



# SUPPLIER DATABASE APPLICATION FORM FOR CO-OPERATIVES

Supplier No:	
<b>For Office Use Only</b>	

## SUBMISSION DETAILS OF DATABASE FORM

POSTAL ADDRESS:	SUPPLIER BOX ADDRESS:	ENQUIRIES: Ms Babalwa Ntlama
P.O. Box 11197, Southernwood, 5213	<b>East London:</b> ECDC House, Ocean Terrace Park, Moore Street, Quigney, East London, 5211  <b>Mthatha:</b> <a href="#">7 Sisson Street, Fortgale, Mthatha, 5099</a>  <b>Butterworth:</b> <a href="#">24 High Street, Butterworth, 4960</a>  <b>Queenstown:</b> 118 Ebden Street Queenstow  <b>Port Elizabeth:</b> <a href="#">35A, 3<sup>rd</sup> Avenue, Newton Park, Port Elizabeth</a>	(043) 704-5600 <a href="mailto:tenders@ecdc.co.za">tenders@ecdc.co.za</a>

## GENERAL CONDITIONS:

Business opportunities:	Please note that the successful registration a Co-operative in ECDC's Supplier Database in no way whatsoever implies a guarantee of work or constitute any contractual relationship between your business and ECDC.
Cancellation of registration:	ECDC reserves the right to cancel the registration of the business if the business has given incorrect or false information in the application form or any correspondence relating to the application; failed to inform ECDC of any changes in the particulars as furnished in the application; failed to comply with any conditions of any contract that may have been awarded to the business; failed to respond to requests for price quotations; or if the business has acted in an improper, fraudulent or corrupt manner.
Changes to particulars:	Please keep a copy of this application form and all supporting documents for your records. Should any data change during the year, especially changes in your Company, B-BBEE status, ECDC must be notified immediately, in writing, to update your data accordingly. Should a contract be awarded to a business as a result of incorrect information, ECDC shall have the right to, in addition to any other remedy that it may have in terms of the Preferential Procurement Regulations, cancel the contract and claim damages.
Confidentiality:	All information provided by yourself will be treated with the strictest confidentiality and only be used by ECDC to verify the information supplied in the application form.
Details submitted:	The details submitted will be used by ECDC in a database format, mainly for identifying business that can be approached when price quotations are to be invited, To this end, it is imperative that you complete your details correctly, consider your skills and expertise carefully and link to the products and services you supply carefully. Failure to do so will jeopardise any opportunity which you might have to obtain project work from ECDC.
<b>CSD Central Supplier Database</b>	<b>The information supplied must be in line to that of the CSD.</b>
Envelope:	The envelope containing your details, should be clearly marked: <b>"ATTENTION BABALWA NTLAMA: SUPPLIER DATABASE APPLICATION FOR COOPERATIVES"</b>
Incomplete information:	Applications that are incomplete or which are not accompanied by the documents required, will not be considered.
Registration:	Your registration will be completed, and once verified, will be approved. You will be issued with a Supplier Registration Number which must be used in all future communication with the ECDC.
Required documentation:	Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached. Failure to do so may result in your application being rejected.

**SECTION 1: SUPPLIER DETAILS**

<b>Registered Business Name</b> (Same as CSD)					
<b>Trading Name</b> (if different from above)					
<b>Registration Number</b> (attach entity registration document should be aligned to that of CSD)					
<b>Business type</b> (tick to verify that the Business type is a Co-Op)		<b>Co-operative (Co-op)</b> (The Service Provider by ticking confirms that the establishment of the Co-operative is complying with the requirements of the Co-operative Act of 2005 in terms of the number of members. Service Provider to Attach CK Document)			<b>Tick Box to confirm</b> <input type="checkbox"/>
<b>Contact Person</b>		<b>Direct Phone No.</b>			
Physical Address (Main Office)		Postal Address (Main Office)			
		Code		Code	
Office Telephone No.		Facsimile No.			
E-mail address:		Web-site URL:			
District Municipality		Local Municipality			
Number of other branches – List Cities					

**STATUTORY COMPLIANCE STATUS** (\*Denotes supporting documents to be attached to this application upon submission)

<b>*B-BBEE level</b> (Attach Supporting Document)		<b>% Black Ownership</b> (To be aligned to CSD)		<b>% Black Women Ownership</b> (To be aligned to CSD)	
<b>Income Tax No.</b> (To be aligned to CSD)			<b>VAT registration No.</b> (To be aligned to CSD)		
Skills Development No.			PAYE No.		
U.I.F. No.			*Workman's Compensation No.		

**ANNUAL TURNOVER (tick where applicable)**

<b>Exempted Micro Enterprises</b> (R0 – R10M turnover)		<b>Qualifying Small Enterprises</b> ( Above R10 – R50M turnover)		<b>Large Enterprises</b> (over R50M turnover)	
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**MEMBERSHIP OF A PROFESSIONAL BODY / ORGANISATION** (\*Membership certificate to be attached)

*Security Officers' Board Registration No.		*CIDB Contractors' Registration No. and Level	
*Institute of Business Advisors		*South African Institute of Chartered Accountants	
*Chartered Institute of Management Accountants		*National Contract Cleaners Association	
*Other			

**SECTION 2: OWNERS' DETAILS**

(List all the Members – Compulsory) x ( Same as CK Document and CSD)

First Name	Surname	I.D. Number	Tax Ref.	Designation	% Share	Race	Gender	Disabled
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Number of Founding Members (as registered at CIPC):				Number of Employees:			
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<b>Demographic Profile</b>	No. of Males:	No. of Females:	No. of Youth (18 -35 yrs.):	No. of Disabled:
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**SECTION 3: PRODUCTS/SERVICES**

Please list the products and services that the Entity is able to provide and indicate whether these are provided from in-house or contracted in from partners/service providers (consult the list of coded categories attached hereto).

