



**For Official Purposes:**

Application captured / rejected: \_\_\_\_\_  
Reason if Rejected: \_\_\_\_\_  
Application No: \_\_\_\_\_  
Captured By: \_\_\_\_\_  
Date: \_\_\_\_\_

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**APPLICATION FOR REGISTRATION AS A PROSPECTIVE SUPPLIER**  
**REFERENCE: MEGA/DB/2011**

**Original Database forms must be submitted at the following addresses:**

Mpumalanga Economic Growth Agency  
2 McAdam Street  
Cnr Rothery & McAdam Streets  
Nelspruit  
1200

Telephone: 013 7556328  
Enquiries: Sipho Lubisi

Mpumalanga Economic Growth Agency  
215 Iridium Street  
Ekandustria  
Ekangala  
1021

Telephone: 013 933 -3000  
Enquiries: Jabulani Shongwe

**Ehlanzeni East**  
Buffelspruit Office  
Jeppes Reef Border Gate  
Main Road

**Gert Sibande**  
100 Joubert Street  
Ermelo  
2330

**Badplaas**  
Honningklip farm  
Badplaas

**Nkangala**  
56 Kruger Street  
Forum building  
Office 13  
Bronkhorstspruit  
1020

**Gauteng**  
33 Scott Street  
Waverley  
Johannesburg  
2000

**Witbank**  
29C Cnr Lukin &  
Botha Streets  
Witbank  
1035

**Ekangala**  
215 Iridium Street  
Ekandustria  
Ekangala  
1021

It is imperative that suppliers read the application document carefully, complete in full and sign it, as well as add all required attachments. It should be noted that MEGA reserves the right to accept and reject any application without being obligated to give any reasons in this respect. Suppliers will not be notified whether application was accepted or not but will be advised of the outcome if telephonically requested. Suppliers must comply with all the registration criteria, complete all information required and sign the application form for registration. Any incomplete application will be declined.

**Suppliers Information:**

Name of Business: (Contracts/orders will be placed in this name and invoices must reflect it)
Income Tax reference Number:
Company/Close Corporation registration Number:
Email Address:
Web Address:
Telephone Number: (Office Number / Landline)
Cellphone Number:
Contact Person for Sales:
Fax Number: (Will be used by the MEGA for faxing requests for Quotations and Purchase Orders)
Postal Address:
Physical Address:
Town
Tax Clearance Certificate attached:
Tax Clearance Certificate expiry date:
Are you registered for VAT?
If so, VAT number:
Credit provided to MEGA : 30 days account : 60 days account : other terms: _____
<b>(it should be noted that no prepayments or deposits will be made, payment will be made after services / goods have been rendered / delivered to the MEGA)</b>

**TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS:** \_\_\_\_\_

List all Directors / Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

**The Below information to be used to calculate the points when awarding quotations to the value of R30 000.00 and above**

Province in which your company is situated: \_\_\_\_\_ (one point will be awarded to companies who are based in Mpumalanga)

Name	Date/Position occupied in enterprise	ID Number	Date RSA Citizenship obtained	*HDI Status (Indicate Yes or No)			% Of business /enterprise owned
				No franchise prior to elections Maximum of 12 points will be awarded for 100% ownership	Women Maximum of 5 points will be awarded for 100% ownership	Disabled Maximum of 2 points will be awarded for 100% ownership	

Should the above table not provide sufficient space, please make a copy and add the extra information after this page.

"Historically Disadvantaged Individual (HDI)" means a South African citizen

- 1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the republic of south Africa, 1993, (Act No 200 of 1993) ("the interim Constitution); and/or
- 2) who is a female; and/or
- 3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

(above table was extracted and adapted from SBD6.1 and for any further definitions kindly refer to the original SBD form as available from National treasury's website: [www.treasury.gov.za](http://www.treasury.gov.za))

Please indicate (with an X) the geographical areas where your enterprise is willing and capable of supplying Mpumalanga Economic Growth Agency

Ehlanzeni District \_\_\_\_\_, Gert Sibande District \_\_\_\_\_, Nkangala District \_\_\_\_\_

**Previous Projects** (*list services provided to other companies*)

Company Name	Items or Services Provided	Name and Contact Details	Values of Orders or Contracts

(Adapted from SBD 8 as issued by National Treasury)

1. This serves as a declaration to be used by institutions in ensuring 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 service of any service provider may be disregarded if that service provider, or any of its directors have:
  - a. abused the institution's supply management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the application.

