



KWAZULU-NATAL
SHARKS BOARD
Maritime Centre of Excellence

**APPLICATION FORM FOR REGISTRATION ON
THE
KZN SHARKS BOARD PROCUREMENT
DATABASE**

KZNSB/SCM (Auto Number)

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

**BY POST: SUPPLY CHAIN MANAGEMENT UNIT
PRIVATE BAG 2
UMHLANGA ROCKS
4320**

**BY HAND: KWAZULU-NATAL SHARKS BOARD
SUPPLY CHAIN MANAGEMENT UNIT
1 Herrwood Drive UMHLANGA ROCKS
4319**

ENQUIRIES: MR Sibusiso Mzelemu

FOR OFFICE USE ONLY:

Name of Supplier: _____

Database Registration Number: _____

Accepted: _____

Date Received _____ **Date Captured** _____

INTRODUCTION AND GUIDELINES

The forms for registration to the database are designed to enable suppliers to submit their details for the registration onto KwaZulu-Natal Sharks Board Maritime Centre of Excellence supplier database.

When filling the registration forms it is imperative that the following guidelines are adhered to and the following required information is supplied with the application as required:

- Applicants are to complete all pages where applicable, failure to do so to provide all relevant information will result in such supplier not being considered for the registration onto database. If the information required is not applicable to your business, please insert "N/A" in the appropriate space provided.
- Applicants are also required to indicate on the form of categories, the categories of goods/services that they supply/provide
- In the respect of the forms SBD6.1 and SBD6.6, applicants are required to indicate the equity ownership/ shareholders details. It must be noted that the equity ownership should not be claimed in respect of individuals who are not actively involved in management or do not exercise control of the company and without a degree of ownership. Certified shareholders certificate and certified copies of identity documents should accompany these forms.
- The form for the banking details should be filled in and stamped by your relevant banking institution and/ or cancelled cheques should be attached to the forms
- All applicants should be accompanied by a detailed company/ individual profile, where possible, with the detailed curriculum vitae.

THE FOLLOWING DOCUMENTATION/ INFORMATION SHOULD BE ATTACHED TO A COMPLETED APPLICATION FORM: CHECKLIST

DOCUMENTATION/ INFORMATION REQUIRED	FOR CHECK/ USE
Company Registration document (e.g. CK1)	
Certified proof of ownership/ shareholder's certificate	
Certified copies of ID documents of all Directors/ Company Shareholders	
Disability Documents	
Proof of banking document	
VAT registration document	
PAYE document	
Income Tax registration document	
An original valid Tax Clearance Certificate	
Utility bill (Electricity bill, water bill, etc)	
Company/ individual profile	
Project completed list of references and contacts	
Certified copy of B-BBEE Certificate	

I acknowledge that this form has been checked by me and all information and documents required has been furnished											
Initials		First Name		Last Name							
Signature				Date	D	D	M	M	Y	Y	Y

Please Note:

- Only documents with original signatures must be submitted. No photocopied or faxed copies will be accepted. All alterations made on the forms must be initialled.
- Suppliers providing incorrect/ fraudulent information in their application for registration will be disqualified from tendering and removed from Suppliers database, in addition to any other actions, the entity may institute against such supplier e.g. claiming all cost incurred as a result of such appointment.

CONDITIONS:

