



## FREE STATE CENTRALIZED SUPPLIER’S DATABASE (FSSD)

### DELIVER TO:

PROVINCIAL TREASURY: FREE STATE  
 PROVINCIAL SUPPLY CHAIN MANAGEMENT COMPLIANCE OFFICE  
 55 ELIZABETH STREET  
 PROVINCIAL GOVERNMENT BUILDING (PG BUILDING)  
**12<sup>th</sup> Floor, Room 1219**  
 BLOEMFONTEIN  
 9300

### *OR POST TO:*

PROVINCIAL SUPPLY CHAIN MANAGEMENT COMPLIANCE OFFICE  
 PRIVATE BAG X20537  
 BLOEMFONTEIN  
 9300

### ENQUIRIES:

TEL. (051) 403 3283 / 405 4785 /405 4850

For official use

NAME OF SUPPLIER																			
REGISTRATION NUMBER																			
REGISTERED/VERIFIED BY:																			
APPROVED BY:																			
CAPTURED BY:																			

## DOCUMENTS ATTACHED

<i>Please tick in relevant box:</i>	Y	N	N/A	Office Use
<b>Company Registration Document (Certified)</b>				
<b>Proof of Ownership / Shareholder certificate (Certified)</b>				
<b>Co-Operatives – Registration Certificate and certified constitution</b>				
<b>Proof of Banking Document</b>				
<b>VAT Registration Document</b> (Doc required if applicable, yet not indicated On TCC)				
<b>PAYE Document</b>				
<b>Income Tax Registration Document</b>				
<b>An Original Valid Tax Clearance Certificate (TCC)</b>				
<b>Disability Documents</b>				
<b>Certified Identification Document/s</b>				
<b>Copy of Broad Based Black Economic Empowerment Certificate (B-BBEE)</b>				
<b>Proof of registration with Professional Bodies:</b>				
<ul style="list-style-type: none"> <li>• Security Officer’s Board Certificate</li> </ul>				
<ul style="list-style-type: none"> <li>• Construction Industry Development Board (CIDB)</li> </ul>				
<ul style="list-style-type: none"> <li>• Private Security Industrial Regulatory Authority (PRISA)</li> </ul>				
<ul style="list-style-type: none"> <li>• National Homebuilders Registration Council (NHBC)</li> </ul>				
<ul style="list-style-type: none"> <li>• Affiliation Branch Safety Office (ABSOS)</li> </ul>				
<ul style="list-style-type: none"> <li>• European Central Bank (ECB)</li> </ul>				
<ul style="list-style-type: none"> <li>• The SA Council for the quantity surveying profession</li> </ul>				

### INCORPORATING FREE STATE PROVINCIAL GOVERNMENT

This centralised supplier database is being populated to enable the effective implementation of the Preferential Procurement Policies of the Free State Provincial Government and the Public Entities in the province. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual (HDI) shareholders who are actively involved in the daily operations and management of an organisation, defined according to the Preferential Procurement Regulations, 2001, as "an activity inclusive of control and performed on a daily basis."

The centralised supplier database will be used by all 11 Provincial Departments and 3 Public Entities listed below:

These forms must be completed and submitted to one of the following by post, deliver or courier for the closest collection / drop off point in the Province:

