



agriculture & rural development

Department:
agriculture
& rural development

PROVINCE OF KWAZULU-NATAL

GUIDELINE FOR THE COMPLETION OF THE VENDOR DATABASE REGISTRATION FORM

1. Introduction

Guided by the Public Finance Management Act, Act No. 1 of 1999 and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, as well as the relevant prescriptive regulations and practice notes issued by the relevant Treasuries, the KwaZulu-Natal Department of Agriculture & Environment Affairs has developed a supplier database from which quotations will be sourced from prospective suppliers for goods and/or services required by the Department.

The intention of the Department is to streamline its processes to ensure effective and efficient expenditure control within its supply chain, whilst still ensuring that the Department meets its service delivery goals, contributes to the development of the local economy and meets its goals in terms of Broad Based Black Economic Empowerment.

As a result, the Department has developed a supplier database to assist in this process. As part of this process, a supplier database registration form has been developed to ensure that the correct information which is required by the Department for each supplier is on hand. In order to assist prospective suppliers who intend on registering on the Departments supplier database, this set of guidelines has been provided to assist prospective suppliers in the completion of the supplier database registration form.

It is important that applicants understand each of the requirements for registration contained in this guide before completing the supplier database registration form. If further information is required the applicant may also contact the Department as follows:

**Mr M.W. Ndlela -(033) 343 8015 or Mr. V. Mkhonza -(033) 355 9169 or
Mr. S.E. Mncadi (033) 355 9585.**

It is important for any applicant to note that the successful registration on the Departments supplier database does not guarantee the applicant any business opportunities. The Department is subject to its Supply Chain Management Policy, the relevant legislation and general conditions of contract when sourcing quotations and/or bids from prospective suppliers. The Department reserves the right to have a list of prospective suppliers and to utilise these suppliers on a rotational basis.

2. General Conditions of Registration

- a) The supplier database registration form must be completed in full by the applicant, signed and commissioned by a Commissioner of Oaths, only the original application with an original signature/s will be accepted;
- b) The **compulsory pre-requisite for registration** on the Department of Agriculture & Environment Affairs supplier database is that any applicant **must be registered** on the KwaZulu-Natal Provincial Treasury supplier database and must have a KZN (previously ZNT) number;
- c) It should be noted that the Department reserves the right to accept or reject any application made by a prospective supplier;
- d) The Department reserves the right to verify any information contained in the applicants supplier database registration form through an internal vetting process. Any discrepancies which may arise during this process may result in the applicant being unsuccessful in the registration process;
- e) Applicants who have failed to submit and/or complete the minimum requirements on the supplier database registration form will result in their application not being processed;
- f) All mandatory fields in the supplier database registration form must be completed, non-mandatory fields which are applicable to your business must also be completed, if not applicable your business, kindly indicate so by completing the field with "N/A";
- g) All relevant attachments must be attached to the supplier database registration form and should be either the original or certified copy of the document. Applicants are urged to complete the checklist of attached documents on the cover of the supplier database registration form;
- h) Any registered supplier will be subjected to regular performance reviews and could be deregistered from the supplier database if the required service levels are not met;
- i) The supplier database registration form must be completed in ink;
- j) Any alterations made by the applicant on the supplier database registration form must be initialled by the applicant. The use of correction fluids will not be permitted;
- k) Registered suppliers will be contacted by the Department telephonically and/or via fax for the sourcing of quotations. It is therefore imperative that any applicant who submits a supplier database registration form include proper contact details on the registration form. The Department may choose to verify this information during the pre-screening and verification process of an application.

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- l) The onus shall rest upon the applicant to inform the Department of any changes to the status and/or information of the applicants business, in which case certified proof together with a new supplier database registration form and attached documents will be required to effect the changes;
 - m) The Department will not be liable for any consequence whatsoever which may arise due to the failure of an applicant to update their information on the database when any change occurs in the business or business information which affects this registration;
 - n) A company profile will not be accepted as a substitute for the supplier database registration form; and
 - o) Where available, applicants are urged to provide information of the goods and/or services offered by them, as well pricing of goods and/or services for cataloguing purposes together with their supplier database registration form.

