

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF THE MQA

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

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the MQA developed a supplier database to be used by the procurement office.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the MQA.

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 MQA. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form to assist us in updating our database according to legislation.

The following important notes should be read carefully before the completion of this form

1. The registration form must be completed by all businesses seeking to conduct business with the MQA.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. The full signature is required when alterations are made on this document.
4. If the information required is not applicable to your business, clearly insert "N/A" in the appropriate space.
5. Mark the appropriate square with an "X" where it is applicable to you.
6. All fields on the application form **MUST** be completed by the applicant. If the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.
7. The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to the MQA.
8. Please note that no unsigned faxed or e-mailed forms will be accepted.
9. A business registered on the database must notify the Department within 14 (fourteen) days of any changes to the information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.
10. Businesses providing information intentionally incorrect or fraudulent will be disqualified.
11. Applicants who have been declared insolvent and wish to do business with the MQA must have been rehabilitated and provide the necessary proof thereof.

12. Businesses blacklisted by any organs of state* must first be removed or cleared from blacklist before registration.
 13.
 - 13.1. Certified copies of the following documents must be attached to the application form:
 - a) A concise company profile (max 2 pages);
 - b) Company Certificate or Shareholder(s) register;
 - c) Income Tax Certificate;
 - d) VAT registration certificate (for VAT vendors only); and
 - e) ID for all members/partners/directors.
 - 13.2. An **original** Tax Clearance certificate.
- Failure to submit all the above documents will result in non-registration.**
14. Fronting* will result in a business being blacklisted.
 15. The MQA has the right to visit the business premises to verify the information provided in this form.
 16. Members / directors / partners / owners in service with any organ of state* management must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
 17. This is only a registration form for database and does not guarantee any award of bid/contract.
 18. Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally excluded from quoting for the supply of goods or services.
 19. The database will be updated on a quarterly basis. A summary of the supplier's information on the database will be posted for verification. Changes can be made on the summary and faxed back to the MQA. Only on receipt of a **signed** changed summary, will updates be added to the database.
 20. The MQA reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
 21. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents / information, the declined supplier may be re-evaluated for registration.
 22. Applicants will be contacted via fax and **must** therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base.

The supplier must comply with all the **registration criteria** for registration to be finalised. **Failure** to do so may result in the application being declined.

After completing this questionnaire **post or hand-deliver** it to:

**The Mining Qualifications Authority
74-78 Marshall Street
4th Floor
Union Corporation Building
Marshalltown**

**For Attention: Ms. Khathu Raphunga
Supply Chain Management (SCM) Specialist**

SUPPLIER APPLICATION FORM

Supplier details:

Company / Supplier Name: _____

Trading Name of different from the above: _____

Company / Close Corporation Registration Number #	
VAT registration number (if applicable):	
Income tax reference number ##	
Web Address:	
E-Mail Address:	
Telephone Number:	
Fax Number: (compulsory)	
Toll Free Number:	
Number of full time employees:	

For Companies and Close Corporations, as with the Registrar of Companies / CC

Insert Personal Income Tax Number for sole proprietor of Personal Income Tax Numbers for all parties in terms of partnerships

Postal Address: (compulsory)

Physical Address:

Postal Code:	

Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

Tax Clearance Certificate Attached	yes	no
Expiry date:		

Supplier Account Details

(Please note that this account **MUST** be in the name of the supplier. No 3rd party payments allowed. Supplier must also attach **original** cancelled cheque or **original** bank statement).

Account Name

Account Number

Branch Name

Branch Number

Account Type

 Cheque Account

 Savings Account

 Transaction Account

 Bond Account

 Others (Please specify)

ID Number

Passport Number

Company Registration Number

*CC Registration

*Please include CC/CK where applicable

Practise Number

Payment Terms:

Payments shall be made to the supplier by the MQA within (30) days from the date of the supplier's delivery of an invoice.

Contact Details

	Area Code		Extension
Business	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Home	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Fax	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
Cell	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	

	Cell Code
Email Address	<input style="width: 100%; height: 20px;" type="text"/>
Contact person	<input style="width: 100%; height: 20px;" type="text"/>

Supplier Signature	<input style="width: 100%; height: 20px;" type="text"/>
Print Name	<input style="width: 100%; height: 20px;" type="text"/>
	Rank
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

NB: All relevant fields must be completed

SMME status of your enterprise:

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

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
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	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (Please ✓ the relevant box)

(According to SMME table) (Compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

List all partners, proprietors and shareholders (compulsory)

- Where owner are themselves a company or partnership, owners of the holding firm must be identified
- Population Group *
 - Asian = A
 - Black = B
 - Coloured = C
 - White = W
- **Proof of Disability** must be attached **
- If not SA Citizen, state country of origin - if not SA citizen from birth, please indicate date when SA citizenship was acquired ***

Instructions and Definitions:

(Please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department and Public Entities.

Terminology:

- **Commodities:**
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 5 commodities.
- **Trade Names:**
The trade names that the company own or distribute, which you wish to be registered for.
- **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.

- **Historically Disadvantaged Individuals (HDI):**

For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens 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.

- **Women:**
A female person who is a SA citizen.
- **Disability:**
In respect of a person, a permanent impairment 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.
- **Establishment of HDI / Women Equity Ownership in a enterprise:**

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.

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

Where individuals are not actively involved in the **management** and daily business operations and do not exercise control over the enterprise commensurate with their degree of **ownership**, equity ownership may not be claimed.

HDI Ownership Status:

(Failure to complete this section will result in the application being declined)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

Position	Number of Africans	Number of Coloureds	Number of Indians	Total	% of Africans	% of Coloureds	% of Indians	% of Whites	% of women	% of disabled
Managers										
Senior Staff										
Other Staff										
Total										

Declaration of any conflict of interest:

Are you currently working as an employee in any organ of state?

Yes	No
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If "Yes", give details: _____

Have you worked in any organ of state* for the past 12 months?

Yes	No
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If "Yes", give details: _____

Do you have any relative working for an organ of state?

Yes	No
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If "Yes", give details: _____

Do you have any close relationship with any official working in our establishment (except of the above)?

Yes	No
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If "Yes", give details: _____

Is there any other relevant information that you would like to disclose?

Yes	No
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If "Yes", give details: _____

Terminology:

- **Organ of state:**
 - a) A national or provincial department as defined in the Public Finance Management Act No. 1 of 1999;
 - b) A Municipality as contemplated in the Constitution;
 - c) Parliament;
 - d) A Provincial legislature;
 - e) A constitutional institution listed in schedule 1 of the Public Finance Management Act.

- **Joint Venture / Consortium:** An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge for execution of contract

- **Relative** in means of this document means: Your first degree relative that is, wife, husband, son, daughter, father, mother, brother, sister.

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE

SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE

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DATE

LIST OF COMMODITIES

***Please define your principal business to a max of 3 commodities as per advert.
Mark with X.***

No	Stationery and consumables i.e. toners, cartridges	
1	Travel and Accommodation	
2	Printing	
3	Marketing and Publicity i.e. adverts, layout and design	
4	Occupational directed education training and development Consulting Services	
5	Management and or Specialised Consultants (indicate specialisation	
6	HR Training	
7	Office Furniture	
8	IT Equipment	
9	Catering services	
10	Courier services	
11	Conference Venues	
12	IT Support and Maintenance	
13	Legal and Audit Services	
14	Repairs and Maintenance	
15	Corporate clothing and gifts	
16	Telecommunications services	
17	Team building Facilitators and Programmes	