#### 4. Questionnaire

Item	Question	Yes	No
4.1	Is the service provider or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the service provider 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)? <b>To access this Register enter the National Treasury's website: <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters".</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the service provider or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the service provider and any organ of State / MEGA terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

#### DECLARATION OF INTEREST

*(Adapted from SBD 4 as issued by National Treasury)*

1. Any legal person, including persons employed by the State / MEGA, or persons who act on behalf of the State / MEGA or persons having a kinship with persons employed by the State / MEGA, including a blood relationship, may make an offer or offers in terms of this invitation to provide goods or services. In view of possible allegations of favouritism, should the resulting service, or part thereof, be awarded to persons employed by the State / MEGA, or to persons who act on behalf of the State / MEGA, or to persons connected with or related to them, it is required that the service provider or his authorized representative shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where -
  - the service provider is employed by the State / MEGA or acts on behalf of the State / MEGA; and/or
  - the legal person on who's behalf the application form is signed, has a relationship with persons/a person who are/is involved with the evaluation of the application, or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarant acts and persons who are involved with the evaluation of the application.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the application.

2. Are you or any person connected with the service provider, employed by the State / MEGA?  
\*YES / NO

2.1 If so, state particulars.....

3. Do you, or any person connected with the service provider, have any relationship (family, friend, other) with a person employed in the department concerned or with the State / MEGA or its administration and who may be involved with the evaluation or adjudication of this application?

\*YES / NO

3.1 If so, state particulars.....

4. Are you, or any person connected with the service provider, aware of any relationship (family, friend, other) between the service provider and any person employed by the department concerned, State / MEGA or its administration, who may be involved with the evaluation or adjudication of this application?

\*YES / NO

4.1 If so, State / MEGA particulars.....

### Financial Information

#### Banking Details

*(please attach a cancelled cheque or bank confirmation letter, after this page)*

Bank Name: \_\_\_\_\_  
Branch code: \_\_\_\_\_  
Branch: \_\_\_\_\_  
Account Type: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Name of Account Holder: \_\_\_\_\_

I/We hereby will not hold Mpumalanga Economic Growth Agency liable for any payment not made to our bank account if the bank account details are incorrect or were not supplied to the MEGA prior to payment.

\_\_\_\_\_  
**Initials and Surname**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**Date stamp of Bank**

Please note that the above form **MUST** be stamped by your bank otherwise a letter from the bank confirming the details, with the stamp appearing on the letter, must be provided.

## COMMODITIES AND SERVICES PROVIDED

In order to identify your organization as a potential service provider, types of commodities or services rendered have to be classified.

Please indicate with an (x) maximum of three appropriate commodities or services that your organization can provide.

Commodities / Services	x		
1. Accommodation (hotels/lodges/venues)		41. Conference venues	
2. Advertising		42. Conferencing systems	
3. Advisory services (please specify)		44. Consultation services (specify)	
4. Agricultural services and equipment		45. Consulting business plan practitioners	
5. Air conditioning equipment, sales, maintenance and repairs		46. Consulting engineers (civil, electrical, structural and mechanical)	
6. Alarm systems and equipment		47. Consulting fundraising practitioners	
7. Aluminium suppliers		48. Consulting resource economists	
8. Animal feed (Lucerne/buffalo feed etc)		49. Consulting services – other (please specify)	
9. Architects		50. Containers / packaging	
10. Archiving suppliers, services and systems		51. Copywriting	
11. Asset Management Systems		52. Corporate gifts and promotional items	
12. Auctioneers		53. Courier services	
13. Audio visual aids and equipments as well as maintenance and repairs		54. Crockery and cutlery	
14. Auditing (internal/external/forensic or other) and Accounting		55. Curtaining, rails & accessories	
15. Bags (conference, travel and promotional)		56. data/telephone systems/network maintenance	
16. Bed & Linen, Cutlery and Crockery		57. Debt collection	
17. Blinds, awnings and tinting - Specify type of blinds i.e. wooden, aluminium, vertical, etc.		58. Document management/storage	
19. Books, Newspapers and journals		59. Dry cleaning services	
20. Borehole and pump maintenance		60. Editing services	
21. Building material and hardware		61. Educational institutions	
22. Building contractors		62. Electric fencing	
23. Building renovations		63. Electrical appliances	
24. Building process analysis and re-engineering		64. Electrical components & equipment (maintenance & repairs)	
25. Cabling		65. Electrical wire and power distribution	
27. Carpentry		66. Electrician services	
28. Carpet cleaning services		67. Embroidery services	
29. Carpeting		68. Emergency/rescue equipment	
30. Cartridges		69. Employee wellness programmes	
31. Catering		70. Employment law	
32. Catering equipment & equipment hire		71. Engraving services & equipment	
33. Cellphone contracts		72. Entertainment/Performing artists	
34. Cellular phones		73. Event management	
35. Cleaning materials and chemicals including toiletries (specify if wholesales)		74. Events and functions management	
36. Clothing: general/Protective & uniforms		75. Fencing	
37. Communications services		76. Filing and archiving consultants/services	
38. Computer networks		77. Filing and archiving stationery or systems	
39. Computer software and solutions		78. Financial law	
40. Computers: components, consumables, repairs, maintenance and upgrades/other related services		79. Financial management consulting	
		80. Financial services	
		81. Fire extinguishing	
		82. Fire prevention services, assistance and products	
		84. Flags and maps	
		85. Florists	