3. Guidelines and Instructions for the Completion of the Supplier Database Registration Form

In this section, detailed instructions and guidelines are provided for the completion of each section of the supplier database registration form. Applicants are urged to read through these guidelines and instructions before completing the information in the supplier database registration form.

3.1. Section A: Business Registration Information

Information required in this section relates to the applicants business registration with the appropriate authority. In addition, details of the applicant's registration on the KwaZulu-Natal Provincial Treasury supplier database are required.

Applicants **must** submit, as an attachment to the supplier database registration form, certified copy/copies of the applicant's business registration documents. Below is a table of each entity type and the applicable business registration documents per entity type which need to be submitted:

Entity Type	Business Registration Document/s Required
Sole Proprietor	Certified copy of Identity Document
Partnership	Certified copy of Partnership Agreement
Public Company (Ltd)	Certified copy of CM1 (Certificate of Incorporation), CM22, CM29/CM29/2
Private Company (Pty) Ltd	Certified copy of CM1/CM3 (Certificate of Incorporation), CM22, CM29/CM29/2
Close Corporation (CC)	Certified copy of CK1 and CK2 (if applicable)
Trust	Certified copy of Trust Deed
Co-operative	Certified copy of Proof of Registration with the Directorate Co-operatives
Joint Venture	Certified copy of the Joint Venture Agreement
Non-Governmental Organisation	Certified copy of the NPO registration document

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section A of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p>Registration Number</p> <ul style="list-style-type: none"> ✓ The registration number field refers to the number allocated to a business entity by the relevant registering authority. ✓ The business registration number can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ Sole Proprietors need to provide the ID number of the owner/proprietor of the business. ✓ This field is mandatory.
2	<p>Registered Name</p> <ul style="list-style-type: none"> ✓ The registered name field refers to the legal name of the business. ✓ The business registered name can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ This field is mandatory.
3	<p>Trade Name</p> <ul style="list-style-type: none"> ✓ The trade name field refers to name by which the business trades. ✓ The business trading name can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ This field is mandatory.
4	<p>Entity Type</p> <ul style="list-style-type: none"> ✓ The entity type field refers to the applicant's business type, i.e. Close Corporation, Private Company, etc. ✓ The business entity type can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ Select the relevant field by marking the appropriate box with an X. ✓ Only one entity type can be selected. ✓ This field is mandatory.

5	<p><i>Date of Incorporation</i></p> <ul style="list-style-type: none"> ✓ This field refers to the date the business entity was registered by the relevant registration authority. ✓ The date of incorporation can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ This field is mandatory.
6	<p><i>Date Entity Commenced Trading Activities</i></p> <ul style="list-style-type: none"> ✓ This field refers to the date the business entity began trading/operations. ✓ The date the entity commenced business can be located on the business registration documents and/or founding documents of the enterprise, i.e. CIPC/CIPRO Company Registration Documents, Partnership Agreements, Trust Deed, etc. ✓ This field is mandatory.
7	<p><i>KZN Provincial Treasury Database Number</i></p> <ul style="list-style-type: none"> ✓ Upon registration on the KZN Provincial Treasury Database, an entity is allocated a KZN Database Number. ✓ If the applicant entity has a ZNT number (old KZN Provincial Treasury Database) or a Temporary KZN provincial Treasury Database number, it is advised that the entity immediately contact the KZN Provincial Treasury and register on the new KZN Provincial Treasury Database to obtain a KZN Database Number (the previous database is obsolete). ✓ A vendor must be registered on the KZN Provincial Treasury supplier database. ✓ This field is mandatory.

3.2. Section B: Business Contact Information

Information required in this section of the supplier database registration form includes the contact details of the applicant. This information is important to the Department for contacting prospective suppliers to submit quotations/bids for goods and/or services required, the development of sourcing strategies and identifying areas where the Department has indirectly contributed to economic development.

Applicants **must** ensure that a certified copy of a utility bill or letter from a local Councillor is submitted as proof of address. The Department may choose to conduct a site visit to your businesses physical address during the pre-screening and vetting process to be carried out.

