



THIS FORM IS NOT FOR SALE

**PREFERRED SUPPLIER DATABASE FORM FOR LISTING OF SERVICE PROVIDERS/SUPPLIERS ON NYDA SUPPLIER DATABASE SYSTEM**

**All supplier information will be treated strictly confidential**

<b>BUSINESS DETAILS</b>			
Registered Company Name:			
Trading Name			
<b>ADDRESS</b>			
Physical Address:		Postal Address:	
Province:		Province:	
Code:		Code:	
<b>CONTACT – RELATIONSHIP MANAGEMENT</b>			
Main Contact Person:		Cellphone No:	
Telephone No:		Fax No:	
Email:		Website:	
<b>CONTACT – ACCOUNTS DEPARTMENT</b>			
Telephone No:		Fax No:	
Main Contact Person:		Cellphone No:	
Email:			
<b>REGISTRATION NUMBERS</b>			
Company / CC Registration Number:		Year of Establishment:	
VAT No:		PAYE:	
<b>BANKING DETAILS</b>			
Institution:			
Branch Name:		Branch Code:	
Account No:		Account Type:	
Account Holder Name:			
<b>OTHER INFORMATION</b>			
Membership to Professional Institutions or Statutory Bodies			
National / International certification for quality standards (eg. SAB / ISO)			
Does your Enterprise comply with the Occupational Health & Safety Act?			
Do you have a Human Resources Policy that complies with the Labour Relations Act?			
Is the Enterprise registered with a SETA? If so, which one?			
Do you have a Workplace Skills Development Plan?			
Do you have an Environmental Policy?			
Are there any pending legal proceedings or previous judgements against the Enterprise or any of the Shareholders/ Directors / Members? If so, please explain.			
Has the Enterprise ever been declared bankrupt, or have any of the Shareholders/ Directors / Members been declared insolvent or rehabilitated from insolvency? If so, please explain.			

**TRADE REFERENCES**

Please provide current, traceable trade references of your clients/customers:

Company	Contact Name	Telephone Number	Fax Number	Email	Length of Relationship
Do you consent to NYDA conducting a clearance check with a National credit bureau?					
<i>NB. Please note that by refusing NYDA to conduct clearance checks may result in your applications being rejected.</i>					

**The following Definitions apply in this document:**

- Black** African-, Coloured- and Asian people who are permanent South African citizens.
- Black- Empowered Enterprise** An Enterprise that is more than 25% owned by black people and where substantial participation in control is vested in black people
- Black Small Enterprises** A Small or Medium Enterprise with a turnover ranging from R 500,000 per annum to R 20million per annum which is a black company or a black empowered company.
- Black woman owned enterprise** An Enterprise that is more than 30% owned by black women, and where substantial participation in control is vested in black women
- Youth** Persons of the age between 18 and 35 both inclusive
- Youth- owned enterprise** An Enterprise owned by Youth

**INDIVIDUAL OWNERSHIP**

Surname	First Name(s)	Identity Number	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	% Ownership

**CORPORATE OWNERSHIP**

Company Name	Registration No.	% Black Owned	% Black Managed	% Black Employed	Average Annual Turnover (Rands)	% Ownership

**BOARD OF DIRECTORS**

Surname	First Name(s)	Designation / Function / Non-Executive / Executive	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	Length of Service

**MANAGEMENT**

Surname	First Name(s)	Designation / Function	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	Length of Service

**EMPLOYMENT PROFILE – No. of Persons**

	Youth		HDI		Persons with Disabilities		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Senior Management								
Middle Management								
Junior Management								
Other Professionals								
Support / Admin								
Total								
%								

**BLACK ECONOMIC EMPOWERMENT (BEE)**

In recognition and support of Government’s imperative objectives of BEE, NYDA will accredit a Bidder that meaningfully demonstrates this commitment. Please indicate (with a tick) which criteria applies to your Enterprise:

**Broad-Based Black Economic Empowerment (B-BBEE) information** (Please mark with an X your B-BBEE credentials)

B-BBEE Status	B-BBEE Score/Qualification	B-BBEE Recognition level %
Level 1 Contributor	> 100	135%
Level 2 Contributor	> 85 but < 100	125%
Level 3 Contributor	> 75 but < 85	110%
Level 4 Contributor	> 65 but < 75	100%
Level 5 Contributor	> 55 but < 65	80%
Level 6 Contributor	> 45 but < 55	60%
Level 7 Contributor	> 40 but < 45	50%
Level 8 Contributor	> 30 but < 40	10%
Non-Compliant Contributor	< 30 on the Scorecard	0%