- a) All information will be treated confidential.
- b) Applications that are incomplete or which are not accompanied by the required documents will be disqualified
- c) Completed applications forms should be posted to or hand delivered to abovementioned address
- d) KwaZulu – Natal Sharks Board Supplier database will be used mainly for the purpose of identifying business entities that can be approached when the price quotations for goods and services are to be invited. The fact that the business entity is registered as supplier/ service provider does not constitute any contractual obligation between that entity and the KwaZulu – Natal Sharks Board.
- e) For procurement above the financial limit applicable to price quotation, as determined from time to time by the relevant Treasury, KwaZulu – Natal Sharks Board will invite competitive bids by means of advertisement in the media and website. The onus is on the supplier to obtain copies of the bidding documents from KwaZulu – Natal Sharks Board
- f) It is the responsibility of the registered entity to inform KwaZulu – Natal Sharks Board in writing of any changes in the particulars as stated in the application, especially changes in respect of B-BBEE rating, ownership etc. Should a contract be awarded to an entity as a result of incorrect particulars, KwaZulu – Natal Sharks Board reserves the right in addition to other remedies that it may have i.t.o. the Preferential Procurement Regulations to cancel or to claim damages in respect of the contract.
- g) KwaZulu – Natal Sharks Board reserves the right to cancel registration of an entity if that entity has provided incorrect or false information in the application form or any documentation relating to the application:
 - Failed to inform KwaZulu – Natal Sharks Board of any changes of the particulars as furnished on the application;
 - Failed to comply with the conditions of any contract that might have been awarded to the entity;
 - Failed to respond on requests for price quotations;
 - The entity or it's directors is listed on National Treasury list of Restricted Suppliers

1. BUSINESS/ ENTITY DETAILS

Name of Enterprise

Trading Name

Postal Address

Town/City/ Suburb

Postal Code

Municipal District

Province

Tel. Number

Fax. Number

e-mail address

2. REGISTRATION/ CLASSIFICATION OF BUSINESS/ ENTITY

Please mark the block with (x) that is applicable to your business or firm AND ATTACH the relevant certified copy.

Close Corporation (CC)	<input type="checkbox"/>	Certified copy of CK1/CK2 document if applicable
Co – Operative	<input type="checkbox"/>	Certified copy of proof of registration with the directorate of Co – operative
Business trust	<input type="checkbox"/>	Certified copy of trust document
Non – profit organisation	<input type="checkbox"/>	Certified copy of constitution document
One person – Sole proprietary	<input type="checkbox"/>	Certified copy of identity document
Partnership	<input type="checkbox"/>	Certified copy of partnership agreement
Public Company (LTD)	<input type="checkbox"/>	Certified copy certificate of incorporation (CM1)
Private Company (Pty) LTD	<input type="checkbox"/>	Certified copy certificate of incorporation (CM1)
Incorporated	<input type="checkbox"/>	Certified copy of certificate of incorporation (CM1 & CM29)
Other (specify, and attach certified proof of registration)	<input type="checkbox"/>	

Enterprise registration No.

VAT registration No.

Income Tax reference No.

B-BBEE Certificate No.

3. COMPANY/ ENTITY ESTABLISHMENT

Date company was established Number of Employees

Annual turnover

Did the enterprise under a previous name YES NO

If YES:

- What was its previous name?
- Reason for change?

List the previous owners/partners/directors:

Initials	Surname	ID Number

4. DETAILS OF TRADE ASSOCIATION

Is your enterprise affiliated with any association or professional bodies? YES NO

If yes, provide details:

5. CONTACT PERSON

Surname
 Full Name
 ID Number Job Title
 Tel Number
 Cell Number
 e-mail address

6. BANKING DETAILS OF THE ENTITY

Name of the Bank Branch Name
 Branch Code Account Number
 Type of Account: Savings Cheque A/c Other Specify

Attach the letter from the bank or, Cancelled cheque or Bank statement

7. FINANCIAL/ ASSET INFORMARTION

Value based on latest Financial Statements

Total gross asset value (Excl. Fixed Property)	R
Total fixed asset at book value	R
Annual Turnover	R
Vehicles at book value	R
Total number of vehicles	R
Total Current Assets	R
Total Current Liabilities	R

8. BRANCH INFORMATION

(Kindly indicate the district municipality(ies) or province(s) where your business operates)

Amajuba District		Ugu District	
Ilembe District		Umgungundlovu District	
Sisonke District		Uthukela District	
Umzinyathi District		Uthungulu District	
Umkhanyakude District		Zululand District	
EThekweni Metropolitan		Province (if not KwaZulu - Natal)	

9. BUSINESS SECTOR CLASSIFICATION, PRODUCTS AND SERVICES

In order to assist the business industry sector classification of suppliers, please indicate your core business in the following below table.