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section B of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Business Physical Address</i></p> <ul style="list-style-type: none">✓ Applicants must complete the business physical address field with the address of the physical location of the business, i.e. the premises from which the entity operates.✓ This field is mandatory.
2	<p><i>District Municipality</i></p> <ul style="list-style-type: none">✓ Applicants must complete the district municipality field with the relevant district municipality name within which the business entity's physical address falls in, e.g. if the applicants business is located within the Durban city, the applicable district municipality to be filled in would be the eThekweni Metro Municipality.✓ This field is a mandatory field.
3	<p><i>Province</i></p> <ul style="list-style-type: none">✓ Applicants must complete the province field with the relevant province name within which the business entity's physical address falls in, e.g. if the applicants business is located within the Durban city, the applicable province to be filled in would be KwaZulu-Natal.✓ This field is a mandatory field.
4	<p><i>Business Postal Address</i></p>

	<ul style="list-style-type: none"> ✓ Applicants must complete the business postal address field with the postal address of the business, i.e. the address at which any notices, etc may be sent to. ✓ This field is mandatory.
5	<p>Telephone Number</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the telephone contact number of the entity. ✓ Applicants are urged to complete this information so that the Department may contact the prospective supplier to request quotations. ✓ This field is mandatory.
6	<p>Alternate Telephone Number</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide an alternative telephone contact number of the entity, if applicable.
7	<p>Fax Number</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the fax contact number of the entity. ✓ Applicants are urged to complete this information so that the Department may send faxed request for quotations to a prospective supplier. ✓ This field is mandatory.
8	<p>Mobile Number</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide a mobile (cellular) telephone contact number for the entity, if applicable.
9	<p>Email Address</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide a mobile (cellular) telephone contact number for the entity, if applicable.
10	<p>Website Address</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide a website address for the entity, if applicable.
11	<p>Preferred Method of Contact</p> <ul style="list-style-type: none"> ✓ Select a preferred method of communication, i.e. via telephone, fax, email or sms, by marking the appropriate box with an X. ✓ This field is mandatory.
12	<p>Contact Person/s</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide a contact person/s for the entity. ✓ The name and capacity, i.e. designation/position, for each contact person. ✓ Atleast one contact person's details are mandatory.

3.3. Section C: Banking and Tax Information

Applicants are requested to provide the Department with information regarding their banking details and tax status by completing this section.

A certified copy of the applicant's latest bank statement **must** be attached to the applicants supplier database registration form. In addition, **a valid original tax clearance certificate issued by the South African Revenue Service (SARS) is a mandatory requirement** and should be attached to the supplier database registration form.

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section C of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p>Banking Details</p> <ul style="list-style-type: none">✓ Applicants must provide the Department with the banking details of the business, including the Banking Institution (i.e. Name of the Bank), Branch Name, Branch Code, Name of the Account Holder, the Account Number and the type of Bank Account (i.e. Savings, Current, Cheque, etc).✓ This field is mandatory.
2	<p>Tax Information</p> <ul style="list-style-type: none">✓ Applicants are requested to provide details of their tax registration information, including Income Tax Registration, VAT Registration, PAYE Registration, SDL Registration and UIF Registration.✓ For each tax type, applicants must indicate if they are registered or not by marking the appropriate box (Yes/No) with an X, and provide a reference number if "Yes" is selected.✓ Applicants will be able to find this information on the applicant's tax clearance certificate.✓ This field is a mandatory field.
3	<p>Tax Clearance Certificate Information</p>

	<ul style="list-style-type: none"> ✓ Applicants must complete the relevant fields with the necessary information in addition to providing the Department with a valid original Tax Clearance Certificate, i.e. the Tax Clearance Certificate number, approval date and expiry date. ✓ The relevant information to be completed can be found on the applicants Tax Clearance Certificate. ✓ The Department may choose to verify the authenticity of the certificate during its pre-screening and vetting process. ✓ This field is a mandatory field.
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3.4. Section D: Ownership Information

Applicants who wish to be successfully registered on the Department of Agriculture & Environment Affairs supplier database must provide the Department with ownership information of their business entity, including percentage shareholding information in terms of Broad Based Black Economic Empowerment.

