



SUPPLIER DATABASE APPLICATION FORM

COMPANY NAME: -----

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. Although preference will be given to suppliers on the database it does not necessarily follow that suppliers who are not yet on the database will be totally exempted from quoting for the supplying of goods or services to the HWSETA. It is envisaged however, that this database will contribute to the efficient administration and compliance with the PFMA.

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:

This form must be completed in full and signed by the owner(s) or Director or administration head. All fields on application form **MUST** be completed by applicant, if the space provided is left blank, it will be regarded as information that is still outstanding and you will invalidate your application. 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.

If members/directors/partners/owners are employed by the State, proof that they are allowed to conduct business outside remunerative work should be attached.

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 Motloung (011) 607 6900
Email : 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 2015/16 and 2016/17

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 ADDRESS
.....

1.11. PREFERRED METHOD OF COMMUNICATION

EMAIL FAX POST

1.12. CONTACT PERSON
.....

1.13. P.A.Y.E NUMBER (If applicable)

1.14. 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		

3	16	3	8
4	12	4	5
5	8	5	4
6	6	6	3
7	4	7	2
8	2	8	1
Non-Compliant Contributor	0	Non-Compliant Contributor	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

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.

8. SMME'S CLASSIFICATION

CLASSIFICATION	SELECTION
Micro	
Very Small	
Small	
Medium	

Large	
Other	

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
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	
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(Specify your specialization area)	
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, **YES/NO**
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?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

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

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