

SUPPLIER APPLICATION FORM

Important Notes: Compulsory documents to accompany this form are:

1. Certified copy of the Company registration documents;
2. Certified copies of ID documents of the Shareholders / Members;
3. Original Tax Clearance certificate
4. Certified copy of the BBBEE Verification Certificate and detailed Scorecard;
OR signed letter from the auditor or accountant confirming the most recent turnover with a certified copy of the most recent financial statement;
5. Company profile with a list of references.

NB:

1. Failure to submit the above documentation will delay the supplier being registered on the database.
2. Suppliers are responsible to update their details on an annual basis.
3. Suppliers must also sign a separate declaration of interest form that accompanies this document

BUSINESS DETAILS

Business Trading Name	
Business Legal Name	
Company Registration	
Numbers	
Holding Company	
Type of Business	
CIDB Registration	
Number CIDB Grade	
Tax Reference Number	
VAT Registration Number	
Province	
Postal Address	
Postal Code	
Website	

SHAREHOLDERS / DIRECTORS / MEMBERS

Describe the main services rendered:-

Type of firm: (Please tick the relevant box)	
Partnership	
Sole Proprietor	
Close Corporation (CC)	
Public Company	
Private Company (Pty) Ltd	
Other (specify	

SMME status of your enterprise:

- Please use this table to determine the SMME Status of your enterprise
- Please tick the relevant box in each column

Sector	Annual Turnover (millions)			Total asset value (property excluded) (millions)		
	Medium	Small	Micro	Medium	Small	Micro
Professional Services	4	2	0.15	4	2	0.15
Accomodation	4	2	0.15	4	2	0.15
Building and Construction	4	2	0.15	4	2	0.15
Marketing and Communication Services	4	2	0.15	4	2	0.15
Events Management	4	2	0.15	4	2	0.15
Transport Services	4	2	0.15	4	2	0.15
Office Supplies	4	2	0.15	4	2	0.15
General Supplies	4	2	0.15	4	2	0.15
Exhibition Services	4	2	0.15	4	2	0.15
Artwork Material Supplies	4	2	0.15	4	2	0.15
Other	4	2	0.15	4	2	0.15

(According to SMME table) (compulsory)

Micro	
Small	
Medium	
Large	

BANKING DETAILS

(The bank MUST certify this form in the space provided)

Current Banking Details:

Bank: _____ Branch number/code _____

Branch Location:

Bank Account Number: _____ Account type: _____

Date the account was opened:

Name of the account:

Signatories Name/s, Surname/s and ID Number/s

Certificate from Bank:

(Official Bank Stamp)

I, (full names and surname) (Printed)

_____ an employee and

Authorised person / agent of (Bank Name) _____

_____ (Branch Name) _____

Telephone number (Code, Number) _____

Herewith certify that the "Current Banking Details" as
provided above, are true and correct.

Signed: _____

SUPPLIER PROFILE

In order for the Nelson Mandela Museum to build up a profile of its suppliers, we would like you to complete the following:

Technical:
1. Is it required of your business / industry to register with any professional bodies? (e.g. SOB for Security Industry, Building Federation, etc) (y/n)_____
If yes, indicate products(s) for which permits are held, including permit numbers:

Quality:
2. Has your Quality Management System been assessed and certified by any National by Internationally recognised accreditation body? (y/n) ____If yes, please provide copy of certificate.

Fraud Policy

It is the intention of the Nelson Mandela Museum to do business with companies that have an acceptable policy on the reporting of all crime and / or misconduct. It is also the policy of the Museum that an official may not receive, request or offer any gifts in whatever form.

1. Does your company / organisation have a policy on the reporting of crime, including but not limited to theft, fraud and corruption to the authorities as soon as it is suspected? (yes / no) _____
2. Does your company / organisation have a policy on the reporting of any suspected misconduct by employees of your clients, to your clients? (yes / no) _____

Any suspicions that a Museum official might have committed or attempted to commit any act of misconduct MUST be reported in writing to the CEO.