



**APPLICATION TO BE REGISTERED
ON THE NATIONAL CREDIT REGULATOR (NCR)
SUPPLIER DATABASE**

NCR232/04/14– GENERAL CATEGORIES

**TO ALL SUPPLIERS SEEKING REGISTRATION
AS AN APPROVED SUPPLIER ON THE
DATABASE OF THE NATIONAL CREDIT REGULATOR**

All suppliers are herewith invited to register as an approved supplier on the database of the NCR.

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA), Broad-based Black Economic Empowerment (BBBEE) and Preferential Procurement Policy Framework Act (PPPFA). The supplier database will be used for all NCR purposes guided by the Supply Chain Management section.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the NCR. To enhance transparency and equality.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the NCR. It is envisaged however, that this database will contribute to efficient administration and compliance with the above mentioned guidelines.

Below please find our official Supplier Application Form to assist us in updating our database according to legislation. In submission the following documents needs to be attached and/or delivered to the NCR:

- Original valid Tax Clearance Certificate from SARS (Failure to submit **will** invalidate the application)
- BBBEE Certificate
- Company registration docs i.e. CK 1 or 2 etc.
- Company profile
- Cancelled cheque / confirmation from the bank

It is imperative that suppliers read the Supplier Application Form document carefully, complete it in full and sign it.

Completed documents can either be hand deliver to:

For Attention: Procurement Officer
Ref. no: NCR232/04/13 General categories
The National Credit Regulator

Or alternatively post to:

The National Credit Regulator
P.O. Box 209
Halfway House
1685

For Attention: Procurement Officer

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** suppliers seeking registration as an approved supplier;
- The application must be completed in **full** and be **signed by the owners as well as the Commissioner of Oaths in order to be accepted**;
- A **company profile** should accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax or email and **must** therefore submit an **operating fax number or an email address**; failure to comply will result in excluding the supplier from the database;
- It should be noted that the NCR reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **be notified** whether their application was accepted or not by means of written confirmation;
- Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so **will** result in the application being declined.

1. SUPPLIER DETAIL

[illegible]

Postal Address - (Compulsory)																			
					Code														

[illegible]

2. COMPANY / SUPPLIER CLASSIFICATION: (Please tick the relevant box / boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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3. SUPPLIER GROUPING DETAIL - TYPE OF FIRM: (Please tick the relevant box)

NO.	TYPE OF FIRM	TICK RELEVANT BOX
1	Public Company (Ltd)	
2	Private Company (Pty) Ltd.	
3	Closed Corporation (CC)	
4	Other (Specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21 Company	
12	Government / Parastatal	

4. TAX CLEARANCE REQUIREMENTS

Tax Clearance Certificate Attached (Compulsory)	YES	NO
Expiry Date of Tax Clearance Certificate		

5. MAIN CONTACT PERSON IN YOUR COMPANY

Name & Surname														
Designation														
Cell Phone Number														
Tel Number														
Fax Number														
E-Mail Address														

5.1. SALES CONTACT PERSON IN YOUR COMPANY

Name & Surname															
Designation															
Cell Phone Number															
Tel Number															
Fax Number															
E-Mail Address															

6. SMME STATUS OF YOUR ENTERPRISE

- Please use this table to determine the SMME status of your enterprise
- Please tick the relevant box in each column

A. Sector	B. Full Time Paid Employees				C. Annual Turnover (R millions)				Total Gross Asset value (R millions)			
	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor Trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering / Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport / Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair / Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents(e.g Travel Agent)	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services (e.g Consulting Services)	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

7. COMMODITIES / SERVICES/ GOODS

Mark the main commodities/ services/ goods that your company specializes in. *Please note that no more than two main groups can be registered for per suppliers.*