Qualifying Small Enterprise (QSE)		Please mark with an <b>X</b> your B-BBEE credentials
<i>Any enterprise with an annual total revenue of between R5 million and R35 million qualifies as a Qualifying Small Enterprise.</i>		

Enterprise 50% or more Black owned		Please mark with an <b>X</b> your BBBEE credentials	%	Provide % of shareholding
<i>Indicate if your enterprise is 50% or more black owned</i>				

Enterprise 30% or more Black women		Please mark with an <b>X</b> your B-BBEE credentials	%	Provide % of shareholding
<i>Indicate if your enterprise is 30% or more black women owned</i>				

**GOOD(S) OR SERVICE(S) OFFERED**

Goods/Service description (in speciality order)


Please choose(X) a maximum of **five (5)** commodities:

<u>DESCRIPTION OF COMMODITY:</u>	<u>X</u>	<u>DESCRIPTION OF COMMODITY:</u>	<u>X</u>
ACCESS CONTROL EQUIPMENT		GUEST HOUSES & LODGES	
ADVERTISING AND MARKETING		HOTELS	
AIR CONDITIONING INSTALLATION, REPAIRS AND MAINTENANCE		HYGIENE SERVICES	
ARTWORK & PAINTINGS		HIRING OF BUSES	
ASSET MANAGEMENT SYSTEMS		HIRING OF VEHICLES	
ASSESSMENT AND MODERATION AGENCIES		HIRING OF SHUTTLE SERVICES	
ACCOUNTING SYSTEMS SOFTWARE		LABOUR CONSULTANTS	
ACCOUNTANTS		LEGAL SERVICES	
CORPORATE ENTERTAINMENT (DANCERS/MUSICIANS/GROUPS)		LOCKSMITHS	
AUDIO-VISUAL AIDS & EQUIPMENT		OFFICE FURNITURE	
AUDITING SERVICES		OFFICE STATIONERY	
BAGS CONFERENCE/TRAVEL/PROMOTIONAL ITEMS		PARTITIONING, DRYWALLING	

<b><u>DESCRIPTION OF COMMODITY:</u></b>	<b>X</b>	<b><u>DESCRIPTION OF COMMODITY:</u></b>	<b>X</b>
BADGES CONFERENCE, EMBROIDED, METAL		PUBLICATIONS	
BLINDS – CLEANING AND REPAIRS		PAINTING SERVICES	
BLINDS SUPPLIERS		PEST CONTROL SERVICES	
BUILDING CONTRACTORS		PUBLICATIONS	
BUILDING MATERIAL SUPPLIERS		POWER TOOLS	
CABINET MAKERS		PUBLISHERS	
CARPET CLEANERS		PHOTOCOPIERS	
CARPET DEALERS		PHOTOGRAPHY AND VIDEO SERVICES	
CARTRIDGES		PLUMBING SERVICES	
CAR WASH SERVICES		PRINTING	
CATERING SERVICES		RECRUITMENT AGENCIES	
CATERING EQUIPMENT HIRE		RESTAURANTS	
BULK MAINTENANCE		BULK SMS SERVICE	
CHEMICAL SUPPLIERS		RISK MANAGEMENT SERVICES	
CLEANING MATERIAL SUPPLIERS		RUBBER STAMPS	
CLEANING SERVICES		SAFETY CLOTHING	
CORPORATE CLOTHING		SAFES & SAFE REMOVAL SERVICES	
CORPORATE GIFTS & PRODUCTS		SECURITY EQUIPMENT AND PRODUCTS	
CORPORATE TRAINING		SECURITY SERVICES	
COURIER SERVICES		SIGNWRITING	
CONFERENCE FACILITIES		SIGNAGE	
COMPUTER CABLING SYSTEMS		TRAINING SERVICES	
COMPUTER COMPONENTS		TRAVEL AGENCIES	
COMPUTER HARDWARE & PRINTERS		SECURITY EQUIPMENT AND PRODUCTS	
COMPUTER NETWORKING		TRANSCRIPTION SERVICES	
COMPUTER SOFTWARE		TRANSLATION SERVICES	
GENERAL FACILITIES MAINTENANCE AND REPAIRS		EVENTS MANAGEMENT	
CONFERENCE FACILITIES		TOURISM SERVICES	
CROKERY & CUTLERY		WATER COOLERS	
CURTAINING/RAILS & ACCESSORIES		WASTE DISPOSAL SERVICES	
DOMESTIC APPLIANCE REPAIRS		TRANSCRIPTION SERVICES	
DRY WALLING AND PARTITIONING		WINDOW FITTING	
EDUCATION AND TRAINING		WORKSHOP FACILITATION	
ELECTRICAL CONTRACTORS		FIRE DETECTION SERVICES AND EQUIPMENT	
ELECTRICONIC APPLIANCES		INTERPRETATION SERVICES	
ELECTRICAL COMPONENTS & EQUIPMENT		NUMBER PLATES (HOUSEHOLD)	

