

# MPHATLALATSANE



**NORTH WEST PROVINCIAL LEGISLATURE**

## **SUPPLIER DATABASE FORM 2023/2024 – FINANCIAL YEAR**

## IMPORTANT NOTES

1. Suppliers are hereby invited to register voluntarily as prospective suppliers on the database of the North West Provincial Legislature.
2. The completion and submission of this registration form do not guarantee that a supplier will be awarded quotations or contracts by the North West Provincial Legislature.
3. Faxed, scanned and emailed copies of this form and its attachments will not be considered.
4. Proof of registration/accreditation with relevant bodies must be submitted together with this application where applicable.
5. A supplier must ensure that he/she renews his/her Tax clearance, B-BBEE certificate and other relevant certificates before the dates of expiry and submits it to the Supply Chain Management Office of the NWPL. Suppliers who fail to comply with these prerequisites will automatically be put on hold.
6. A supplier must ensure that he/she updates his/her information when there are changes to his/her company e.g., change of addresses/telephone numbers, etc.
7. NB: Use of Correction pen (Tippex) is prohibited on this form, in case of a mistake made. Neatly cancel and correct next to the mistake.
8. A supplier is created only once in the North West Provincial Legislature's supplier Database system- a supplier cannot register more than once in the database, except in a partnership.
9. South Africans who obtained their citizen by other means must attach a copy of their certificate of Naturalisation.
10. Catering services providers should include a health certificate.
11. Service providers in construction should apply and attach their updated CIDB Certificate.
12. All certified documents should not be older than six (6) months.
13. Please Note: If any of the requirements are not met as stipulated on the form, the application will be declined.
14. The North West Provincial Legislature has been declared a National Key Point and therefore all suppliers are to be registered on the database pending the Security Check. NB: Registration on the Legislature's Supplier Database does not guarantee any supplier business with the legislature, and it remains the duty of the supplier to market their company to the North West Provincial Legislature.
15. Please note that suppliers may undergo vetting/screening.
16. Supplier appearing on the National Treasury defaulter's register will not be considered



**AREA/S OF OPERATION/SERVICE**

PROVINCE	DISTRICT / METROPOLITAN	LOCAL MUNICIPALITY	CITY / VILLAGE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**INDUSTRY-SPECIFIC INFORMATION**

Does your industry require specialized professional registration? .....

Name of the Professional Body with which your entity has registered with.....

Membership Number: .....

Member/Registration expiry date.....

Are there any formal regulations that you must comply with? Please specify  
 .....  
 .....

**COMPANY BANKING DETAILS**

Bank Name	
Account Holder	
Account Number	
Branch Code	
Branch Name	

All payments will be made electronically to your bank account within 30 days upon receipt of the invoice. Kindly note that it is your responsibility to inform North West Provincial Legislature of any changes to your banking details.

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**LIST ALL PARTNERS/ OWNERS & SHAREHOLDERS IN THE COMPANY**

Name & Surname	Identification Number	Nationality	% of business enterprises owned
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**PLEASE MARK YOUR B-BBEE CREDENTIALS WITH AN (X)**

Level 1 Contributor	
Level 2 Contributor	
Level 3 Contributor	
Level 4 Contributor	
Level 5 Contributor	
Level 6 Contributor	
Level 7 Contributor	
Level 8 Contributor	

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## COMMODITIES

Listed below are commodities and services required by the North West Provincial Legislature.

Commodity	X	Commodity	X
<b>LICENSING:</b>		<b>SERVICES:</b>	
Motor Vehicle		South African Sign Language (Interpreters and Bray)	
Television		MC & Program Directors	
Software		Networks Services	
<b>RENTALS / HIRING</b>		Printing Services	
Buildings (Lease)		Printing Services	
Printing Machinery		<b>SUPPLY</b>	
<b>ASSETS:</b>		Purified Bottle Waters	
Motor Vehicle Dealer		Cleaning Material	
ICT Equipment		Medical Supplies	
Cameras & Accessories		Florist	
Office furniture			
<b>CONSUMABLES:</b>		<b>PROFESSIONAL SERVICES</b>	
ICT Consumables		Legal Services	
Office Stationery		Auditing Services	
Printing Papers		Accounting Services	
<b>SERVICES:</b>		Multi – Disciplinary Consultants (Civil, Electrical, Mechanical etc)	
Catering		Risk Management Services	
Events Management		HR Consulting Services	
Entertainment		ICT Consulting Services	
Transport			
Supermarket (Groceries)			
Media and Advertising (Voiceover, Interview and Simulcast)			
Upholstery			
Courier			
Motor Vehicle Panel Beater			
Motor Vehicle Mechanic			
Motor Vehicle Insurance			
Corporate Clothing			
Protective Clothing			
Training Facilitators			
Newspapers			
Security Equipment & System			
Promotional Materials and Gifts			
Sports Attires (Including Branding)			
Motivational Speakers			

Clearly indicate your choice with an (X)



List of Products or services not listed above:

.....  
.....  
.....  
.....

