

## VENDOR REGISTRATION FORM

For office use only:

**Vendor Number**

**Date**

- On completion of form, please return to [supplychain@falsebay.org.za](mailto:supplychain@falsebay.org.za).
- Suppliers providing false or fraudulent information or documentation shall subject themselves to immediate disqualification.
- Incomplete vendor applications will not be processed and documents will be discarded without prejudice.
- Note that registration as a vendor and the issuance of a vendor number by the College does not confer any rights upon the vendor, or any obligation on the part of the College to purchase from the vendor.
- Further, any contracts for supply are on a non-exclusive basis.
- Payment terms: 30 days from date of receiving invoice.
- Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory. National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

### Section 1: Goods and services for which you wish to register as a possible provider

Please tick the commodity/services applicable to your business					
Commodity/Service	✓	Commodity/Service	✓	Commodity/Service	✓
<b>A</b>		<b>F</b>		Photo copier toner	
Accommodation and guest houses		Fencing		Plastic Consumables	
Advertising agencies		Financial Services		Plumbing materials	
Agricultural		Fire safety equipment		Printing media	
Air conditioning supply & maintain		First aid supplies		Postage	
Air travel & accommodation		Flowers		Publishing	
Alarm systems		Food supplies: dairy products			
Architects		Food supplies: dry ingredients		<b>Q</b>	
Audiovisual aids–equipment & materials		Food supplies: meat, fish, poultry		Quantity surveyors	
Attorneys		Food supplies: vegetables			
Auditors		Framers		<b>R</b>	
Auto Electrician				Refrigeration	
		Furniture: garden		Refuse bins & bags	
<b>B</b>		Furniture: office (desks, cupboards etc)		Refuse removal	
Banking Services		Furniture: plastic/recycled		Refreshments	
Bedding & linen, blinds & curtains		Furniture: steel		Rental Suppliers	
Books – library & educational				Rigging Equipment	
Books – textbooks		<b>G</b>			
Building contractors		Garden equipment		<b>S</b>	
Building maintenance		Garden services		Sanitary services	
<b>C</b>		Gasses – cylinder		Screen printing	
Car rental		Glassware		Security – access control	
Carpentry		Graphic requirements		Security services	
Carpets/blinds/curtains		Greenhouse plants & access.		Security systems	
Catering – equipment		Glass & aluminium supplies		Signage	
Catering services				Sports equipment	
Cellphone Contracts		<b>H</b>		Stationery	
Civil engineers		Hardware supplies		Steel Consumables	

## VENDOR REGISTRATION FORM

Civil engineering equipment	Hiring	Structural alterations
Cleaning consumables & Tools		Structural engineers
Cleaning services	I	
Clothing: corporate	Insurance	T
Clothing: uniforms (overalls etc)	Microscope supplies	Training
Clothing: protective		Transport
Computer hardware & peripherals	L	Travel agencies
Computer software	Laboratory & scientific equipment	Trophies & engraving
Consultants: Finger Print Clearance	Laboratory chemicals & materials	
Consultants: ITC	Landscaping contractors	U
Consultants: Health & Safety	Land surveyors	Upholstery
Construction	Laundry services	Umpires/Selectors
Counselling Service	Legal services	Ups equipment & servicing
Compressor Servicing	Lifts – service and maintenance	
Copywriting/Proof Reading	Locksmiths	W
Core Drilling		Welding
Corporate Gifts	M	Window blinds
Couriers	Magazines & periodicals	Window cleaning
Crockery, cutlery, kitchen utensils	Mechanicals	Window tinting
	Memberships	
<b>D</b>	Metal/tubing	
Debt collection Services	Motor expenses	
Décor for Events	Motor vehicles	
Disability Equipment	Mechanical eng. Equipment	
Driving Schools		
	<b>O</b>	
<b>E</b>	Office equipment	
Election Consultants		
Electrical appliances	<b>P</b>	
Electrical engineers	Packaging	
Electrical engineering components	Painting contractors	
Electrical supplies	Paints/varnishers/thinners	
Electricians	Paper products	
Electronic supplies & Tools	Paper recycling	
Employment agencies	Paper toilet	
Engineering supplies	Pest control	
Events management	Photo copier machines	