Description of Services Provided	In House	Outsourced
• Bush Clearing		
• Repairs and Maintenance		
• Grass Cutting		
• Fencing		
• Electric (House Repairs/Fault Finding/Wiring)		
• Plumbing		
• Catering		
• Stationery		
• Supply and Delivery Consumables		
• Other Specify		
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**PRODUCTS/SERVICES WITH ACCREDITATION AND/OR GRADING**

Please list the products/services that the Entity is accredited or graded with.

Services	Accreditation	Grading

**SECTION 4: BANKING DETAILS**

If the information is not the same as that of the CSD / if the bank details are not verified on CSD Service Provider is to attach the Letter of confirmation of Account Details from Bank

Account Name:	Type of Account:	
Bank:	Branch:	
Branch Code:	Account Number:	

**SECTION 5: DOCUMENTATION TO BE ATTACHED**

Item No.	Documentation Required	Included	If not included, provide reason
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1	Copy of Entity registration (CK Document)		
2	Original certified copies of Co-operative Members identity documents		
3	Original certified copy of accreditation certificate for the relevant industry (Professional/Building/Security and other Bodies certificates)		
4	Current BBEEE certificate issued by SANAS accredited rating agency or Sworn Affidavit		
5	UIF certified copy		
6	PAYE (where applicable)		
7	VAT certificate (where applicable)		
8	Proof of disability (doctor's letter)		
9	Entity profile		
10	Bank confirmation letter		

#### SECTION 6: DISCLOSURE OF VESTED INTEREST AND CONFLICT OF INTEREST

1.	Do ECDC Directors, Board member, Employees, their spouses/Cohabitants or immediate family have direct/indirect interest in your organisation or its related entities?	
2.	Do ECDC Directors, Board member, Employees, their spouses/Cohabitants or immediate family serve as an officer, employee, committee member, agent, representative or consultant to your organisation or its related entities?	
3.	Did ECDC Directors, Board member, Employees, their spouses/Cohabitants or immediate family receive any fees, commission or other compensation from your organisation or its related entities within the last year?	
4.	Did ECDC Directors, Board member, Employees, their spouses/Cohabitants or immediate family receive any gifts, hospitalities, entertainment or any other such gratuities from your organisation or its related entities within the last year?	
5.	If you are presently employed by ECDC or the state did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?*	

If yes to any of the above, please provide details below.

Name	Nature of Relationship	Gratuity	Value

\*If employed by ECDC or the state, please provide letter of authorisation from the employer.

#### SECTION 7: DECLARATION OF APPLICANTS PAST SUPPLY CHAIN MANAGEMENT PRACTICES ( to be verified on CSD)

1.	This declaration will be used to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.			
2.	The supplier will be disregarded if the enterprise or its directors have: <ul style="list-style-type: none"> <li>2.1 abused ECDC's supply chain management system or any other;</li> <li>2.2 committed fraud or any other improper conduct in relation to such system;</li> <li>2.3 failed to perform on any previous contract; and</li> <li>2.4 been found guilty of fronting in any of its forms.</li> </ul>			
3.	In order to give effect to the above, the following questionnaire must be completed:			
	Has your Entity (and directors) been listed on the National Treasury's Database of Restricted bidders as companies or persons prohibited from doing business with the public sector?	Yes	No	
	If so, furnish particulars			
	Has your Entity been listed on the Register for Bid defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	No	
	If so, furnish particulars			
	Has your Entity (or its directors) been convicted by a court of law (including court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No	
	If so, furnish particulars			
	Was any contract between your Entity and any organ of state including ECDC terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No	
	If so, furnish particulars			
	Do you understand and accept that fronting means a deliberate circumvention of the B-BBEE Act and the	Yes	No	

Codes, and may be reported to the Department of Trade and Industry? 

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If so, furnish particulars 

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**SECTION 8: CONDITIONS OF REGISTRATION**

1. ECDC's Supply Chain Management policy and fraud prevention require that all existing business partners (suppliers and related entities, including subsidiaries, joint ventures, and associates) as well as prospective suppliers, disclose information relating to any vested interest or any conflict of interest to qualify for registration to the ECDC procurement database.
2. ECDC reserves the right to exclude any supplier or other business entity from consideration in the awarding of any contract or allocation of business where it deems that a relationship exists which is in conflict with the best interest of ECDC.
3. Prospective suppliers or service providers may be removed from the supplier database for non-compliance with relevant legislation, proven non-delivery and proven fraud and/or corruption.
4. All supplier information will be treated as strictly confidential (subject to any statutory requirements).

**SECTION 9: DECLARATION OF APPLICANT**

I, the undersigned, warrant that I am duly authorised to, and certify that the information supplied in terms of this document, including supporting documentation, is correct and accurate.

Name  
(Print).....

Designation  
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Signature ..... Date .....

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**FOR OFFICIAL USE ONLY**

Supplier Registration No.  
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Signature: ..... Date: .....