This section of the supplier database registration form is **mandatory for all applicants**. Certified copy/copies of each shareholders/members/owners/partners/trustees/beneficiaries Identity document **must** be attached to the supplier database application form. Where the shareholder/member/owner/partner/trustee/beneficiary is an entity other than individual person, the registration documentation of such entity **must** be attached. In addition, proof of disability for any disabled shareholders **must** be attached.

The table which follows provides descriptions/guidelines/instructions for the completion of each field contained in the first table of section D of the supplier database registration form:

Field/Column No.	Instructions and/or Guidelines
1	<p>Number (NO.)</p> <ul style="list-style-type: none"> ✓ Applicants must provide the Department with the ownership details of each owner in the business using a sequential numbering format (this numbering format will be used as a reference for each owner in the percentage ownership table), i.e. 1, 2, 3, etc. ✓ An example is provided in the supplier database registration form, applicants are urged to follow the example provided. ✓ This field is mandatory.
2	<p>Type</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the type of owner for each owner. Please note that owners can be two types only, i.e. Individual or Entity. ✓ This field is a mandatory field.
3	<p>Full Name/Name of Business</p> <ul style="list-style-type: none"> ✓ Applicants must provide the full name of the owner (for individual owner types) and/or the name of the business (for entity owner types). ✓ This field is a mandatory field.
4	<p>SA Identity Number/Business Registration Number</p> <ul style="list-style-type: none"> ✓ Applicants must provide the identity number of the owner (for individual owner types) and/or the business registration number of the business (for entity owner types). ✓ This field is a mandatory field.
5	<p>Capacity</p> <ul style="list-style-type: none"> ✓ Applicants must provide the capacity of the within the business. ✓ Proprietor should be used for Sole Proprietors. ✓ Member should be used for Close Corporations. ✓ Partner should be used for Partnerships. ✓ Shareholder should be used for Companies. ✓ Trustee and/or Beneficiary should be used for Trusts. ✓ This field is a mandatory field.
6	<p>Ownership %/Member/Partnership/Trust Interest</p> <ul style="list-style-type: none"> ✓ Applicants must provide the ownership percentage or interest in the business for each owner. ✓ The percentage ownership/interest must sum, i.e. add up, to 100%. ✓ This field is a mandatory field.
7	<p>Gender</p>

	<ul style="list-style-type: none"> ✓ Applicants must provide the gender of each owner by selecting the appropriate box, i.e. Male (M) or Female (F). ✓ Where the owner type is an entity, this field is not applicable. ✓ This field is a mandatory field where the owner type is an individual.
8	<p><i>SA Citizen</i></p> <ul style="list-style-type: none"> ✓ Applicants must indicate whether each owner is a South African citizen (for individual owner types) or South African Incorporated business entity (for entity owner types) by selecting the appropriate box, i.e. Yes (Y) or No (N). ✓ This field is a mandatory field.
9	<p><i>SA Citizen before 27 April 1994</i></p> <ul style="list-style-type: none"> ✓ Applicants must indicate whether each owner was a South African citizen before 27 April 1994 (for individual owner types) or South African Incorporated business entity (for entity owner types) by selecting the appropriate box, i.e. Yes (Y) or No (N). ✓ This field is a mandatory field.

The table which follows provides descriptions/guidelines/instructions for the completion of each field contained in the second table of section D of the supplier database registration form:

Field/Column No.	Instructions and/or Guidelines
1	<p><i>Number (NO.)</i></p> <ul style="list-style-type: none"> ✓ Applicants must provide the Department with the ownership percentages in terms of BBBEE for each owner in the business using the same sequential numbering format as the previous table, i.e. the percentage ownership information for owner no. 1 must be completed for owner no. 1 in the previous table. ✓ An example is provided in the supplier database registration form, applicants are urged to follow the example provided. ✓ This field is mandatory.
2 - 9	<p><i>BBBEE Ownership Percentage Information</i></p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the percentage ownership for each owner according to the following demographic categories, i.e. African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative, Other. ✓ An example is provided in the supplier database registration form, applicants are urged to follow the example provided. ✓ Please ensure you provide a total per category by adding up each owner's percentage for each applicable category. ✓ This field is a mandatory field.

