

MPHATLALATSANE



NORTH WEST PROVINCIAL LEGISLATURE

SUPPLIER DATABASE FORM 2025/2026 – FINANCIAL YEAR

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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; however, preference will be given to those contracted on submission of proof thereof.
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. Shareholding of the company must also be submitted.
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 suppliers must ensure that they update their information whenever there are changes to their 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. All certifications must be done by the Commissioner of Oaths or SAPS only.
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. Foreigners with South African Barcoded Identities must attach a copy of their Certificate of Naturalisation.
10. Catering services providers should provide certificate of acceptability issued at the Municipality.
11. Government employees must attach a Declaration signed by the Executing Authority.
12. Service providers in construction should not apply but rather update their company credentials on **CIDB**.
13. All certified documents should not be older than six (6) months.
14. Please Note: If any of the requirements are not met as stipulated on the form, the application will be declined and will be returned to make corrections.
15. 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 results from the National Intelligence Agency. NB: Registration on the NWPL Supplier Database does not guarantee any supplier business, it remains the duty of the supplier to market their company to the North West Provincial Legislature.
16. Please note that all suppliers will undergo vetting/screening done by the North West Provincial Legislature.
17. Supplier appearing on the National Treasury defaulter's register will automatically not be considered

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SECTION A

COMPANY DETAILS:

Registered Name of Company	
Trading Name (as per Tax Compliance Status Certificate)	
Holding Name of the Company (if applicable)	
Company Registration Number (as per CIPC)	
Company Tax Number	
VAT Registration Number (if applicable)	
Central Supplier Database Number (CSD)	
Number of Years in Business	

CONTACT DETAILS

Email Address	
Fax Number	
Office Telephone Number	
Cell Phone Number	
Company Website (if applicable)	

POSTAL ADDRESS (Compulsory)

City, Town, or Village	
Local Municipality	
District / Metropolitan	
Province	
Postal code	

PHYSICAL ADDRESS (Compulsory)

City, Town, or Village	
Local Municipality	
District / Metropolitan	
Province	
Postal code	

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MAIN CONTACT PERSON IN YOUR COMPANY

Name & Surname	
Designation	
Telephone Number	
Cell phone Number	
Email	

TYPE OF SUPPLIER

Public Company	
Private Company	
Close Corporation	
Joint Venture	
Sole Proprietor	
Foreign Company	
Trust	
Section 21 Company now Known as Non-Profit Company (NPC)	
Government / Parastatals	
Other (Specify)	

BANKING DETAILS

Bank Name	
Account Holder	
Account Number	
Branch Name	
Branch Code	

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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SECTION B

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

VENDOR PROFILE

LIST ALL PARTNERS/ OWNERS & SHAREHOLDERS IN THE COMPANY

NAME & SURNAME	IDENTIFICATION NUMBER	NATIONALITY	% OF BUSINESS ENTERPRISES OWNED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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

Level 1 Contributor	135%	
Level 2 Contributor	125%	
Level 3 Contributor	110%	
Level 4 Contributor	100%	
Level 5 Contributor	80%	
Level 6 Contributor	60%	
Level 7 Contributor	50%	
Level 8 Contributor	10%	
Non-Compliant Contributor	0%	

AREA/S OF OPERATION/SERVICE

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

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AREA/S OF OPERATION/SERVICE

Micro	
Very Small	
Small	
Medium	
Large	

SECTION C

CAPACITY

LIST THE THREE LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR COMPANY IN THE LAST FIVE YEARS

Nr	WORK PERFORMED	NAME OF CLIENT	CONTACT NAME & CONTACT NUMBER	CONTRACT VALUE
1				
2				
3				
4				
5				

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SECTION D

COMMODITIES

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

CATEGORY	CODE	X	CATEGORY	CODE	X
ADVERTISING & PROMOTION			COMPUTER SERVICES IT		
Advertising	NWPL0001		Advanced connectivity systems	NWPL0009	
Calendar manufacturers	NWPL0002		Directory portal	NWPL0010	
Corporate gifts	NWPL0003		Directory service	NWPL0011	
Display design	NWPL0004		Ecommerce online	NWPL0012	
Event management	NWPL0005		Equipment rental	NWPL0013	
Exhibition organizers	NWPL0006		UPS	NWPL0014	
Flags	NWPL0007		Hosting	NWPL0015	
Graphic design	NWPL0008		Marketing services	NWPL0016	
BUILDING & CONSTRUCTION			Network marketing	NWPL0017	
Environmental assessor	NWPL0026		Maintenance	NWPL0018	
Architects	NWPL0027		Software oracle	NWPL0019	
Builders' hardware	NWPL0028		Data storage	NWPL0020	
Quantity Surveyors	NWPL0029		Hardware (IBM)	NWPL0021	
Electrical Engineers	NWPL0030		Projectors	NWPL0022	
Mechanical Engineers	NWPL0031		Video conferencing	NWPL0023	
Civil engineering	NWPL0032		Printer cartridges	NWPL0024	
Contractors	NWPL0033		Laptop sale & maintenance	NWPL0025	