DEPARTMENT	PHYSICAL ADDRESSES
<b>Provincial Treasury</b>	6 <sup>th</sup> or 12 <sup>th</sup> Floors, Room 605 or 1214 until 1220, Elizabeth Street, Provincial Government Building Bloemfontein
<b>Agriculture</b>	ABSA building, Cnr. Maitland and Aliwal Street, Bloemfontein (or)  SCM Office, Administration Building, 40 Jan Riebeck Street, Thaba Nchu
<b>Health</b>	Bid Management Office, Block C-West, Ground Floor, Bophelo House, Bloemfontein
<b>Education</b>	101 Coopers House/Tempe Warehouse, Bloemfontein (or)  FDC Building, Mampoi Street, Phuthaditjhaba
<b>Cooperative Governance, Traditional Leadership &amp; Human Settlement (COGTA)</b>	7 <sup>th</sup> Floor Room 713, & 10 <sup>th</sup> Floor, Lebohang Building, St Andrew and Markgraaf Street, Bloemfontein
<b>Premier</b>	3 <sup>rd</sup> Floor, Lebohang Building
<b>Public Works &amp; Rural Development</b>	Metfontein Building, 4 <sup>th</sup> Floor Room 418, St. Andrew & Markgraaf Street, Bloemfontein
<b>Police, Roads and Transport</b>	Room 204 & 208, Perm Building, 45 Maitland Street, Bloemfontein
<b>Sport, Art, Culture &amp; Recreation</b>	Motheo District Library, Room 3, Library Service Building, 36 Zastron Street, Bloemfontein (or)  1 <sup>st</sup> Floor, Warden Building, Henry Street, Bloemfontein
<b>Social Development</b>	Room 37 Liberty Life Building, St Andrew Street, Bloemfontein (or) , Thusanong , Building, Dr. Belcher Road, Mangaung
<b>Economic Development, Tourism &amp; Environmental Affairs</b>	34 Markgraaf Street, Bojanala Building, 1 <sup>st</sup> Floor, Room 124, Bloemfontein
<b>Gambling &amp; Liquor Board</b>	190 Mandela Drive, Bloemfontein
<b>Phakisa</b>	Phakisa Racing Track, Route R70
<b>Free State Authority</b>	131 Mimosa Mall, 2 <sup>nd</sup> floor Office tower, Kellner Street, Bloemfontein
<b>SEDA Offices:</b>	<b>NORTHERN FREE STATE:</b>  Sasolburg Branch, Eric Louw Street, Boiketlong, Zamdela, Sasolburg  LEJWELEPUTSWA: Welkom Branch, 203 Jan Hofmeyer, Cnr 11th Street  East Industria, Welkom
	<b>XHARIEP BRANCH:</b>  <b>53 Voortrekker Street, Koisan Gebou, Trompsburg</b>
	<b>MOTHEO:</b> 130/133 Sanlam Plaza, CBD, Charles Street, Bloemfontein  <b>THABA MOFUTSANYANE:</b> (Bethlehem), Cnr Richter & Malan Street,  1421 Lomond Road, Bethlehem

## POINTS TO REMEMBER WHEN COMPLETING THIS REGISTRATION FORM

### INTRODUCTION:

The Free State Registration Form was specifically designed to provide a facility for the registration of suppliers on the Centralized Suppliers Database. In order to ensure that the suppliers are considered legitimate, it is vitally imperative that the following guidelines are adhered to:

Electronic forms are available on the website: [www.treasury.fs.gov.za](http://www.treasury.fs.gov.za).

### GUIDELINES

Applicants must complete all pages where applicable. Failure by an applicant to provide ALL the prescribed information and documents required will result in non-registration. Applicants are advised that only ORIGINAL registration forms will be processed. It is imperative that only supporting documents with an ORIGINAL signature be submitted.

Any alterations made by the suppliers to its own information inserted on this document, must be initialed by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant business/supplier. Only black ink should be used to fill in the form.

- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached. If a field is not applicable to your business type, clearly mark it as N/A and supply applicable documentation, or proof of exemption.
- **Sequence of gathering supporting documentation** –Free State Provincial Treasury recommends that the following sequence is adhered to when gathering documents: (1) Company Registration and Shareholding documents (2) Proof of Banking documents (3) Department of Labour documents (4) SARS documents (VAT, PAYE, Income Tax Registration) (5) SARS – Tax Clearance Certificate
- **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. If the information required is not applicable to your business; clearly insert the symbols “N/A” in the appropriate space. If the space provided is left blank and or mandatory fields are not filled in, it will be regarded as information that is still outstanding and you **WILL NOT BE REGISTERED**.
- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Shareholding Certificates, VAT Registration, PAYE, UIF, Security Officers Board Certificate if applicable; the stamp of certification should be on the front of the document if it is faxed to Free State Provincial Treasury
- **An original valid Tax Clearance Certificate is to be submitted.** The validity period of a Tax Clearance Certificate is 12 months from date of issue. To maintain a verified status on the FSCSD, please ensure that Free State Provincial Treasury is always in possession of a valid Tax Clearance Certificate.
- Reminder letters and/or electronic notification (i.e. sms, email) will be issued by the Provincial Treasury to Suppliers three months prior to the expiry date of their TCC'S; to update their information. It remains the sole responsibility of the supplier to ensure that their information is updated on the Suppliers
- **Owners, Shareholders** – Please ensure that the percentages of ownership of the **individual shareholders** amount to 100%. That is, provide details of *all* shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Individual HDI Shareholders in the Holding Company or Trust, who are actively involved in the daily operations and management of the company being registered, are to be included for the company to be considered for HDI Equity Ownership.** Proof of the individual shareholding is to be submitted.
- **Co-operatives** – The Co-operatives Act of 2005 makes allowances for co-operatives to engage in transactions as a legal body, in the same way as companies and other kinds of business enterprises do. Various levels and types of co-operatives exist and the Act requires all Co-operatives to be registered with the Registrar of Co-operatives. These include Agricultural, Consumer, Marketing & Supply, Housing, Financial, Social, Burial, Service, and Worker Co-operatives. Only registration certificates with an official seal of the Registrar of Co-operatives must be submitted.
- **Certificate of Correctness (page 15)** – Please ensure that the Certificate of Correctness is signed and dated once all required data and documentation has been submitted.
- **Collection points** – Completed registration forms and supporting documentation can either be delivered or emailed to one of the addresses on the registration form.
- **Processing of registration** – Your **COMPLETED** registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with Free State Provincial Government and Public Entities, including responses to Requests for Quotes and formal tenders. This letter of verification will be dispatched to the correspondence details supplied on the first page. **Please note that this administration process of COMPLETED registration forms will take a minimum of 10 days.** Once your registration has been included on the Free State Centralized Supplier Database your details will be accessible to procurement officials who have access to the Free State Centralized Suppliers Database.
- **Business Opportunities** – **While this Supplier Database registration process ensures eligibility to conduct business with Free State Provincial Government and the Public Entities, it does not guarantee the receipt of their business opportunities.**
- **Copies of Documents** – Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.
- **Amendments** – Please notify the Provincial Treasury immediately of any changes to the verified information submitted. Submit a Certificate of Correctness with the amended data (page 15).
- **Registration/De-registration** - The supplier will be required to fill in a new registration form that will be sent to them via post. Failure to do so will result in such a supplier being de-activated/flagged on the Suppliers Database and/or cancellation of contracts awarded to the supplier, on the basis of misrepresentation. Suppliers providing information incorrectly or fraudulently in their registration form will be disqualified from bidding and deactivated/flagged on the database, in addition to any other action the Province may institute against such a supplier. Furthermore, in the event of the Province being prejudiced financially, it reserves the right to take legal action against the supplier.
- **Queries** – Should you have any related queries or if you require assistance completing the registration form, please contact the Supplier **Database in the Provincial Treasury, on 051-405 5521/403 3283/405 5972/405 4785**