3.5. Section E: Small, Medium & Micro Enterprise Information

All qualifying Small, Medium and Micro Enterprises (SMME's) applying for registration on the Department of Agriculture & Environment Affairs supplier database must complete Section E of the supplier database registration form.

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section E of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>SMME Status Table</i></p> <ul style="list-style-type: none"> ✓ The first column (A) within this table, i.e. Sector, indicates each industrial sector. ✓ Column B which indicates the number of full time paid employees within the applicants business must be completed by the applicant by selecting the appropriate box for each criteria within column B for the applicants applicable sector in Column A (i.e. Medium, Small, Very Small and Micro). ✓ Column C which indicates the annual turnover in millions of the applicants business must be completed by the applicant by selecting the appropriate box for each criteria within column C for the applicants applicable sector in Column A (i.e. Medium, Small, Very Small and Micro). ✓ Column D which indicates the total gross asset value (excluding fixed property) in millions of the applicants business must be completed by the applicant by selecting the appropriate box for each criteria within column D for the applicants applicable sector in Column A (i.e. Medium, Small, Very Small and Micro). ✓ This table can be used as a guide by qualifying SMME's to determine their SMME status.
2	<p><i>SMME Status</i></p> <ul style="list-style-type: none"> ✓ Applicants are requested to indicate the appropriate SMME Status of the applicant using the SMME Status Table completed above as a guide by marking the appropriate box with an X.
3	<p><i>Annual Turnover</i></p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the annual turnover of the business in rand value (R) for the last financial year.
4	<p><i>Number of Permanently Employed Paid Employees</i></p>

	<ul style="list-style-type: none"> ✓ Applicants are requested to provide the number of permanently paid employees within the applicants business.
5	<p>Total Gross Asset Value (Excluding Fixed Property)</p> <ul style="list-style-type: none"> ✓ Applicants are requested to provide the total gross asset value excluding fixed property in rand value (R) within the applicants business.

3.6. Section F: BBBEE Status Level of Contributor

Applicants who are applying for registration on the Department of Agriculture & Environment Affairs supplier database are urged to provide the Department with their BBBEE status information. This information is critical for the evaluation of quotations and/or bids in accordance with the guidelines issued in terms of the Preferential Procurement Regulations, 2011.

Applicants are ***urged to submit a valid certified copy of their businesses BBBEE Certificate issued by an Accredited Verification Agency.*** For those applicants who qualify as an ***Exempted Micro Enterprise*** (i.e. Entities with an annual turnover of less than R 5 000 000.00 per annum), ***a letter/certificate stating such from the applicants Registered Auditor, Accounting Officer or Accredited Verification Agency must be provided. Failure to submit the relevant documentation will result in your business being registered as a non-compliant contributor.***

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section F of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Qualifying Exempted Micro Enterprise</i></p> <ul style="list-style-type: none"> ✓ Applicants must indicate whether their business is a Qualifying Exempted Micro Enterprise, i.e. the business has an annual turnover which is below R 5 000 000, 00 per annum, by marking the appropriate box with an X. ✓ This is a mandatory field.
2	<p><i>Letter/Certificate from a Registered Auditor, Accounting Officer or Accredited Verification Agency Submitted</i></p> <ul style="list-style-type: none"> ✓ Applicants, who qualify as Exempted Micro Enterprises and have answered “Yes” in 1

