

SUPPLIER DATABASE APPLICATION FORM

KINDLY SEND YOUR DATABASE REGISTRATION FORMS TO THE FOLLOWING ADDRESS:

**PHYSICAL ADDRESS: 17 BRADFORD ROAD
BEDFORDVIEW
2047**

**POSTAL ADDRESS: PRIVATE BAG X15
GARDENVIEW
2047**

1. INTRODUCTION

CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED PROVIDER ON THE HWSETA DATABASE

The Health and Welfare Sector Education and Training Authority (HWSETA) is one of the 21 sector Education and Training Authorities (SETA's) established in accordance with the Skills Development Legislation. Registration No: 11/HWSETA/20/03/00. It serves the skills development needs of employers in the health, social development, veterinary and religious sectors.

In order to comply with the regulations of the Public Finance Management, Act no1 of 1999 and the Preferential Procurement Policy Act no 5 of 2000, and to ensure competitive procurement processes, the HWSETA invites all prospective providers of goods and services to apply to be listed on the HWSETA database.

Service Providers are requested to submit the following documentation with their applications

- Proof of company/CC registration
- Up to date Income Tax Clearance certificate (not older than 6 months)
- SANS/SABC Certificate
- Share holding agreement
- VAT registration certificate (where applicable)
- Proof of UIF and COIDA registration (for personnel supply services)
- Three (3) trade references
- Bank details (together with a cancelled cheque)
- A brief résumé of the business and company profile
- Service offered
- Declaration of interest (SBD4)
- BBBEE Rating Certificate
- Company registration documents with CPIC
- Certified copies of identity documents
- Occupational Health and Safety Certificate
- Any other certificate pertaining to your relevant industry

PLEASE NOTE THAT:

Applications will be assessed according to set criteria including quality of service, capacity, cost and financial viability. Preference will be given to SMME's, historically disadvantaged suppliers and black empowerment enterprises.

HWSETA shall disallow the registration of any prospective supplier whose name appears on the National Treasury database of restricted suppliers and /or register for Tender defaulters and who is therefore prohibited from doing business with the Public sector.

HWSETA prohibits an award to persons who are in the service of the state.

Awards to close family members of persons in the service of the state.

HWSETA may not make any award to a natural person, of which any Director, Manager, Principal Stakeholder or stakeholder is a person in the service of the state or

Who is an advisor or consultant contracted with the HWSETA.

Suppliers providing false or fraudulent information or documentation shall subject themselves to immediate disqualification.

Incomplete supplier applications will not be processed and documents will be returned without prejudice.

HWSETA will monitor suppliers performance on projects awarded. The evaluation will assist HWSETA on any future works that may be awarded.

For more information contact:

Mrs Ntombizodwa Motloug

Tel: (011) 607 6900

e-mail : ntombizodwam@hwseta.org.za

TERMS AND CONDITIONS

Service providers wishing to register may do so by completing the registration form obtained from the HWSETA. Suppliers shall be responsible to ensure that information is updated as when a change occurs. Only signed original application forms will be accepted.

Faxed or emailed applications will not be accepted.

In terms of Section 16A9.2 of the Treasury Regulations the HWSETA is required to disregard quotations from any supplier where abuse/improper conduct of the supply chain management system has been suspected.

Service providers already on the database need to re-apply.

These services are required for the financial year 2014/15 and 2015/16

HWSETA SUPPLIER DATABASE APPLICATION FORM

1. BUSINESS PARTICULARS

1.1. NAME OF BUSINESS AS REGISTERED WITH REGISTRAR OF COMPANIES/CLOSE CORPORATION

.....

1.2. NAME OF BUSINESS USED FOR TRADING PURPOSES

.....

1.3. REGISTRATION NUMBER

.....

1.4. PHYSICAL ADDRESS

.....

.....

1.5. POSTAL ADDRESS

.....

.....

1.6. POSTAL CODE:

1.7 .TELEPHONE NO:

1.8 .FAX:

1.9 .CELL NO:

1.10 .EMAIL ADRESS:

1.11. PREFERRED METHOD OF COMMUNICATION

EMAIL FAX POST

1.12. CONTACT PERSON

.....
1.13. UNEMPLOYMENT INSURANCE FUND NO(If applicable)

.....
1.14. COMPENSATION COMMISSIONER REGISTRATION NO (If applicable)

.....
1.15. INCOME TAX REFERENCE NO:

1.16. P.AY.E NUMBER (If applicable):

1.17. VAT REGISTRATION NUMBER:):

2. BANKING DETAILS

2.1. NAME OF THE BANKING INSTITUTION

.....

2.2. BRANCH NAME

.....

2.3. TOWN/CITY

.....

2.4. BANKING ACCOUNT NUMBER

.....

2.5. ACCOUNT HOLDER NAME (Name under which account is operated)

.....

2.6. TYPE OF ACCOUNT

.....