**NB:** Kindly note that registration in the centralized database does not automatically guarantee that the supplier will be awarded quotations and bids, but that the Departments are required to use the suppliers in the centralized database to request quotations on a rotation basis. The normal evaluation and adjudication of a quote/bid will be followed by Departments.

## DEFINITIONS:

For definitions of terminology used in this document, please refer to the definitions set out Treasury Regulation 16A Supply Chain Management Framework, located on the National and Provincial Treasuries websites, [www.treasury.gov.za/](http://www.treasury.gov.za/) [www.treasury.fs.gov.za/](http://www.treasury.fs.gov.za/)

“Historically Disadvantaged Individual (HDI) means a SA 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 RSA, 1983 (Act No 110 of 1983) or the Constitution of the RSA, 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 SA citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.”

## DOCUMENTS REQUIRED ACCORDING TO THE BUSINESS TYPE:

DOCUMENTS REQUIRED	BUSINESS TYPE (Free State Based Details)								Where to get documents	Address	Telephone
	Sole Proprietor	Co-operatives	Close Corporations and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisations (NPO)				
Company Registration CERTIFIED COPIES	N/A	Registration Certificates	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21		Registrar of Co-operatives	The DTI Campus Block F (Entfufukweni) 77 Meintjies Street Sunnyside, Pretoria	DTI Call Centre: 086 184 3384
Proof of Ownership CERTIFIED COPIES	N/A	Partnership agreement	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter - no shareholding		Registrar of Close Corporations & Companies	The DTI Campus Block F (Entfufukweni) 77 Meintjies Street Sunnyside, Pretoria	Customer Care 086 184 3384
Proof of Banking	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque		Branch of bank where account is held	Branch of bank where account is held	Branch of bank where account is held
An Original valid Tax Clearance Certificate	For the owner or the business	For the co-operative	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO		Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
P.A.Y.E Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate		Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
VAT Registration	Yes, if applicable. If not indicated on Tax Clearance Certificate	Based on turnover exceeding R300 000 per annum. Contact SARS for further information. If not indicated on Tax Clearance Certificate							Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
U.I.F Certificate	YES	YES							Department of Labour (sole proprietors)	National House, 43 Maitland Street, Bloemfontein	051 505 6200 / 6284
Workman's Compensation	Register with the Department of Labour	Register with the Department of Labour	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration		Department of Labour	National House, 43 Maitland Street, Bloemfontein	051 505 6200 / 6284
Security Officer's Board	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration				
Proof of Disability	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry				
	If owner is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled				





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**CORE BUSINESS OPERATION (MANDATORY FIELD) \* \***

*(Mark with X in applicable fields)*

Prime Contractor  Supplier  Professional Services BUILT Environment*	<input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>	Sub-Contractor (less than 25 % generated turnover as prime contractor)  Manufacturer  Education, Training and Development Service Provider (ETD)*	<input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>	Labour-only Contractor  Legal Service Provider*  Other**	<input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>  <input style="width: 20px; height: 20px;" type="checkbox"/>
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\*\*Other, please specify \_\_\_\_\_

