



## APPLICATION FORM FOR LISTING ON ACCREDITED SUPPLIER DATABASE

REGISTRATION/EVALUATION CRITERIA: THE FOLLOWING CRITERIA WILL BE USED FOR EVALUATION OF THE REGISTRATION PROCESS

- VALID **ORIGINAL** SARS TAX CLEARANCE CERTIFICATE
- CERTIFIED COPY OF IDENTITY DOCUMENT
- PROOF OF BANKING
- PROOF OF COMPANY REGISTRATION (IF APPLICABLE)
- APPLICATION FORM DULY COMPLETED AND SIGNED

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO:**

**BY POST:** FINANCE DEPARTMENT  
SOUTH CAPE CENTRAL OFFICE  
PO BOX 10400  
GEORGE  
6530

**BY HAND:** FINANCE DEPARTMENT  
SOUTH CAPE CENTRAL OFFICE  
125 MITCHELL STREET  
GEORGE

**DATABASE ENQUIRIES:** TEL: (044) 884-0359 – MR D KOHLER  
E-MAIL: [deslin.kohler@sccollege.co.za](mailto:deslin.kohler@sccollege.co.za)

REGISTRATION ON SOUTH CAPE COLLEGE SUPPLIER DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE COLLEGE.

PLEASE BE ADVISED THAT AS A SUPPLIER OF SOUTH CAPE COLLEGE YOU WILL BE EVALUATED BASED ON YOUR PERFORMANCE.

THIS FORM IS ALSO AVAILABLE ON THE COLLEGE WEBSITE AT [www.sccollege.co.za](http://www.sccollege.co.za)

**FOR OFFICE USE ONLY**

**SUPPLIER NAME:** \_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_ **DATE CAPTURED:** \_\_\_\_\_

**CAPTURED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATABASE REGISTRATION NO:** \_\_\_\_\_



**CHECKLIST FOR SUPPLIERS (PLEASE TICK (✓) SUBMITTED DOCUMENTS)**

Certified copy of Identity Document (**Compulsory**)

Valid **Original** Tax Clearance Certificate (**Compulsory**)

Proof of Company Registration (certified copy) (**if applicable**)

Proof of Ownership/Shareholder Certificate (certified copy) (**if applicable**)

Proof of Banking ( Original Bank Statement or cancelled cheque) (**Compulsory**)

Valid Original (or certified copy) B-BBEE Verification Certificate

Proof of CIDB registration (if applicable)


**SECTION 1: BUSINESS PARTICULARS**

REGISTERED NAME OF BUSINESS: \_\_\_\_\_

BUSINESS TRADING NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

CONTACT PERSON (S) \_\_\_\_\_  
 \_\_\_\_\_

CELL NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_



**SECTION 2: TYPE OF BUSINESS**

PLEASE TICK (✓) APPROPRIATE BOX

PARTNERSHIP	<input type="checkbox"/>	SOLE PROPRIETOR	<input type="checkbox"/>	CLOSE CORP	<input type="checkbox"/>
COMPANY	<input type="checkbox"/>	PTY LTD	<input type="checkbox"/>	TRUST	<input type="checkbox"/>
OTHER (PLEASE SPECIFY)	<input type="checkbox"/>				<input type="checkbox"/>

**SECTION 2 2: PRINCIPAL BUSINESS ACTIVITIES**

(PLEASE DESCRIBE BRIEFLY)


**SECTION 3: NATURE OF OPERATION, PRODUCTS OR SERVICES**

PLEASE INDICATE THE NATURE OF OPERATION, PRODUCTS OR SERVICES APPLICABLE TO YOUR BUSINESS BY TICKING THE APPROPRIATE BOX

**NB: (Commodity classification)** Please note that you are allowed to tick a maximum of five (5) items under the commodities listed below. Only select those that are applicable to your business.

CODE	COMMODITY	✓	CODE	COMMODITY	✓
<b>100</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>		<b>300</b>	<b>GENERAL SUPPLIES</b>	
101	Office cleaning materials		301	Textbooks	
102	Consumables		302	Protective Clothing and uniforms	
103	Office supplies and stationery		303	Wholesalers	
104	Office furniture and Equipment		304	Retailers	
105	Corporate gifts		305	Supply and servicing of lawnmowers	
106	Flowers and plants		306	Garden Tools	
107	Printing, copying and photographic equipment and supplies		307	Sports and recreational equipment and goods	
108	Electronic equipment, including audio-visual equipment		308	Hairdressing products	
109	Household furniture, appliances and goods		309	Hairdressing equipment and accessories	
110	Food and refreshments		310	Hardware Supplies	
111	Employee name plates and badges		311	Fire protection equipment, goods and supplies	
112	Bedding and Linen		312	Security equipment, goods and services	
113	Cutlery and Crockery		313	Building equipment and accessories	