9.1 Please tick your core business with (x)

NB: You can only tick ONE core business.

1. Agricultural, Forestry, Hunting and Fishing – Support		2. Agricultural, Forestry, Hunting and Fishing – Supplies	
3. Finance Intermediation, insurance, Real Estate and Business Management		4. Information Technology and Management – Support	
5. Monitoring and Evaluation		6. Community, Social and Personal services/ Project support	
7. Regional and integrated Rural development planning		8. Human resources: Development and support	
9. Transport, Storage and Communication		10. Legal Services	
11. Professional Services		12. Electricity, Gas and Water	

13. Construction		14. Logistical Services	
15. Maintenance and General Services		16. Goods/ Supplies	
17. Other (specify):			

9.2 Please indicate the industrial sector related to the goods/ services that you supply/ render.

NB: Only maximum of **Three (3)**, related goods/ services that you supply maybe selected. If the supplier selects **more three (3)** sectors, **only first three (3)** will be considered.

1. AGRICULTURAL, FORESTRY, HUNTING AND FISHING SUPPORT			
1.1 Project Planning and Design		1.2 (Land) Resource Assessment	1.3 Farm Management (Development and Support)
1.4 Farm Management Planning/ Support		1.5 Agricultural Economic Support	1.6 Agricultural Extension and Training Support
1.7 Skills Development of Farmers/ mentors		1.8 Business Development Specialist	1.9 Fruit and Vegetable
1.10 Agricultural Engineering Support (Design and implementation)		1.11 Training in extension services for farming	1.12 Agricultural project implementation
1.13 Veterinary Activities		1.14 Farming of animals/ livestock	1.15 Growing of crops market gardening, horticulture
1.16 Agriculture, hunting and related services		1.17 Agriculture and animal husbandry services	1.18 Growing crops with animal farming – mixed
1.19 Hunting, trapping and game propagation		1.20 Forestry and related services	1.21 Logging and related services
1.22 Fishing, operations of fish hatcheries and farms		1.23 Planting, fertilising, harvesting contractors	1.24 Animal containment and habits
1.25 Other (Specify):			

2. AGRICULTURAL, FORESTRY, HUNTING AND FISHING SUPPLIES			
2.1 Animal Feed (Including Hay, grass)		2.2 Seeds, bulbs, seedlings and cuttings	2.3 Fertilisers, plant nutrients and herbicides
2.4 Irrigation equipment		2.5 Saddlery & Harness goods	2.6 Fishing & aquaculture equipment
2.7 Vehicles (trucks, cars, bakkies, off road vehicles)		2.8 Agricultural, forestry, landscape material & equipment	2.9 Floriculture & silviculture products
2.10 Pharmaceuticals		2.11 Tractors, farming implements, equipment/ tools (Ploughs, harrows, water carts, discs, trailers)	
2.12 Other (Specify):			

3. FINANCE INTERMEDIATION, INSURANCE, REAL ESTATE AND BUSINESS MANAGEMENT			
3.1 Transaction Advisor		3.2 Compilation of business plans	3.3 Due diligence experts
3.4 Insurance		3.5 Securities (Brokers)	3.6 Market & public opinion research
3.7 Forensic specialist, investigation and security services		3.8 Business management & consultancy	3.9 investments
3.10 Financial services		3.11 Insurance (Buildings)	3.12 Renting/ repair of machinery & equipment
3.13 Chartered accountants, bookkeeping & auditing		3.14 Research & experimental development of social sciences	3.15 Architectural engineering & technical services
3.16 Other (Specify):			