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Catering	Catering Services	
	Supply of Meeting refreshments	
	Kitchen appliances – microwaves, kettles, fridges etc.	
	Water bottles	
	Vending machines	
Consultants	Auditors – Internal	
	Change Management	
	Collective Bargaining (labour)	
	Facilitators	
	Security service consultancy	
	Organisational Development	
	Performance Management reviews	
	Remuneration services	
	Training & development	
	Background Checks for employees and registrants	
	Assurance engagement reviews for potential Credit Bureau applicants	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Finance	Stationery	
	Subscriptions	
	Systems & services	
HR	Recruitment	
	Payroll Outsourcing or management	
	Recruitment Advertising	
	HR Consultants – Electronic systems & traditional systems	
	Employment Agencies	
	Response handling	
	Employee Assistance Program providers	
IT	Computer software – Installations, licenses & training	
	Internet Service provider	
	System Developers	
	Laminating machine	
	PABX system	
	IT Peripherals	
	Telecommunication services	
	Telephone equipment	
	Telephone installations	
	IT Consultants	
	Computer hardware - CD writers, memory sticks, CPU, screens etc.	
	Computer & printer repairs, services & maintenance	
	Photocopying, Scanning, Printing Services	
	Binding Machines & services	
	Transcription services	
	Translation services	
	Laptop trackers	
Logistics	Driver (casual & part time)	
	Messenger/Delivery Services - of documents and people <i>Please supply details of fleet and drivers separately</i>	
	Furniture removals	
	Courier Services	
	Offsite Storage	
	Shuttle services	
	Shredding services	
	Scanning	
	Tape conversions	
	Digital formats	
	Space planning	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Facilities	Upholstery cleaning	
	Flower arrangements or office plants	
	Electrical services & maintenance	
	Fire systems	
	HVAC Maintenance & repairs	
	HVAC installations	
	Locksmith services	
	Partitioning	
	Renovations	
	Metal Detector Systems (SEC)	
	Building maintenance & repairs i.e. plumbing, electrical, carpentry	
	Furniture repairs	
	Office furniture	
	Space planning	
Marketing & Communications	Advertising:	
	• Multimedia advert concept and layout	
	• Creative advice and support	
	Billboard rental and advertising	
	Corporate Gifts – printed, engraved etc	
	Design and maintenance of website	
	Engraving	
	Exhibitions	
	Layout and design of corporate publications	
	Media Buying:	
	• Booking and placing multimedia advertising	
	Picture framing & hanging	
	Photography	
	Printing: Annual reports	
	Printing: Banners	
	Printing: Boards	
	Printing: Brochures	
	Printing: Business Cards	
	Printing: Certificates	
	Printing: Newsletters	
	Printing: Pamphlets	
	Printing: Window decals	
	Printing: Magazines	
	Printing: Application Forms	
	Printing: National Credit Act Pocket Statutes (NCA)	
	Promotional materials – bags, caps, pens, t-shirts etc.	
	Promotional gifts	
	Getting online publications for website and for office use	
	Subscribing to different publications	
	Distributing media release through the PR News wire	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Entertainment services	Facilitators: Team Building & Strategic Planning	
	Conference Facilities & venues	
	DJ Services	
	Performers	
	Event coordinators	
	Event management	
	Photographers	
Security	Security Services / Systems I.e. sweeping (TSCM), Threat & risk assessment, consultancy etc.	
	Access Control Systems	
	CCTV Systems	
	Dictaphone Machine	
	Sound & recording services / equipment	
Travel	Flights & Accommodation	
	Venue Hire	
	Car Hire	
	Visa applications	
	Parking service (airport)	
	Travel agencies	
	In-house travel booking systems	

Other services:

SERVICE / GOODS

8. TRACK RECORD

List the four largest most important contracts/ assignments completed by your firm in the past Year:

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NO.

9. BBBEE STATUS LEVEL CONTRIBUTION

Instructions and definitions:

Please read carefully before completing BBBEE status level contribution

Legislation:

In terms of Section 38 of the PFMA the Accounting Officer of a department must ensure that the department has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

Terminology:

- **Commodities** - The commodities the company wishes to be registered for as a supplier to the NCR.
- **Trade Names** - The trade names that the company own or distribute, which you wish to be registered for as a supplier to the NCR.
- **Owned** - Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **B-BBEE Status Level of Contribution** - Means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of Section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- **EME** - Means any enterprise with annual total revenue of R5 million or less.

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the BBBEE status level of contribution in accordance with the table below:

B-BBEE status level of contributor	Number of points	Price
1	20	80
2	18	
3	16	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
Total maximum points	20	80

Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, sustaining their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Bidders who claim points in respect of B-BBEE Status Level of contribution must complete the following in terms of the table above:

B-BBEE Status Level of contribution: = (Maximum of 20 points)

Points claimed in respect of the above must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.

10. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If yes, indicate

- (i). What percentage of the contract will be subcontracted?%
- (ii). The name of the sub-contractor?
- (iii). The B-BBEE status level of the sub-contractor?
- (iv). Whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

List all Partners, Proprietors and Shareholders - (Compulsory)

NAME	POSITION IN COMPANY	ID NUMBER	TAX NUMBER

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

11. DECLARATION OF INTEREST – “ANNEXURE A”

12. DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES– “ANNEXURE B”

13. CERTIFICATE OF INDEPENDENT BID DETERMINATION – “ANNEXURE C”

14. TERMS OF PAYMENT

Invoices should be submitted monthly quoting a valid reference number. Any discrepancies or deviation from this may result in delay of payment.

Subject to the Acceptance of the statement by NCR the service provider will be paid within 30 days after date of statement.

I/we the undersigned acknowledge(s) that:

- It agrees to conform to the requirements as set out in this document.
- The firm agrees to abide by the Procurement Policy.
- All the information supplied in this application is true and correct.
- The firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
- The firm will update their registration particulars whenever a significant change in their details occur and in any event.
- Any conflict of interest will be declared in the comment space below

**Signature of Owner or Authorised
Representative**

Date

COMMISSIONER OF OATHS

SIGNATURE

DATE

STAMP