86. Framing	
87. Franking machines	
88. Fund management, actuarial and risk services	
89. Furniture	
90. Furniture removals	
91. Gardening services	
92. Gas bottles and gas (refilling)	
93. Graphic design	
94. Groceries/refreshments – mainly milk, sugar, coffee, tea, etc	
96. Hardware/equipment suppliers	
98. Human resource planning	
99. Hygiene services	
100. Indoor plants (rental)	
101. Industrial machines	
102. Information technology consultants/services	
103. Installation and maintenance of networks	
104. Inter-governmental relations	
105. Interior decorations	
106. Investment/fund management consultants	
107. Job evaluation services	
109. Knowledge management training/consultants	
110. Labour relations consultants	
111. Landscaping services	
113. Locksmiths	
114. Lucerne	
115. Machinery and equipment	
116. Maintenance services	
117. Marketing Agencies	
118. Media collection: books, magazines, public	
119. Media liaison/monitoring/publicity services	
120. Medical equipment and consumables	
121. Medicines and drugs for game as well as veterinary related supplies and equipment	
122. Office cleaning materials	
123. Office consumables/equipment/binding equipment & material	
124. Office furniture	
125. Organizational Development Agencies	
126. Paint contractors	
127. Paint supplies	
128. Partitioning contractors	
129. Paving material/contractors	
130. Performance management consultancy/services	
131. Pest control services	
132. Photography equipment and services	
133. Plant maintenance	
134. Plumbing materials/contractors	
135. Point of sale design services	
136. Printing: Corporate, booklets, brochures, annual reports – attach at least one sample of previous work done	
137. Project management	

138. Promotional material – embroidery services/engraving/gifts/printing – please specify & attach brochures of previous work done	
139. Property law	
140. Publications	
141. Publishing	
142. Quantity Surveyors	
145. Recreational supplies	
146. Recruitment & placement agencies	
147. Recycling services (paper or cartridges)	
148. Refreshments or groceries (in bulk supply)	
149. Refrigeration & air conditioning – specify whether equipment or repairs	
150. Roof repairs & water proofing	
151. Security equipment/systems	
152. Security services	
153. security delivery optimization	
154. Software suppliers	
155. Sponsorships for annual wards	
156. Stationery	
157. Steel supply & manufacturers	
158. Strategic impact analysis	
159. Supply Chain Consultants	
160. Tax consultants	
161. Team building & motivational speakers	
162. Telecommunication/PBX/fax equipment specify: equipment /maintenance & repairs/solutions	
163. Tents & canvas	
164. Tiling	
166. Training (HIV/AIDS)	
167. Training & development - specify	
168. Training & skills development: Materials & manuals	
169. Translating & transcription services	
170. Transport: passengers-note: proof of licensed/roadworthy vehicle & public drivers permit must be attached	
171. Transportation/delivery of goods-note: proof of licensed/roadworthy vehicle must be attached	
172. Trophies, name plates & badges	
173. Valuation consultants/property valuations	
174. Vehicles: Breakdowns	
175. Vehicles: Fleet repairs & maintenance (including tyres)	
176. Vehicles: Fuel & oil	
177. Vehicles: supply of tyres	
178. Video & photography	
179. Water pumps	
180. Water reticulation & purification	
181. Waterproofing	
182. Web maintenance & development	
183. Workshop facilitation	
184. Other (please specify)	

**Please note to attach, the following compulsory documents after this page**

Preferably in the following order:

1. Original valid tax clearance certificate
2. Copy of company registration
3. Copies of ID documents of Directors
4. Copy of proof of residence
5. Proof of roadworthy and licensed delivery vehicle (if provision of goods are part of your services)
6. Any certification of registration within a specific industry  
(Sole trade rights for a product, licensing, CIDB registration)
7. Brief company profile
8. Organogram (Company structure – indicating amount / names of employees) along with BBEE certificate / details if any
9. If applicable:  
Any Joint venture agreement of partnership and supporting documents of these companies
10. Any brochures of your products or services

**DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN THIS APPLICATION FORM, ESPECIALLY THE TWO DECLARATIONS AND THE DETAILS PERTAINING TO THE COMPANIES OWNERSHIP IS TRUE AND CORRECT. I FURTHER CERTIFY THAT THIS COMPANY EXISTS AND THAT ANY SITE VISIT MAY BE PERFORMED BY THE MEGA WITHOUT PRIOR NOTIFICATION. I ACCEPT THAT THE MEGA MAY ACT AGAINST ME BY DEACTIVATING MY COMPANY ON THE DTATABASE, SHOULD ANY INFORMATION IN THIS FORM BE FOUND TO BE FALSE.