<u>DESCRIPTION OF COMMODITY:</u>	<u>X</u>	<u>DESCRIPTION OF COMMODITY:</u>	<u>X</u>
ENGRAVERS		WEBSITE DEVELOPMENT AND MAINTENANCE	
EXHIBITION DESIGNERS		CCTV INSTALLERS AND MAINTENANCE	
EXHIBITION STANDS		CONSTRUCTION TOOLS	
FLAGS & MAPS		CONTENT DEVELOPMENT	
FENCING			
FIRE PROTECTION EQUIPMENT AND SERVICES			
FIRST AID KITS SUPPLIES		HANDYMAN (FACILITIES)	
FLORISTS		FIRE EXTINGUISHERS AND MAINTENANCE	
FURNITURE REMOVAL SERVICES		GRAPHIC DESIGNERS	
INVESTIGATION SERVICES		HYDRO BOILERS SUPPLIERS	
IMPORT AND EXPORT SERVICES		HYGIENE CONSUMABLES	
ID CARD PERSONALISATION SYSTEMS		IT SUPPORT SERVICES	
LOGO DESIGN SERVICES		OFFICE PLANTS	
GENERAL DEALERS		OHS SERVICE PROVIDERS	
GLASS MERCHANTS(SUPPLY AND FITTING)		PAYROLL SYSTEMS	
LABOUR RELATIONS		CONSULTANCY SERVICES	
LEADERSHIP DEVELOPMENT		PROJECT MANAGEMENT	
MARKETING AND BRANDING		PAPER RECYCLING SERVICES	
MOBILE LEARNING EQUIPMENT		VERIFICATION AGENCIES	
MOBILE REST ROOMS		SECURITY ARMED RESPONSE AND MONITORING	
MONITORING AND EVALUATION		SOUND AND STAGE SYSTEMS	
MOTIVATIONAL/INSPIRATIONAL SPEAKERS		SPACE DESIGN SERVICES	
COACHING		TRANSPORT SERVICES	
HEALTH AND WELLBEING SERVICES		UPHOLSTERY CLEANING	
CAMPAIGNS		TURNKEY INTERIOR DESIGNERS SERVICES	
NEWSPAPER SUPPLIERS		WATER COOLERS	
OFFSITE DOCUMENT STORAGE		OTHER (SPECIFY THOSE NOT LISTED) <b>Note:</b> Commodities not listed will only be added if relevant	
GROCERIES			
OFFICE MAINTENANCE			
MOBILE FIDGES, TENTS AND CHAIRS HIRING SERVICES			

<b>DECLARATION</b>			
<p><b>I, the undersigned, hereby certify that the information, representations and documents attached to this application is true and correct at the time of completion, and that I am duly authorized to furnish this application on behalf of the Enterprise:</b></p>			
Signature:		Date:	
Full name:		Designation:	
<p>Does the Enterprise or any of the Shareholders/Members, Directors or Management have any relationship with any Directors, Management or Staff of NYDA? If so, list names of NYDA Personnel and state the nature of the relationship.</p>			

**CHECKLIST ON THE INCLUSION OF THE REQUIRED INFORMATION**

Please check if the following compulsory documents are enclosed

NO	DESCRIPTION	MARK (X) TO CONFIRM ENCLOSURE
1.	Company / CC Registration Documents	
2.	ID Documents of directors/owners/members/ shareholders	
3.	An original Valid TAX Clearance Certificate	
4.	Company Profile / Corporate Brochure	
5.	Original cancelled cheque or Bank letter verifying the banking details. (Please note that any changes to bank details in future will be subject to the same requirement)	
6.	Original or certified copy of B-BBEE Certificate	

**FOR FURTHER INFORMATION ON NYDA SUPPLIER DATABASE APPLICATION FOR REGISTRATION CONTACT:**

Ms Ursula Mpooa

Telephone Number: 011 651 7000

E-mail Address: [Ursula.Mpooa@nyda.gov.za](mailto:Ursula.Mpooa@nyda.gov.za)

**THE FORMS SHOULD BE FULLY COMPLETED AND DELIVERED IN ORIGINAL TO:**

NYDA HEAD OFFICE

11 Broadwalk Avenue

Halfway House

Midrand

APPROVAL (for office use only)				
SUPPLY CHAIN MANAGEMENT UNIT				
Name	Designation	Signature	Date	Comments

## 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 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.

<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.



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:

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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:

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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**



**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