MPUMALANGA PROVINCIAL GOVERNMENT

Building 6, No 7 Government Boulevard, Riverside Park, Nelspruit 1200 Republic of South Africa



Private Bag x 11219 Nelspruit 1200 Republic of South Africa Tel: +27 (0)13 766 6067/8 Fax: +27 (0)13 766 8295 Email: dardla@mpg.gov.za

Department: Agriculture, Rural Development, Land and Environmental Affairs **HEAD OFFICE**

Litiko Letekulima, Kutfutfukiswa Kwetindzawo Tasemakhaya, Temhlaba Netesimondzawo Departement van Landbou, Landelike Ontwikkeling, Grond en Omgewingsake umNyango weZelimo, ukuThuthukiswa kweeNdawo zemaKhaya, iNarha neeNdaba zeBhoduluko

SUPPLIER DATABASE REGISTRATION FORM MECHANIZATION SERVICES FOR 2014/2015

Company Name

Company Registration Number

Supplier Number

Closing date

10 NOVEMBER 2014

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

NELSPRUIT: Department of Agriculture, Rural Development, Land and Environmental Affairs, 18 Jones Street, Nelspruit, Tel. No.: Mr M.C. Mbuvane (013) 759 4003 or Email: cmmbuvane@mpg.gov.za

ERMELO: Department of Agriculture, Rural Development, Land and Environmental Affairs, . 44 Church Street, Ermelo, Tel. No.: Mr. J.S. Mzobe (017) 819 2076 or Cell.No. 072 576 2201 or Email: immzobe@mpg.gov.za

KWAMHLANGA: Kwa-Mhlanga Government Complex, Department of Agriculture, Rural Development, Land and Environmental, Building No. 16. Tel. No.: Mr. M.J. Mashia, (013) 947 2551or Cell. No. 082 473 2814 or email: mmashia@mpg.gov.za

THULAMAHASHE: Department of Agriculture, Rural Development, Land and Environmental Affairs, 101 Main Road, Thulamahashe, 1365. Tel. No.: Ms. S.J. Mgiba (013) 773 0045 or Cell. No.: 071 600 2380 or Email: mgibasj@mpg.gov.za

Direct enquiries to the Supply Chain Management Section

Head Office SCM Official: Ms NI Mbuyane, 013 766 6118/6319

Mr MG Sithole,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

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 DARDLEA whatsoever.

PURPOSE

The purpose of this invitation is to obtain eligible prospective bidders that have the necessary agricultural Mechanization implements consisting of tractor, suitable disc plough, and four (4)-row planter to render agricultural Mechanization services on behalf of the Department within certain preidentified farming communities in Mpumalanga Province as and when required for a period of six (6) months:

- Before a company is registered on the departmental database, a thorough search will be conducted
 of the directorsqidentities through the Persal system and the restricted list of suppliers from the
 national treasury.
- 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 DARDLEA reserves
 the right to exclude the supplier from the vendor database at any time prior to or after acceptance of
 the vendor application.
- ALL SUPPLIER DATABASE REGISTRATION FORMS RETURNED WITHOUT PROOF OF OWNERSHIP OF TRACTORS AND IMPLEMENTS WILL BE AUTOMATICALLY BE DISQUALIFIED FROM BEING REGISTERED ON THE DEPARTMENTAL DATABASE.

SUPPLIER DETAILS

1. 1		Name of Supplier																					
1.2		Trad	ling a	as																			
1.3		Holo	ding	Com	pany	/																	
1.4		Phy	sical	add	ress																		
С	ı	т	Υ													С	0	D	E				
Р	R	0	V	ı	N	С	E																
М	U	N	I	С	ı	Р	Α	L	ı	Т	Υ												
D	I	S	Т	R	I	С	Т																
1.5		Postal address																					
С	ı	Т	Υ					1									С	0	D	E			
1.6		Tele	phor	ne nu	ımbe	er																	
1.7		Fax	num	ber			•					•											
1.8		Cell	num	ber																			
1.9		E-m	ail ac	ddres	SS									Π									
				<u> </u>	<u> </u>		<u> </u>																
1.1	0	Web	<u>–Pa</u>	ge a	ddre	ss	1	1	1	1	1	1	1	1		1							