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CATEGORY	CODE	X	CATEGORY	CODE	X
AIR & WATER PRODUCTS			CHEMICALS & PLASTICS		
Air conditioners	NWPL0034		Gasses	NWPL0061	
Water proofing	NWPL0035		Resins	NWPL0062	
Dust & fume control	NWPL0036		Sealants	NWPL0063	
Filters & pumps	NWPL0037		EDUCATION & TRAINING		
Water dispenser	NWPL0038		Training Support	NWPL0064	
Tanks & containers	NWPL0039		Vocational Training	NWPL0065	
AUDIO & VISUAL			Soft Skills Training	NWPL0066	
Amplifiers	NWPL0040		EMPLOYMENT & LABOUR		
Antennas & aerials	NWPL0041		Agencies	NWPL0067	
Editing	NWPL0042		Arbitration & mediation	NWPL0068	
Education	NWPL0043		Secretarial services	NWPL0069	
Frames	NWPL0044		LEGAL		
Wifi equipment	NWPL0045		Attorneys	NWPL0070	
Instruments	NWPL0046		Immigration	NWPL0072	
Projectors	NWPL0047		Labour relations	NWPL0073	
Recording studios	NWPL0048		Private investigations	NWPL0074	
Video conferencing	NWPL0049		PLANT & MACHINERY		
AUTOMOTIVE			Compressors & pumps	NWPL0075	
Breakdown service	NWPL0050		Forklifts	NWPL0076	
Exhausts & fitment	NWPL0051		Generators	NWPL0077	
Fiberglass products	NWPL0052		Data archiving tools	NWPL0078	
Fleet maintenance	NWPL0053		DOMESTIC SERVICES		
Parts & accessories	NWPL0054		Appliance repair	NWPL0079	
Rental & hiring	NWPL0055		Blinds	NWPL0080	
Tracking facilities	NWPL0056		Carpet supplier & cleaners	NWPL0081	
Trailers	NWPL0057		Cleaning services & products	NWPL0082	
Tyres	NWPL0058		Interior design	NWPL0083	
wheels	NWPL0059		Drain cleaning	NWPL0084	
Valet & wash	NWPL0060		Electrical appliances	NWPL0085	

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CATEGORY	CODE	X	CATEGORY	CODE	X
DOMESTIC SERVICES			TELECOMMUNICATION		
Fences	NWPL0086		Landlines telephones	NWPL0112	
Fire alarms & extinguishers	NWPL0087		Call centre equipment	NWPL0113	
Florist & flowers	NWPL0088		CPE cabling voice & data	NWPL0114	
Glass	NWPL0089		Fax equipment & repairs	NWPL0115	
Gutters & down piping	NWPL0090		FINANCE		
Handyman services	NWPL0091		Accountants	NWPL0116	
Indoor plants	NWPL0092		Auditors	NWPL0117	
Irrigation	NWPL0093		Bookkeepers	NWPL0118	
Kitchenware	NWPL0094		Debtors management	NWPL0119	
Landscaping & garden maintenance	NWPL0095		Stock and share brokers	NWPL0120	
Lightning protection	NWPL0096		FOOD & BEVERAGE		
Locksmiths	NWPL0097		Catering services	NWPL0121	
Paint contractors	NWPL0098		Mineral water	NWPL0122	
Pest control	NWPL0099		Water coolers	NWPL0123	
Plumbers	NWPL0100		Vending machines	NWPL0124	
Tree felling	NWPL0101		FREIGHT, COURIER & LOGISTICS		
BUSINESS SERVICES			Air cargo	NWPL0125	
First aid supplies	NWPL0102		Courier services	NWPL0126	
Office furniture	NWPL0103		Customs clearing & shipping	NWPL0127	
Photographers	NWPL0104		Distribution	NWPL0128	
Protective clothing	NWPL0105		Furniture removal	NWPL0129	
Recyclers	NWPL0106		Warehousing	NWPL0130	
Scrap & waste products	NWPL0107		Archiving	NWPL0131	
Storage & filing	NWPL0108		Boxes	NWPL0132	
Tents & chairs for hire	NWPL0109		Container lifting	NWPL0133	
Risk auditing & consultancy services	NWPL0110		Rigging services	NWPL0134	
Rental photocopiers	NWPL0111		Crane hire	NWPL0135	