<b>Section 2: Type of Company/Firm (please tick appropriate box)</b>		✓
Partnership/Joint Venture / Consortium		
One-person business/sole propriety		
Close corporation		
Public Company		
Personal Liability Company		
(Pty) Limited		
Non-Profit Company		
State Owned Company		

## VENDOR REGISTRATION FORM

Section 2B: Registered Company / CC – General Details			
Registered/Legal Name	Note: Details as shown on Tax Clearance Certificate		
Trading Name			
Company Registration Number [per CIPC document]			
Section 2C: Tax Control			
Income Tax Number	Note: Details as shown on Tax Clearance Certificate		
VAT Reg. Number			
Section 3: General Address Details			
Street Name and No.		Region (e.g. E-Cape, W-Cape, etc.)	
City		Country	
Postal Code		City	
PO Box Number		Country	
PO Box Postal Code			
Postnet Suite No.			
Private Bag			
Postal Code			
Section 4: Contact Details			
Representative for Sales and Orders			
Name			
Telephone Number			
Cellphone Number			
Fax No. ORDERS		Fax No. REMIT	
Email For Orders		Email for Remittance	
Website Address			
Section 5 : Banking Details			
Bank Name		Branch Code	
Account Number			
Cheque Account	01	Account holder	
Savings/Transmission	02		
Please include the following supporting documentation			
<ul style="list-style-type: none"> <li>• Certified copy of Bank Statement or - Banking confirmation form from your Bank.</li> </ul>			

## VENDOR REGISTRATION FORM

### Section 6: Check Sheet for Vendors [Please tick submitted documents]

• Proof of Company Registration documents [CK1 where applicable]	
• Proof of Business Address [latest municipal account]	
• Certified copy of Identity Document of all owners, partners, or members in your company / firm as listed in Section 2	
• Proof of Banking [Copy of Statement or Cheque and Letter to state the list of signatories]	
• Valid Tax Clearance Certificate	
• SBD 4 Form	
• Proof of CIDB Registration (where applicable)	
• Proof of Registration with CSD (Central Supplier Database)	
• Proof of Disability [Doctor's letter to state permanent disability]	

**Please note:**

- After the completion of this application document and once you have obtained your False Bay TVET College Vendor Number it remains the responsibility of the vendor to keep the College informed of any changes to their Vendor data.

## VENDOR REGISTRATION FORM

SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 TaxReference 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.

<sup>1</sup>"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.

<sup>2</sup>"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.

## VENDOR REGISTRATION FORM

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.

.....  
.....



Fish Hoek campus  
 Khayelitsha campus  
 Mitchells Plain campus  
 Muizenberg campus  
 Westlake campus

Kommetjie Road, Fish Hoek  
 Mew Way, Khayelitsha  
 Merrydale Road, Mitchells Plain  
 Cinnabar building, Main Road, Muizenberg  
 Westlake Drive, Westlake

Tel: 021-7820144  
 Tel: 021-3613430  
 Tel: 021-3910717  
 Tel:021-7888373  
 Tel:021-7011340

Central office, 133 Main Road, Muizenberg, 7945 ; PO Box X25, Tokai, 7966 Tel: 021-7870800  
[www.falsebaycollege.co.za](http://www.falsebaycollege.co.za)

## VENDOR REGISTRATION FORM

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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	State Number/Persal Number	Employee



Fish Hoek campus  
 Khayelitsha campus  
 Mitchells Plain campus  
 Muizenberg campus  
 Westlake campus

Kommetjie Road, Fish Hoek  
 Mew Way, Khayelitsha  
 Merrydale Road, Mitchells Plain  
 Cinnabar building, Main Road, Muizenberg  
 Westlake Drive, Westlake

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### 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