1.11 How would you like to receive your correspondence from us?(Please circle your choice)																						
Post			Fa	ıx				Email														
1.12 Company registration Number///																						
Please attach copy of your company registration certificate to the application.																						
1.13	VAT Regis	tration Nu	ımber																		1	
1.13.1 Tax Registration Number																						
1.10.1 Tax Negistration Nulliber																						
																						_
2.	2. CONTACT PERSON / SALES DEPARTMENT																					
2.1	2.1 Person's Name																					
2.2	Job Title																					
2.3	Telephor	e Numbe	r																			
2.4	Cell Num	ber																				
2.5	Fax Num	hor																				
2.5	Fax Nulli	Der								1						1						
	E mail A	J.J.,	<u> </u>				1		ı	<u> </u>						1	<u> </u>			<u> </u>		
2.6	E-mail A	aaress								1												
3.	DECLAR	ATION W	ITH RE	GARI	р то	EQUI	TY	I	1			1				1			<u> </u>			
3.1	TYPE OF	FIRM																				
		Partner																				
		Sole tra	der / S	ole P	ropri	etor																

[TICK APPLICABLE BOX]

Close Corporation Private Company
Public Company

Co-operative

3.2	DESCRIBE	PRINCIPAL	BUSINESS ACTIVIT	TIES											
3.3	COMPANY	CLASSIFICA	TION												
		Manufacture	r												
		Supplier													
			service providers												
	Other service providers. e.g. transporters etc.														
	[TICK APPLICABLE BOX]														
2 /	3.4 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS.														
J. 4	TOTAL NOWIL	DER OF TEAT	NO THE FIRM HAS E	DELIA IIA DO	311 4 L33.										
3.5 I	List all Sharel	nolders direc	tors / trustees / mer	mbers											
Full N	lame		Identity Number	Personal 1 Number	Tax Reference	State Employee Number / Persal Number									
							:								
Pleas	se attach certi	fied copies o	f the ID documents	of all the sh	nareholders /m	embers (as per 5.5)]								
3.6 P	hysical Addre	ess													
Pleas	se attach proc	of of physical	address												
	-	-													

COMMODITY CATEGORY

NB: ONLY FOUR (4) COMMODITIES PER SUPPLIER if you tick more than 4 you will be automatically disqualified.

	COMMODITY CATEGORIES – GOODS AND SERVICES (PLEASE TICK RELEVANT BOXES)												
ONLY 3 PER VENDOR													
NO:	DESCRIPTION REQUIREMENTS												
	Tractor: At least a 50 kW tractor with both drawbar and hydraulic lift capacity. The size of tractors should be matched to implements listed below:												
1	Ploughing	At least a 3 disc or share plough matched to tractors available											
2	Discing	harrowing - At least an18 disc harrow matched to tractors available											
3	Planting	At least a 3 row planter matched to tractors available											
5	Spraying	At least an 8 m boom sprayer matched to tractors available											
6	Ripping	At least a 3 tine ripper matched to tractors available											
7	Harvesting	Tractor pulled or Self propelled combine harvester, at least 2m combine header cutting width											

5. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I the undersigned is duly authorized to do so on behalf of the firm certify that:

- a. This information supplied is correct.
- b. All copies of relevant information are attached.
 - 1. Copy of municipal account, if available.
 - 2. Certified copies of ID documents of shareholders/members/owners.
 - 3. Company registration documentation
 - 4. Proof of Ownership registration documents/ Licensed documents for Tractors and equipment
 - 5. Cancelled cheque Bank statement/Bank confirmation letter (only if form is not certified by bank)
 - 6. Company Profile
 - 7. Proof of physical address
 - 8. Valid Original Tax Clearance
 - 9. B-BBEE Verification certificate
- c. I take note that payment will be effected 30 days after delivery if delivered with an original invoice.

	6. Personal information, in block letters. Name																
Surname																	
Tele	Telephone Number																
Cap	acity																
On	On behalf of the (Supplier's Name)																
Sian	Signature of authorized person:20																