4. INFORMATION TECHNOLOGY & MANAGEMENT SUPPORT			
4.1 Data capture		4.2 Information technology support	4.3 Database design
4.4 G.I.S (Systems design/ database development and design)		4.5 Computer equipment & hardware/ software	4.6 Software consultancy and supply
4.7 Maintenance & repair of computing		4.8 Repair of computing machinery	4.9 Other (Specify):

5. MONITORING AND EVALUATION			
5.1 M&E Programme Management		5.2 Project monitoring and evaluation	5.3 Organisational monitoring and evaluation
5.4 Diagnostic evaluation studies		5.5 Other (<i>Specify</i>):	

6. COMMUNITY, SOCIAL AND PERSONAL SERVICES/ PROJECT SUPPORT			
6.1 Legal entity establishment		6.2 Mediation, conflict resolution	6.3 Project facilitation/ community survey and scoping
6.4 Beneficiary verification		6.5 Institutional development and capacitation	6.6 News agency
6.7 Other community, social & personal service activities		6.8 Activities of membership organisation	6.9 Activities of business, employers & professional organisations
6.10 Social work activities		6.11 Health and social work	6.12 Local authority work
2.12 Other (<i>Specify</i>):			

7. ELECTRICITY, GAS AND WATER SUPPLY			
7.1 Power Sources		7.2 Fluid and gas distribution	7.3 Electrical wire, cable and harness
7.4 Heating, ventilation and air circulation		7.5 Power generation	7.6 Industrial filtering & purification
7.7 Industrial pumps and compressors		7.8 Batteries, generators and kinetic power transmission	7.9 Atomic, nuclear energy machinery and equipment
7.10 Electricity provision/ contractors/ consultants		7.11 Boreholes (construction, drilling and testing)	7.12 Water provision/ contractors/ consultants
7.13 Purification/ treatment of water		7.14 Fuel, gas, solar supply and related activities	7.15 Other (<i>Specify</i>):

8. CONSTRUCTION			
8.1 Construction		8.2 Site Preparation	8.3 Building of complete construction or parts thereof: civil engineering
8.4 Building installation		8.5 Building completion	8.6 Renting of construction or demolition equipment with operators
8.7 Erection of fencing		8.8 Irrigation systems	8.9 Doors, windows and glass
8.10 Engineering services – design, management, etc		8.11 Borehole citing	8.12 Structural building material (sand, stone, concrete blocks, etc)
Other (<i>Specify</i>):			

9. MAINTENANCE AND GENERAL SERVICES			
9.1 Cleaning services		9.2 Security services	9.3 Pest control/ fumigation
9.4 Plumbers (repairs, maintenance, plumbing fixtures)		9.5 Electricians	9.6 Welders
9.7 Transportation/ removal services (relocation of offices and/ or officials)		9.8 Handyman (office repairs and maintenance)	9.9 Locksmith
9.10 Air – conditioning repairs and maintenance		9.11 Refrigeration and electrical appliance repairs and maintenance	9.12 Window cleaning services
9.13 Security gates/ fencing		9.14 Office renovations (interior decorators,	9.15 Garden services (including hiring of plants

		partitioning and shop - fitting)		and landscaping)	
9.16 Painting (interior and exterior)		9.17 Other (<i>specify</i>):			

10. LOGISTICAL SERVICES					
10.1 Catering services		10.2 Venues for meetings/ workshops		10.3 Decor and draping	
10.4 Marquees and toilets		10.5 PA systems		10.6 Podium	
10.7 Chairs and tables (including screens and sound systems)		10.8 Cutlery and crockery		10.9 Other (<i>Specify</i>):	
6.10 Social work activities		6.11 Health and social work		6.12 Local authority work	

