



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

NCR233/04/14

PROFESSIONAL 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

Company / Supplier Name	
Company Registration Number	
VAT Registration Number (If Applicable)	
Income Tax Reference Number (compulsory)	
E-Mail Address	
Telephone Number	
Fax Number (Compulsory)	
Number of Full Time Employees	
Number of years in business	

Postal Address - (Compulsory)	
	Code

Physical Address - (Compulsory)	
	Code

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

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
------------	----------	----------	--------------	----------	-------------	-------------	----------	-------

2. 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 / Parastatals	

3. TAX CLEARANCE REQUIREMENTS

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

4. MAIN CONTACT PERSON IN YOUR COMPANY

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

4.1. SALES CONTACT PERSON IN YOUR COMPANY

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

5. 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

6. COMMODITIES / SERVICES

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

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Professional (COMPLETE DISBURSEMENT SECTION IF REGISTERING HERE)	Economists: <i>Specify area of expertise</i> <ul style="list-style-type: none"> • Economic analysis • Credit legislation • Sector specific analysis • Econometrics modeling and data analysis 	
	Forensic investigators - forensic expertise and knowledge of the credit industry and especially the National Credit Act	
	Legal services - with litigation experience in both the Lower and High Courts and previous litigation experience relating to the National Credit Act. <ul style="list-style-type: none"> • Lawyers • Advocates • Counsels 	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
	Commercial Lawyers	
	Labor Relations	
	Sector Specific Analysts and Experts	
	Dispute Resolution	
	Technical Experts: <i>Please specify</i>	

6.1. RATES/DISBURSEMENTS

(Compulsory for all entities/individuals registering under professional services)

DESCRIPTION	RATE PER DAY (Incl. VAT)	RATE PER HOUR (Incl. VAT)	OTHER CHARGES
Director / Partner			
Senior			
Junior			
Other			
DISBURSEMENTS	<i>(Please specify in detail for services to be rendered)</i>		
Travel - Rate per km - Flights - Other			
Admin - Specify			
Other - Specify			

Note: All these applications will be evaluated based on functionality see attached – “Annexure A” for the criteria to be used.

7. TRACK RECORD

List the four largest most important contracts/ assignments completed by your firm in the past 3 Years:

WORK PERFORMED	CLIENT NAME	CONTACT PERSON	TELEPHONE NO.

8. 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.

9. 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

10. DECLARATION OF INTEREST – “ANNEXURE A”

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

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

13. 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
