



## **SBD4 FORM**

### **TO ALL SUPPLIES SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE DATABASE**

All suppliers are invited to register as a preferred supplier on the database of the entity

In order to comply with Treasury Regulations 16A, the entity developed a supplier database to be used by the procurement officials.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to the entity and to enhance transparency and equality. The database will also contribute to better administration and compliance with the PFMA.

Preference will be given to registered suppliers to quote for the supply of goods and services.

Attached is an official registration form that will assist in updating the entity's database.

Please note that a valid tax clearance certificate must be obtained from the South African Revenue Services (SARS) where the supplier is registered for tax purposes. SARS will furnish the supplier with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. The original Tax Clearance Certificate must be submitted together with the application form. Failure to submit the **original and valid** Tax Clearance Certificate **will** invalidate the application.

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Questions can be sent to **Nomthandazo Mamba** via email to: [corporateso4@elrc.co.za](mailto:corporateso4@elrc.co.za) or 012 663 7446

Completed documents should be sent/hand delivered to:

**For attention:                    The Supplier Database Administrator**  
**Corporate Services Department**  
**ELRC**  
**Private Bag X126**  
**Centurion**  
**0046**

# SUPPLIER APPLICATION FORM

## IMPORTANT NOTES

Please read carefully

- To be completed by the applicant seeking registration as an approved supplier;
- The questionnaire must be completed in full and be **signed** ; failure to do so will result in the application being declined;
- A company profile must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on the application form **MUST** be completed;
- Applicants must submit all contact details including **fax number**, failure to do so will result in the application being excluded;
- It should be noted that **ELRC** reserves the right to accept or reject any application **without being obliged to give any reasons**;
- Applicants will not be notified about the outcome of their application but will be advised of the outcome if telephonically requested;
- A **maximum** of six commodities must be reflected on the application form. Reflecting more than six commodities will nullify the application; and
- A company registration and valid tax clearance certificate **MUST** be included in the application package.

### A. BUSINESS DETAILS

Registered Name of business:

.....

Trading Name:

.....

Type of business

Sole proprietor

Partnership

Close Corporation

Pty Ltd Limited

Trust

Other

If other, specify...

Registration number : .....

Date of establishment: .....

Income Tax Number: .....

VAT Registration number: .....



List the services or products (commodities) that you can supply:

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

No of employees:       1-10       10-50       50-100       100-500       >500

**C. BANKING DETAILS**

*Please note that incorrect bank details will lead to incorrect bank deposits and/or transfers. Applications will only be accepted on an original form and if the bank details are completed and certified as correct by the bank.*

Name of Bank Institute:.....

Branch Name:..... Branch Code.....

Banking Account Number: .....

Name under which account is operated:.....

Account Type (Cheque/Savings, etc): .....

**I hereby confirm that the bank details of the account holder indicated above are correct and correspond with those on our records**

\_\_\_\_\_

Signed on behalf of Bank

Name \_\_\_\_\_

Capacity \_\_\_\_\_

Date:- \_\_\_\_\_

Tel no: \_\_\_\_\_

<b>DATE STAMP OF BANK CERTIFIED AS CORRECT</b>

**D. SUPPLIERS REFERENCES**

Please list name of companies you offered services or products (commodities) to.

Company name	Contact person	Tel no	Email address	Duration of account	Monthly sales

The ELRC shall be entitled to obtain related information concerning the supplier at any time, and to lodge, exchange and disclose such information with DTI without further notice to the supplier.

**E. CERTIFICATION OF CORRECTNESS OF INFORMATION AS PROVIDED**

I/WE, UNDERSIGNED, WARRANTS THAT I AM/WE ARE DULY AUTHORISED TO DO ON BEHALF OF THE ENTERPRISE, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND ACKNOWLEDGE/S THAT:

- 1. The business will be required to furnish documentary proof of the information relating to preference, if required to do so.
- 2. If the information supplied is found to be incorrect, then the ELRC In addition to remedies, it may have; may
  - I. Take any other action as may be deemed necessary, and/or
  - II. De register the supplier registered on the Supplier Database.

Signature: .....

Name: .....

I.D. Number: .....

Duly authorised to sign on behalf of:.....

Address: .....

.....

.....

Telephone:.....

**F. DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state\*/ELRC, or persons having a kinship with persons employed by the state/ELRC, including a blood relationship, may make an offer or offers in terms of application to be registered as a service provider/invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting registration of service provider/bid, or part thereof, be awarded to persons employed by the state and/or ELRC, or the person connected with or related to them, it is required that the service provider/bidder or his/her authorised representative declare his/her position in relation to the, evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- The service provider/bidder is employed by the state/ELRC, and/or
- The legal person on whose behalf the registration/bidding document is signed, has a relationship with persons/ a person who are/ is involved in the approval of registration of application on supplier data base, valuation 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 the evaluation and or adjudication of the registration/bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the registration form/bid.**

2.1 Full Name of service provider/bidder or his or her representative:.....

2.2 Identity number:.....

2.3 Position occupied in the Company (director, shareholder etc):.....

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.

\* "State" means-

- a) Any national or provincial department, national or provincial public entity or constitutional institution with the meaning of the Public Finance Management Act, 1999(Act No1 of 1999);
- b) Any municipal or municipal entity;
- c) Provincial Legislature;
- d) National Assembly or the National Council of Provinces; or
- e) Parliament

\* "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 state and/ or ELRC. **YES/NO**

2.7.1 If so furnish the following particulars:

Name of person/director/shareholder/member:.....

Name of state institution and/or ELRC department to which the person is connected:.....

Position occupied in the state institution and/or ELRC.....

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 attach proof of such authority to the application/bid document? **YES/NO**

**(NOTE: Failure to submit proof of such authority, where applicable, May result in the disqualification of the application/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 / shareholders / members or their spouses conduct business with the state and/or ELRC in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....  
.....

2.9 Do you, or any person have any relationship (family, friend, other) with a person employed by the state and/or ELRC and who may be involved with the registration as a service provider/evaluation and or adjudication of that bid? **YES/NO**

2.9.1 If so, furnish particulars:

.....  
.....

2.10 Are you, or any person aware of any relationship (family, friend, other) **YES/NO**  
 between the company and any person employed by the ELRC who  
 may be involved with the registration, evaluation and or adjudication  
 of this registration as service provider/bid?

210.1 If so, furnish particulars.  
 .....  
 .....

2.11 Do you or any of the directors/shareholders/members of **YES/NO**  
 the company has any interest in any other related  
 companies whether or not they are registering/bidding?

2.11.1 If so, furnish particulars;  
 .....  
 .....

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

Full Name	Identity Number	Personal Tax reference Number	StateEmployee Number/Persal Number

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.  
 I ACCEPT THAT THE ELRC MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL  
 CONDITION OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of service provider/bidder