3. TYPE OF BUSINESS

Please tick the appropriate box

PUBLIC COMPANY LTD	
PRIVATE COMPANY (PTY) LTD	
CLOSE CORPORATION CC	
SOLE PROPRIETOR	
PARTNERSHIP	
TRUST	
JOINT VENTURE	
CONSORTIUM	
SECTION 21 COMPANY	
GOVERNMENT/ PARASTATAL	
OTHER (Specify)	

4. GEOGRAPHICAL LOCATION

Please tick the appropriate box

	PROVINCE	TOWN
GAUTENG		
FREE STATE		
KWAZULU NATAL		
WESTERN CAPE		
NORTHERN CAPE		
MPUMALANGA		
LIMPOPO		
NORTH WEST		
EASTERN CAPE		

5. LIST OF DIRECTORS AND SHARE HOLDERS (Please attach certified ID copies)

INITIALS AND SURNAME	ID NUMBER	CITIZENSHIP	POSITION OCCUPIED IN COMPANY

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practise.

7. IMPORTANT CONDITIONS PERTAINING TO PURCHASE ORDERS

The supplier shall not execute any work without an official order number from HWSETA. The order number appears on delivery notes and invoices. Invoices without order numbers are seen as private agreements with individuals and will be returned to the supplier.

No alterations to the order shall be made.

All invoices for goods and services rendered must be submitted to Supply Chain Management offices.

I

DECLARATION OF INTEREST

I,.....
.....

Identity number.....(“the service provider”)

Hereby declare that I have /do not have direct or indirect family relation to HWSETA except that which is specified below:

.....
.....
.....
.....
.....

I hereby acknowledge that failure to disclose any direct or indirect family relation as set out above will constitute a material breach of this agreement.

Duly authorized to sign on behalf:

.....

The undersigned who warrants that he/she is duly authorized to do so on behalf of the company,

Confirms that the contents of the

Signature	Full Names	Capacity	Dat

COMMISSIONER OF OATHS:

Signed and sworn to before me
 at:.....(place)

On this theday ofby the service provider/supplier, who has acknowledged that he/she knows and understands the contents of this affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no obligation to taking the prescribed oath, and that the prescribed oath will be binding on her/his conscience.

Commissioner of Oath:

Name:

Signature:



LIST OF COMMODITIES TO BE PROVIDED (MAXIMUM FIVE)

Please indicate the type of goods/services and sign in the appropriate box. Should the service provider mark more than five items, HWSETA will consider only five items and ignore the remaining items

DESCRIPTION	MARK WITH X	SIGNATURE
Travel, including flights		

bookings and car hire		
Accommodation-hotels, bed and breakfasts, guest houses		
Audio equipment-maintenance services, hiring and supply of audio visual equipment etc,		
Conference and workshop venues, facilities and equipment		
Conference and events organising/coordinating		
Corporate Gifts/Branding requirements		
Exhibition equipment and furniture rental		
Transport-shuttle, taxi services		
Transport-equipment and materials, removals		
Catering services		
Courier services		
Office consumables/stationery		
Office equipment-printers, photocopies, telephones, etc		
Office furniture		
Office furniture moving		
Office furniture repairs		
Fumigation of buildings		
Advertising- including design and layout for daily, weekly, national and provincial newspaper print media as well as placement		
Trophies		
Hiring of Audio Visual equipment, supply of big screens, sound systems, etc		
Design, layout and print specialists for HWSETA publications		

Cleaning services		
Water cooler rental		
Promotional material design and supply		
Recruitment and Ad-response		
Legal services		
Forensic services		
IT Infrastructure		
Hardware		
Software		
Web design, development, hosting and maintenance		
Internet service provider		
Consultants		
HR/OD		
Finance		
Business		
Research		
Project management		
Groceries/food parcels		
Security services		
Translation services		
Warehousing and storage services		
Artwork and painting		
Toners/cartridges		
Electrical suppliers and equipment		
Publications, books and forms		
Vehicles		
Magazines and newspaper suppliers		
Training and capacity building		
Quality Assurance		
Training		
Pest control		
Safety-Training and facilities inspection and monitoring (OHS)		
Security pest		
Hiring of plants		
Photo framing		

Transcription services		
Signage		
Plants/flower arrangements		
Hiring of audio visual		
Marquees/tents		
Voice over/production radio jingles		
Photography		
Video production		
Compilation, layout sending of electronic newsletters and database maintenance		
Electrical connections		
Air conditioning		
Counselling		
Branding		
Carpet cleaning		
Editorial services		
Electronic security systems		
Employee wellness services		
Enterprise risk management		
Facilities Leasing		
Financial services		
Fire extinguishers		
Sign language		
Fraud risk management		
General building maintenance		
Internal audit		
Locksmith services		
Mailing services		
Plumbing services		
Media liaison services		
Printing services		
Public relations		
Safes removals		
Specify /describe other goods not listed above		

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

 2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.
- ¹"State" means –
- (a) 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);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.
- ²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**
- 2.7.1 If so, furnish the following particulars:
- Name of person / director / trustee / shareholder/ member:
- Name of state institution at which you or the person connected to the bidder is employed :
- Position occupied in the state institution:
- Any other particulars:

- 2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- 2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:

- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
- 2.8.1 If so, furnish particulars:

- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

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

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

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011