	<p>above, must indicate if they have submitted a letter/certificate from a Registered Auditor, Accounting Officer or Accredited Verification Agency.</p> <ul style="list-style-type: none"> ✓ Failure to submit the required certification will result in the entity being registered as a non-compliant contributor. ✓ This field is a mandatory field.
3	<p>Valid BBBEE Certificate issued by an Accredited Verification Agency Submitted</p> <ul style="list-style-type: none"> ✓ Applicants, who have answered “No” in 1 above, must indicate if they have submitted a valid BBBEE Certificate from an Accredited Verification Agency. ✓ Failure to submit the required certification will result in the entity being registered as a non-compliant contributor. ✓ This field is a mandatory field.
4	<p>BBBEE Certificate Number</p> <ul style="list-style-type: none"> ✓ Applicants must provide the BBBEE Certificate Number if such certificate has been submitted. This number will be indicated on the certificate.
5	<p>BBBEE Certificate Date</p> <ul style="list-style-type: none"> ✓ Applicants must provide the date of issue of the BBBEE Certificate if such certificate has been submitted. This date will be indicated on the certificate.
6	<p>BBBEE Certificate Expiry Date</p> <ul style="list-style-type: none"> ✓ Applicants must provide the date that the BBBEE Certificate expires if such certificate has been submitted. This date will be indicated on the certificate.
7	<p>Procurement Recognition Level</p> <ul style="list-style-type: none"> ✓ Applicants must provide the BBBEE Procurement Recognition Level of the business entity indicated on the BBBEE Certificate if such certificate has been submitted. This percentage will be indicated on the certificate.
8	<p>BBBEE Status Level of Contributor</p> <ul style="list-style-type: none"> ✓ Applicants must provide the BBBEE level of the business, i.e. Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8 or Non-compliant Contributor, by marking the appropriate level with an X. ✓ Only one level can be selected. ✓ Entities who have not submitted a valid BBBEE Certificate issued by an Accredited Verification Agency must select the Non-compliant Contributor Level. ✓ Qualifying Exempted Micro Enterprises who not submitted a letter/certificate from a Registered Auditor, Accounting Officer or Accredited Verification Agency must select

	<p>the Non-compliant Contributor Level.</p> <ul style="list-style-type: none"> ✓ Exempted Micro Enterprises who have submitted a letter/certificate from a Registered Auditor, Accounting Officer or Accredited Verification Agency are deemed to have a Level 4 status. ✓ In instances where the Exempted Micro Enterprise who has submitted a letter/certificate from a Registered Auditor, Accounting Officer or Accredited Verification Agency and is more than 50% owned by black people, such entity will be deemed a to have a Level 3 status. ✓ This field is a mandatory field.
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3.7. Section G: Areas of Operation

Applicants are required to indicate the areas within which their businesses are able to operate, i.e. the geographical areas which your business is able to serve. For purposes of the Department, the areas have been classified into the District Municipalities within the KwaZulu-Natal Province. Applicants are urged to complete this section with due care. Site visits and periodic reviews of supplier performance may be instituted to ensure the information provided in this section is accurate.

The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section G of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Areas of Operation</i></p> <ul style="list-style-type: none"> ✓ Applicants must indicate the areas within which their businesses operate and are able to offer their services by marking the appropriate box with an X. ✓ This is a mandatory field.

3.8. Section H: Goods and/or Services Offered

Applicants must complete this section by indicating the relevant goods and/or services offered by their businesses.

Where possible, applicants may supply the Department with a price list/catalogue of the goods and/or services offered by the applicant. The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section H of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Goods and/or Services</i></p> <ul style="list-style-type: none">✓ Applicants must indicate goods and/or services offered by the applicant by marking the appropriate box with an X.✓ Please note that a maximum of four (4) goods and/or services items can be selected. If the applicant selects more than four (4) goods and/or services items, only the four (4) will be selected.✓ This field is a mandatory field.

3.9. Section I: Accreditation Information

The Department requires mandatory certification/registration/accreditation for the following goods and/or services items in Section H:

1. Construction Services (CIDB Registered Contractors);
2. Security Services (PSIRA Accredited); and
3. Cleaning Services (Bargaining Council Registered).

In addition to the above mandatory certification/registration/accreditation, applicants are urged to provide information of any other applicable certification/registration/accreditation which the entity has.