The Supplier Database form and supporting documents must be submitted at the NWPL Reception or SCM Office at the North West Provincial Legislature, second-floor west wing, Dr. James Moroka Drive, Mmabatho,2735, or can be clearly marked SUPPLIER DATABASE REGISTRATION and posted to Private Bag X2018 Mmabatho 2735

The Supplier Database Administrator can be contacted for inquiry directly at 018 392 7332 or via email at [supplierdatabase@nwpl.org.za](mailto:supplierdatabase@nwpl.org.za)

The North West Provincial Legislature shall not accept Supplier Database Forms and supporting documents submitted via email/fax

Registration on the North West Provincial Legislature’s Supplier Database does not guarantee any supplier business with the Legislature and it remains the duty of the supplier to market their company to the North West Provincial Legislature

All certified documents should not be older than six (6) months and should be valid documents.

**ATTACHMENTS INDEX (Compulsory)**

Required Information/Documents	YES	NO
Original Certified copies of Company Registration Certificate (CK/CIPC)		
Original Tax Compliant Status Certificate (With Pin Number)		
Company Bank details on a bank-stamped letter or cancelled cheque		
Original certified ID copies of all Directors/Owners / Shareholder		
Original Certified copies of SETA Certificate (Training)		
Original Certified copies of SITA Certificate (IT)		
Original Certified copies of V.A.T		
Original Certified copies of the B-BBEE certificate		
Original Certified copies of the share certificate		
Company Profile		
Complete SBD 4 Forms		
Supplier Number (CSD Number) / CSD Report		

Clearly indicate your choice with an (X)

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**DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED**

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

\_\_\_\_\_ (Name of business) declare that:

1. The information contained in this document and all attached hereto is correct;
2. It is noted that the NWPL may utilise tools at its disposal to verify all information contained and attached hereto;
3. All copies of relevant documentation are attached as indicated under each section;
4. If there are any changes to the information supplied on the document, that I/we will inform the Supply Chain unit of the NWPL in writing within ten (10) working days of any changes; and
5. Should any information as provided prove to be false, that NWPL will act against me/us.

**IF THE INFORMATION SUPPLIED IS FOUND TO BE INCORRECT THEN THE NWPL IN ADDITION TO ANY REMEDIES IT MAY HAVE.**

1. Disqualify the supplier/application for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
2. Recover from the supplier all costs, losses or damages incurred or sustained by the NWPL as a result of the award of the contract, and or;
3. Cancel the contract and claim any damages which the college may suffer by having to make favourable arrangements after such cancellations and or;
4. De-register the supplier from the supplier database and or;
5. List the supplier on National Treasury's of restricted suppliers' or;
6. Take any other action as may be deemed necessary.

**PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER PAGE IS ATTACHED HERETO.**

Full name of duly authorized representative: .....

Signature : .....

Capacity : .....

Date : .....

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**COMMISSIONER OF OATH**

Signed and sworn to before me at.....on the day.....of.....20.....by the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, that all content contained herein and attached hereto is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATH**

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Tel : \_\_\_\_\_

**STAMP OF COMMISSIONER OF OATHS**

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**FOR OFFICE USE ONLY (NWPL)**

<b>Document No</b>			
<b>Received by</b>		<b>Date Received</b>	
<b>Signature</b>			
<b>Captured on Oracle by</b>		<b>Date Captured</b>	
<b>Oracle Supplier Vendor No.</b>		<b>Oracle Registry ID</b>	
<b>Signature</b>			
<b>Verified on Oracle by</b>		<b>Date Verified</b>	
<b>Signature</b>			
<b>Supplier Status</b>		<b>Security Check Results</b>	
<b>Signature</b>			

**NWPL SCM DATE STAMP:**

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**REASONS / COMMENTS FOR NON-APPROVAL:**

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