114	Laundry Equipment		314	Steel Supplies	
115	Guest supplies, e.g. wrap soaps		315	Construction Machinery	
116	Uniform				
117	Computer equipment				
118	Teaching and Learning material				
119	Industrial apparel and tools/kits				
<b>200</b>	<b>CONSTRUCTION SERVICES</b>		<b>400</b>	<b>GENERAL SERVICES</b>	
201	Electronic fencing		401	Catering services	
202	Carpentry		402	Courier services	
203	Plumbing		403	Accommodation and lodging	
204	Electrical installation		404	Furniture Removals	
205	Paving		405	Travel and accommodation services	
206	Fencing		406	Cleaning services- Office	
207	Earthworks, drilling and landscaping		407	Interior decorating	
208	General building work		408	Video and photography	
209	Painting		409	Laundry and dry-cleaning services	
210	Air conditioning and refrigeration		410	Gardening services	
211	Roof repairs and water proofing		411	Carpet and upholstery cleaning	
213	Locksmiths		412	Transport Services	
<b>500</b>	<b>PROFESSIONAL SERVICES</b>		413	Security Services	
501	Accounting, auditing and management services		414	Pest control and removal services	
502	Architectural services		415	Irrigation services	
503	Advertising		416	Picture framing	
504	Asset Management services		417	Storage	
505	Communications services		418	Auctioneering services	
506	Editing servicing		419	Conference venue	
507	Media monitoring		420	Translation and Interpretation services	
508	Graphic design		421	Health care	
509	Financial management consulting		423	Driving school	
510	Investment fund management consultants		424	Events and functions management	
511	Insurance services		425	Hairdressing	
512	Specialised tax consultants		426	Student accommodation- less than 10 (no. of students)	
514	Risk Management services		427	Student accommodation - between 10 – 50 (no. of students)	
515	Debt Collection		428	Student accommodation – above 50 (no. of students)	
516	Legal services- contracts		429	Disc Jockey (DJ) Services	
517	Legal services- conveyancing				
518	Legal services- litigation and opinion		<b>600</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
519	Legal services- other				
520	Banking services		601	Alarm and tracking systems	
521	Consulting services- Electrical, Civil, Mechanical		602	Servicing of vehicles	
522	Consulting services- Project		603	Spares and parts	
			604	Panel beating	
			605	Tyres and tubes	
			606	Towing services	



	Management			
523	Consulting services- Environmental		607	Vehicle hire
524	Consulting services- other		608	Vehicle fleet management
525	Engineering services			
526	Occupational Health and safety services		<b>700</b>	<b>OTHER</b>
527	Business process analysts			
528	Quantity surveyors			
529	Pharmaceutical			
530	Veterinary services			
531	Medical services			
532	Supply Chain/Procurement consultants			
533	Tourism and marketing consultants			
534	Filing and archiving consultants			
535	Education and Training			
536	Human Resource- Employee Wellness			
537	Human Resource- Training and Development			
537	Human Resource- Organisational development			
538	Human Resource – Performance Management			
539	Human Resource- Other			
540	Labour relations consultants			
541	Workshop facilitation			
542	Web maintenance and development			
543	Valuer			

#### SECTION 4: DECLARATION BY SUPPLIER

4.1 Please indicate whether you or a director, manager, principal shareholder’s spouse, child, parent, brother or sister and their spouse of your enterprise is/are or has/have been in the service of the State in the previous twelve months.

YES  NO

If yes, please furnish particulars:


4.2 Please indicate whether you or a director, manager, principal shareholder have any relationship (family, friend or other) with a person employed by South Cape College?

YES  NO

If yes, please furnish particulars:




4.3 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company of person prohibited from doing business with the public sector?

YES  NO

If yes, please furnish particulars:


4.4 Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

YES  NO

If yes, please furnish particulars:


4.5 Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

YES  NO

If yes, please furnish particulars:




**SECTION5: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED**

I/we, the undersigned, warrant(s) that I am/we are duly authorised to do so and on behalf of

(Company Name) .....declare that:

- 1. That the information contained in this document is correct.
- 2. All copies of relevant documentation are attached.

If the information supplied is found to be incorrect then South Cape College in addition to any remedies, it may have; may

- (i) recover from you / your enterprise all costs, losses or damages incurred or sustained by the College as a result of the award of the contract, and/or
- (ii) cancel the contract and claim any damages which the College may suffer by having to make favourable arrangements after such cancellations, and/or
- (iii) impose a penalty as provided in the Tender Documents, and/or
- (iv) take any other action as may be deemed necessary.

SIGNATURE: _____	SIGNATURE: _____
NAME: _____	NAME: _____
CAPACITY: _____	CAPACITY: _____
ID NO: _____	ID NO: _____
TEL NO: _____	TEL NO: _____
BUSINESS ADDRESS: _____	
_____	

**COMMISSIONER OF OATHS:**

Signed and sworn to before me at .....  
on this the ..... day of..... 20..... by the Deponent(s),who  
acknowledged that he/she/they know(s) and understand(s) the contents of this document, that it is true and  
correct to the best of his/her/ their knowledge and that he/she/they have no objection to taking the prescribed  
oath, and that the prescribed oath will be binding on his/her/their conscience.

SIGNATURE AND OFFICIAL STAMP: .....