VHEMBE T.V.E.T COLLEGE

PRIVATE BAG X2136
SIBASA
0970
TEL: (015) 963 7000
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DATA BASE REGISTRATION FORM (2024)

NAME OF COMPANY. ……

CONTACT PERSON…… …….

POSTAL ADDRESS……...

BUSINESS ADDRESS…….

……..

CELL…… TEL……. FAX…….

E-MAIL ADDRESS
(MANDATORY)……

TYPE OF FIRM

MAIN CORE BUSINESS AS PER CK/ CIPRO DOCUMENTS	SPECIFIC EXPERTISE VESTED IN THE COMPANY

ANNUAL TURNOVER…….

LIST OF PRODUCT(S)/ AND SERVICE OFFERED

	TYPE OF SERVICES TO BE OFFERED (MAXIMUM OF THREE GOODS AND SERVICES
1	
2	
3	

NOTE

- AMONGST THE LIST OF SERVICES/PRODUCTS OFFERED ABOVE, KINDLY CHOOSE THREE AREAS OF YOUR SPECIALITY YOU WANT TO REGISTER IN THE COLLEGE DATABASE.
- TICKING MORE THAN THREE SERVICES WILL BE AUTOMATIC DISQUALIFICATION.

COMPOSITION OF COMPANY (Race, Gender, Disability)
(PERCENTAGE EQUITY OWNED BY HISTOTICALLY DISADVANTAGED INDIVIDUALS: HDI'S)

Surname and full names	Position occupied in enterprise	ID No	Date RSA Citizen obtained	HDI Status			% of Business/ Enterprise owned
				No franchise prior to elections	woman	Disabled	

THE FOLLOWING ARE ALSO REQUIRED:
NB: ORIGINALS ONLY, NO COPIES OR NO FAXES

#	REQUIRED MANDATORY DOCUMENTS	ATTACHED (YES/ NO)	EXPIRY DATE
1	COMPANY'S PROFILE & LETTERHEAD		N/A
2	ORIGINAL TAX CLEARANCE CERTIFICATE		
3	CERTIFIED COMPANY'S REGISTRATION CERTIFICATE/ CK DOCUMENT		N/A
4	CERTIFIED B-BBEE STATUS CERTIFICATE		
5	CERTIFIED COPY OF IDENTITY DOCUMENT		N/A
6	PROOF OF BUSINESS BANK ACCOUNT		N/A
7	PROOF OF BUSINESS ADDRESS (Less than three (3) months)		N/A
8	THE FOLLOWING SERVICES WILL REQUIRE CERTIFICATE OR PERMISSION LETTER:		
	• TRANSPORTATION – VALILD PERMIT		
	• FOOD SUPPLY/ CATERING - CATERING CERTIFICATE		
	• ELECTRICAL SERVICES /AIRCONDITIONERS – CIDB REGISTERED		
	• WATER SUPPLY – CERTIFICATE TO SUPPLY WATER		
	• DISINFECTION / DEEP CLEANING / CLEANING SERVICES- MATERIAL DATASHEET		
	• CONSTRUCTION WORK – CIDB REGISTERED		

Completed registration form may emailed to scm.database23@vhembecollege.edu.za or hand delivered to Vhembe TVET College Central Office Site No 203 or via posted to Vhembe TVET College, Private Bag x2136, SIBASA, 0970

I ……., declare that the information furnished here is true and correct.

SIGNATURE: ……. DATE:……..

POSITION OF THE SIGNATORY:……..

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], 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 and/or employed by the College (.i.e **Lectures and Admin Staffs**)

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Database Forms.**

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[2]):

……..

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 database document? **YES / NO**
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the database forms.
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 the bid documents? **YES / NO**
2.9.1If so, furnish particulars.
……...
……..….

……

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 documents? **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 the contracts or quotations? **YES/NO**

2.11.1 If so, furnish particulars:

……

……

……

2.12 Do you or any of the directors / trustees / shareholders / members of the company have any partnership with any employee of the College **(i.e: Lecture or Admin Staff)?** **YES/NO**

2.12.1 If so, furnish particulars:

NB: This is related to any other company other than the one registering for College DATABASE

Details of College Employee:…….

Related Company Name: ……..…….

Company Registration No:……..

The Nature of the Relationship (e.g Director or Former Employee or Colleague):

……

3.1. Related company registering on the College database other than the one in Pg 12.1

3 Full details of directors / trustees / members / shareholders. Full Name	**Identity Number**	**Personal Tax Reference Number**	**State Employee Number / Persal Number**

3.2 Declaration and disclosure of all companies that are related to the Director and are also registered or intending to register in the College DATABASE **(Failure to disclose will lead to disqualification of your database form)**

Company Name	**CK No**	**Commodities registered or intending to register**	**Role (e.g. Director or Employee)**

NOTE

1. **THE COLLEGE WILL ONLY ALLOW THE DIRECTOR TO REGISTER ONE COMPANY ON THE DATABASE. THE DIRECTOR THAT IS ON MULTIPLE COMPANIES THAT ARE REGISTERED ON THE DATABASE UNDER THE SAME SERVICE (S) OR COMMODITIES WILL BE AUTOMATICAL BE DISQUALIFIED FOR TWELVE (12) MONTHS**

2. **ADD THE COMPANY THAT WON THE COLLEGE PUBLIC TENDER WHERE THE COMPANY WAS NOT REGISTERED ON THE COLLEGE DATABASE, WILL AUTOMATICAL BE ADDED ON THE DATABASE.**

3. **THE COMPANY THAT IS NOT COMPLYING WITH CIPC (COMPANIES AND INTELLECTUAL PROPERTY COMMISSION) WILL BE AUTOMATICAL DISQUALIFED.**

4 DECLARATIONS

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

DECLARATION OF PROVIDING GOODS AND/ SERVICES

I, ……. CERTIFY THAT I WILL ADHERE TO THE COLLEGE PURCHASE ORDER TERM OF DELIVERY OF SERVICES OR SUPPLY OF GOODS AND NON-COMPLIANCE WILL RESULTS IN MY COMPANY BEING REMOVED FROM THE DATABASE FOR A PERIOD OF TWELVE (12) MONTHS.

……	……
Signature	Date
……	……
Position	Name of bidder