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CATEGORY	CODE	X	CATEGORY	CODE	X
PRINTING & STATIONERY			TRAVEL & TOURISM		
Binding equipment	NWPL0136		Accommodation	NWPL0142	
Business cards	NWPL0137		Agents	NWPL0143	
Lamination	NWPL0138		Car hire	NWPL0144	
Labels	NWPL0139		Charters	NWPL0145	
Rubber stamps	NWPL0140		Buses	NWPL0146	
Stationery	NWPL0141		Shuttle	NWPL0147	
			Conference halls	NWPL0148	
PROPERTY			COMMUNICATION NETWORKS		
Agencies	NWPL0149		Cell phone service providers	NWPL0162	
Valuations & appraisers	NWPL0150		MEDICAL SERVICES		
SECURITY			Clinics	NWPL0163	
Access control	NWPL0151		Doctors	NWPL0164	
Alarms	NWPL0152		Pharmacies	NWPL0165	
Armed respond	NWPL0153		First aid equipment	NWPL0166	
Burglar proofing	NWPL0154		Psychologists	NWPL0167	
CCTV	NWPL0155		TEAM BUILDING SESSIONS		
Fences & gates	NWPL0156		Facilitators	NWPL0168	
Locks & locksmiths	NWPL0157		Paint ball	NWPL0169	
Safes & strong rooms	NWPL0158		Game driving	NWPL0170	
Guards	NWPL0159		Quad biking	NWPL0171	
VIP protection	NWPL0160		Event management	NWPL0172	
Cash transit	NWPL0161		Other	NWPL0173	

Clearly indicate your choice with an (X)

List of Products or services not listed above:

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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
.....
.....

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SECTION E

DECLARATION OF CONFLICT OF INTEREST

1. Are you currently working as an employee of South African Government?

YES NO

a) If so, furnish the following particulars:

Name:

Department:

Position held in the company:

2. Do you have any close relationship or relative working for North West Provincial Legislature?

YES NO

a) If so, furnish particulars:

.....
.....

If your answer to the above question is yes, kindly name the employee and relationship you have in space below:

.....
.....

Is there any other relevant information that you would like to disclose? Use space below.

.....
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DECLARATION

I, the undersigned (full names)

Certify that the information provided in this document is correct. I accept that the North West Provincial Legislature may reject my application should the declaration prove to be false.

Position:

Signature: Date:

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		
Original Certified copies of SETA Certificate (Training) (if applicable)		
Original Certified copies of SITA Certificate (IT) (if applicable)		
Original Certified copies of V.A.T (if applicable)		
Original Certified copies of the B-BBEE certificate		
Original Certified copies of the share certificate		
Company Profile		
Complete SBD 4 Forms (Bidders Disclosure)		

Clearly indicate your choice with an (X)

Signed and affirmed before me at, on
 this day of Year, by the deponent who has
 acknowledged that he/she knows and understands, the contents of this document, and
 he/she has acknowledged that he/she has no objection to affirming, that he/she regards the
 affirmation to be binding on his/her conscience.

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SECTION F:

GENERAL INFORMATION & DEFINATIONS

1. LEGISLATIONS

- 1.1. Supply Chain Management Regulations issued in terms of the Financial Management of Parliament Act, 2009 (Act No.10 of 2009) expressed that the Accounting Officer must maintain a list of prospective suppliers from which quotations for goods and services may be sourced.

2. TERMINOLOGY:

2.1. Commodities:

- 2.1.1. The Commodities the company wishes to register for as supplier, please define your principal business to a maximum of 15 Commodities.

2.2. Trade Names

- 2.2.1. The trade names that the company own or distribute, which you wish to be registered for.

2.3. Owned

- 2.3.1. Having all the customary elements of ownership, including the right decision-making and sharing all the risks and profits commensurate with the degree of ownership interest as demonstrated by an examination rather than the form of ownership.

2.4. Historically Disadvantaged Individuals (HDI)

- 2.4.1. For the purpose of registering as a supplier for the North West Provincial Legislature, the refutable presumption shall be made that SA Citizen who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Historically Disadvantaged individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.

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2.5. **Women**

2.5.1. A female person who is a RSA Citizen.

2.6. **Disability**

2.6.1. In respect of a person, a permanent of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.

2.7. **Establishment of HDI / Women Equity Ownership in a Enterprise.**

2.7.1. Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

2.8. **Fronting**

2.8.1. Companies with no Black Economic Empowerment (BEE) status illegally claiming to be headed by previously disadvantaged individuals and claim false BEE Credentials in order win contracts/tenders.

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SECTION G:

FOR OFFICE USE ONLY (NWPL)

Database Form Received by		Date Received	
Signature			
Capture on Oracle by		Date Recorded	
Oracle Supplier Vendor No.		CSD Number	
Supplier Status (New or Update)			
Signature			
Approve on Oracle by		Date Approved	
Oracle Supplier Vendor No.		CSD Number	
Supplier Status (Active or Not Active)			
Signature			

NWPL SCM DATE STAMP:

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Reasons/Comments for Non-Approval:

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.....
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