11. GOODS/ SUPPLIES					
11.1 Electrical appliances (fridges, microwaves, television, etc)		11.2 Generators (including repairs and maintenance)		11.3 Cleaning and maintenance products and utensils	
11.4 Hardware (hand tools)		11.5 Office labour saving devices (Fax machines, photocopier, etc)		11.6 Packaging suppliers (paper/ polythene)	
11.7 Technical stationery supplies (drawing boards, volume covers, etc)		11.8 Stationery supplies (office paper, toner cartridges, pens, diaries, etc)		11.9 Pharmaceutical items	
11.10 Office Furniture and fittings		11.11 Hire and repair of vehicles and equipment		11.12 Uniforms and protective clothing	
11.13 Other (<i>Specify</i>):					

12. HUMAN RESOURCES: DEVELOPMENT AND SUPPORT					
12.1 Organisational development		12.2 Team building specialists		12.3 Human resource specialists	
12.4 Educational/ training activities		12.5 Trade union activities		12.6 Human health/ wellness activities	
12.7 Training and development specialist		12.8 Assessment and development centers		12.9 Recruitment and placement centers	
12.10 Labour law firm		12.11 Other (<i>Specify</i>):			

13. TRANSPORT, STORAGE AND COMMUNICATION					
13.1 Materials development: print		13.2 Materials development: Multimedia		13.3 Materials developers: facilitation (Drama, puppets workshop)	
13.4 Desk top publishing		13.5 Printers/ signage		13.6 Translation: Zulu/ English/ Afrikaans, etc	
13.7 Postage and courier services		13.8 Telecommunications		13.9 Supporting and auxiliary transport services activities (e.g. travel agencies)	
13.10 Building and repairing of ships and boats		13.11 Manufacture and supply parts of ships and boats		13.12 Air Transport parts and accessories	
13.13 Other: (<i>Specify</i>)					

14. LEGAL SERVICES					
14.1 Conveyances, notaries/ notary public		14.2 Notaries/ notary public		14.3 Commercial law/ commercial transaction	

			specialist	
14.4 Attorneys/ advocates		14.5 Labour law specialist	14.6 Lease management	
14.7 Criminal Law specialist		14.8 Other (<i>Specify</i>):		

15. PROFESSIONAL SERVICES				
15.1 Quantity Surveying		15.2 Land and buildings valuers	15.3 Conveyances	
15.4 Capacity Building		15.5 Mentor Services	15.6 Consultancy	
15.7 Legal Advisors		15.8 Other (<i>Specify</i>):		

10. VERIFICATION OF INFORMATION

10.1 Verification of information

I/We, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the annexures(s) with the additional information, is correct and accurate and acknowledges that:

- A. The supplier will be required to furnish proof of the information to preferences, if requested to do so.
- B. If the information supplied is found to be incorrect then the KwaZulu – Natal Sharks Board may, in addition to any remedies it may have to:
- i. Disqualify the supplier/ contractor for a particular bid/ contract/ project it may be considered for, or which had been awarded to the supplier/ contractor;
 - ii. Recover from the supplier/ contractor all costs, losses or damages incurred or sustained by KwaZulu – Natal Sharks Board as a result of breach of contract;
 - iii. Cancel the contract and claim any damages which KwaZulu – Natal Sharks Board may have suffered by having to make less favourable arrangements after such cancellations and or;
 - iv. De-activate the supplier registered on KwaZulu – Natal Sharks Board and also KwaZulu – Natal Supplier Database.
- C. The deponent acknowledges that he/ she:
- i. Knows and understands the contents thereof;
 - ii. Has no objection to taking the prescribe oath;
 - iii. Considers the oath to be binding on his/ her conscience.

10.2 SIGNED BEFORE THE COMMISSIONER OF OATHS

Supplier representative: Initials _____ First Name(s) _____

Last Name: _____

Signature: _____

Date: _____

Signed at: _____

Supplier Name: _____

I confirm that the deponent placed his/her signature hereon in my presence after acknowledging the contents thereof.

Commissioner Initials: _____ Full Name _____

Last Name: _____

Signature: _____

Date: _____

Signed at: _____

OFFICIAL STAMP

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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.....
.....

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011