	Brooders		
13	Brush Cutters		
14	Building material		
15	Building material / tools		
16	Camera		
17	Camping Chairs		
18	Catering		
19	Catering		
20	Cattle processing tools		
21	Chemicals		
22	Chemicals to control invader plants		
23	Chicken crates		
24	Compressor		
25	Computer consumables		
26	Construction	Registered with: CIDB	
27	consultants	Registered with: South African of association Engineers	
28	Cooler boxes		
29	Crusher		
30	Data analysis Tool (HPSS)	Registered with licensing board	
31	Dehorning & branding equipments		
32	Dipping compounds		
33	Drinkers		

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34	Electrical appliances		
35	Electrical Tools		
36	Electronics		
37	Event Management		
38	Fencing material		
39	Fertilizers		
40	Firefighting equipment		
41	First Aid kit		
42	Folding table		
43	Fuel/ Diesel /oil		
44	Furniture		
45	Gabion boxes		
46	Garden Nets		
47	Garden tags		
48	Gates		
49	Generator		
50	Grocery		
51	Hack saws		
52	Interpreter Translator	National Diploma in translation or interpreting/ previous experience	
53	Irrigation systems	Registered with: South African irrigation Institute	
54	Jojo tanks		
55	Kitchen appliances		
56	Kitchen utensils		
57	Lab repairs(technicians)		
58	Laboratory equipment & Medical Suppliers	Registered with: National Health Laboratory Services and / Agricultural Research Council	
59	Laboratory services/supplies/equipment	Accredited, Registration as Supplier of Laboratory Supplies/ Distributor of Laboratory Equipment with DTI (SCME) (SANS/SABS Compulsory Specification, ISO 9000 Specification), ISO 17025 Requirements compliant.	
60	Laundry		
61	Lawn Mowers		
62	Learning and support material		
63	Leaves sampling		
64	Lubricants		
65	Machine hiring		
66	Maintenance		
67	Measuring wheels		
68	Mobile scale		
69	Mobile toilet		
70	News inserts		
71	Newspaper Broadcast		
72	Office furniture		

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73	Paving bricks		
74	Pest control		
75	Pipes		
76	Plastic Buckets		
77	Plastic Chairs		
78	Poles	Registered Timber Processing Plant	
79	Polystyrene seed trays		
80	Poultry feeders		
81	Poultry Vaccines		
82	Printing		
83	Private attorney	Bachelor Degree in law, Admitted as an attorney, Fidelity Certificate	
84	Private Forensic Investigator	Degree/Diploma in forensic investigation	
85	Projector screen		
86	Projector stand		
87	Promotional material-Banners		
88	Protective clothing		
89	Protective clothing		
90	Pulpit		
91	Radio Broadcast		
92	Rainwater harvesting		
93	Regional Explorer	Registered with licensing board	
94	Retailing blocks		
95	Scale		
96	Seedlings		
97	Seeds		
98	Sewing machine		
99	Sewing material		
100	Sign board (Branding)		
101	Soil analysis		
102	Soil Augar		
103	Soil conservation equipment		
104	Soil sampling / analysis		
105	Sound system		
106	Sound system		
107	Spraying equipment		
108	Stationery		
109	Stones		
110	Subscription newspapers		
111	Surveying equipment		
112	Tank stands		
113	Television Broadcast		
114	Tents		
115	Tents		
116	Terrace bladder		
117	Training	Accreditation : SETA and NQF Accredited	
118	Transcribers	Previous Experience	
119	Transport		
120	Transport		
121	Trees/flowers/shrubs/ grasses		
122	Truck hiring		
123	Uniform		
124	Veterinary books	Registration as Supplier of Veterinary Books	
125	Veterinary Dipping Compound	Registration as Supplier of Agricultural Supplies	

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ANNEXURE A

DECLARATION OF INTERESTS

Any legal person, including persons employed by the DARDLA, or persons who act on behalf of the DARDLA or persons having a kinship with persons employed by the DARDLA including a blood relationship, may make an application in terms of this system. In view of possible allegations of favoritism, should the resulting application or part thereof, be awarded to persons employed by the DARDLA, or to the persons who act on behalf of the DARDLA, or persons connected with or related to them, it is required that the applicant or his/her authorized representative shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where –

- the applicant is employed by the DARDLA or acts on behalf of the DARDLA; and/or
- the legal person on who's behalf the application is signed, has a relationship with persons/a person who are/is involved with the evaluation of the submissions, or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the submissions.
- Where the person is employed by any organ of State.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the applicant.

Are you or any person connected with the applicant, employed by the DARDLA?

Yes/No

If so, state particulars

Do you, or any person connected with the applicant, have any relationship (family, friend, other) with a person employed with the DARDLA or its administration and who may be involved with the evaluation, preparation and/or adjudication of these submissions?

Yes/No

If so, state particulars

Are you or any other person connected with the applications, employed by any organ of State?

Yes/No

If so, state particulars

DATE

SIGNATURE OF DECLARER

NAME OF DECLARER

POSITION

COMPANY