Certified copy/copies of the relevant accreditation/registration certificates **must** be submitted. The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section I of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p>CIDB Accredited</p> <ul style="list-style-type: none"> ✓ Applicants who selected the goods and/or services item Construction Services (CIDB Registered Contractors) must complete this field by marking the appropriate box with an X. ✓ This field is a mandatory field.
2	<p>CIDB Accreditation Information</p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 1 above must complete this field. ✓ Applicants are requested to provide the name of the Accreditation Institute, Accreditation Number and CIDB Number. ✓ Applicants must indicate their relevant CIDB grade and category by marking the appropriate boxes with an X.
3	<p>PSIRA Accredited</p> <ul style="list-style-type: none"> ✓ Applicants who selected the goods and/or services item Security Services (PSIRA Accredited) must complete this field by marking the appropriate box with an X. ✓ This field is a mandatory field.
4	<p>PSIRA Accreditation Information</p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 3 above must complete this field. ✓ Applicants are requested to provide the PSIRA Registration Number and Certificate Number.
5	<p>Bargaining Council Registered</p> <ul style="list-style-type: none"> ✓ Applicants who selected the goods and/or services item Cleaning Services (Bargaining Council Registered) must complete this field by marking the appropriate box with an X. ✓ This field is a mandatory field.
6	<p>Bargaining Council Registration Information</p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 5 above must complete this field. ✓ Applicants are requested to provide the type of Bargaining Council Registration, Registration Number and Certificate Number.
7	<p>Other Accreditations</p> <ul style="list-style-type: none"> ✓ Applicants must indicate if they have any other applicable accreditations by marking

	<p>the appropriate box with an X.</p> <ul style="list-style-type: none"> ✓ This field is a mandatory field.
8	<p>Other Accreditation Information</p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 7 above must complete this field. ✓ Applicants are requested to provide the name of the Accreditation Institution, Registration Number and Certificate Number.

3.10. Section J: Previous Business Information

Applicants whose business entities have existed under a different name previously are required to provide such information. The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section J of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Did the Business Previously Exist Under a Different Name</i></p> <ul style="list-style-type: none"> ✓ Applicants must complete this field by marking the appropriate box with an X. ✓ This field is a mandatory field.
2	<p><i>Previous Business Name</i></p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 1 above must complete this field. ✓ Applicants are requested to provide the previous business name under which the business traded.
3	<p><i>Previous Business Registration Number</i></p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 1 above must complete this field. ✓ Applicants are requested to provide the previous business registration number issued by the relevant registration authority of the business.
4	<p><i>Previous KZN Provincial Treasury Registration Number</i></p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 1 above must complete this field. ✓ Applicants are requested to provide the previous KZN Provincial Treasury database registration number of the business.

3.11. Section K: Previous Business Experience

Applicants are requested to provide details of any previous business experience, where applicable. The table that follows provides descriptions/guidelines/instructions for the completion of each field contained in section J of the supplier database registration form:

Field No.	Instructions and/or Guidelines
1	<p><i>Has the Business Conducted Business with a Public Sector Institution Before</i></p> <ul style="list-style-type: none"> ✓ Applicants must complete this field by marking the appropriate box with an X. ✓ This field is a mandatory field.
2	<p><i>Previous Business Name</i></p> <ul style="list-style-type: none"> ✓ Applicants who indicated “Yes” in 1 above must complete this field. ✓ Applicants are requested to provide the details of at least one (1) but not more than three (3) references. ✓ For each reference, the Institution Name who awarded the applicant work, the order number, the order date, the value of the contract and a short description of the work completed is required.
3	<p><i>Previous Core Business Experience</i></p> <ul style="list-style-type: none"> ✓ Applicants who indicated “No” in 1 above must complete this field. ✓ Applicants are requested to provide adequate details of any previous experience of the business related to its core operations.

3.12. Section L: Declaration of Interest

All applicants **must** complete a declaration of interest which has been included in section L of the supplier database registration form. This information is mandatory and required by the Department in terms of the Supply Chain Management regulations issued by National Treasury.

3.13. Section M: Certification of Correctness of Information

All applicants **must** complete the certificate of correctness of information section in the supplier database registration form and ensure that the form is commissioned by a commissioner of oaths. This is mandatory section for all applicants.