**FINANCIAL DETAILS (BANKING)**

Banking institution name																				
Branch																				
Town / City																				
Banking account number																				
Account Type																				
Account holders name																				

**ANNUAL AVERAGE TURNOVER**

Indicate annual average turnover excluding Value Added Tax during the past three years:

R									
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**NB. DOCUMENTARY PROOF OF BANKING INSTITUTION MUST BE SUPPLIED (Cancelled Cheque / Bank Statement or letter from the bank)**



**BUSINESS INFORMATION (MANDATORY FIELD)\* \***

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Amendment Bill pertaining to the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column 1 and then tick the corresponding information blocks in columns 2, 3 and 4.

<b>COLUMN 1</b>	<b>COLUMN 2</b>		<b>COLUMN 3</b>		<b>COLUMN 4</b>	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees <b>TICK WHERE APPLICABLE</b>		Total annual turnover <b>TICK WHERE APPLICABLE</b>		Total gross asset value (fixed property excluded). <b>TICK WHERE APPLICABLE</b>	
Agriculture	MORE THAN 100		MORE THAN R <b>5m</b>		MORE THAN R <b>5m</b>	
	LESS THAN 100		LESS THAN R <b>5m</b>		LESS THAN R <b>5m</b>	
Mining and Quarrying	MORE THAN 200		MORE THAN R <b>39m</b>		MORE THAN R <b>23m</b>	
	LESS THAN 200		LESS THAN R <b>39m</b>		LESS THAN R <b>23m</b>	
Manufacturing	MORE THAN 200		MORE THAN R <b>51m</b>		MORE THAN R <b>19m</b>	
	LESS THAN 200		LESS THAN R <b>51m</b>		LESS THAN R <b>19m</b>	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R <b>51m</b>		MORE THAN R <b>19m</b>	
	LESS THAN 200		LESS THAN R <b>51m</b>		LESS THAN R <b>19m</b>	
Construction	MORE THAN 200		MORE THAN R <b>26m</b>		MORE THAN R <b>5m</b>	
	LESS THAN 200		LESS THAN R <b>26m</b>		LESS THAN R <b>5m</b>	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R <b>39m</b>		MORE THAN R <b>6m</b>	
	LESS THAN 100		LESS THAN R <b>39m</b>		LESS THAN R <b>6m</b>	
Wholesale Trade, Commercial Agents & Allied Services	MORE THAN 100		MORE THAN R <b>64m</b>		MORE THAN R <b>10m</b>	
	LESS THAN 100		LESS THAN R <b>64m</b>		LESS THAN R <b>10m</b>	
Catering, accommodation & other Trade	MORE THAN 100		MORE THAN R <b>13m</b>		MORE THAN R <b>3m</b>	
	LESS THAN 100		LESS THAN R <b>13m</b>		LESS THAN R <b>3m</b>	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R <b>26m</b>		MORE THAN R <b>6m</b>	
	LESS THAN 100		LESS THAN R <b>26m</b>		LESS THAN R <b>6m</b>	
Finance and Business Services	MORE THAN 100		MORE THAN R <b>26m</b>		MORE THAN R <b>5m</b>	
	LESS THAN 100		LESS THAN R <b>26m</b>		LESS THAN R <b>5m</b>	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R <b>13m</b>		MORE THAN R <b>6m</b>	
	LESS THAN 100		LESS THAN R <b>13m</b>		LESS THAN R <b>6m</b>	

## OWNERSHIP INFORMATION

Please list all persons/entities that Owners in the business/trust and indicate their involvement in the management/operations of the business/trust

Capacity	
Director	D
Partner	P
Member	M
Proprietor	R
Other	O

Race Group	
Black	B
White	W
Coloured	C
Indian	I
Other	O

\* ( Explanation of abbreviations used in the following tables)

**NB Proof of disability provided by a recognised institution in the case of handicapped persons must be supplied.**

**NB CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP/PARTNERSHIP MUST BE SUPPLIED**

List all persons who are shareholders/owners in the business or Co-operative

NB Proof of disability provided by a recognised institution in the case of handicapped persons must be supplied.

**NB CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP/PARTNERSHIP MUST BE SUPPLIED**

First Name																				
Surname																				
Identification Number																				
Percentage Share																%				
Capacity																D	P	M	R	O
Gender																		M	F	
Race Group																B	W	C	I	O
Disabled (a permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being)																		Y	N	
Were you a South African citizen on or before the 26 <sup>th</sup> of April 1994?																		Y	N	
Are you actively involved in the management and daily business operations of the business?																		Y	N	

First Name																				
Surname																				
Identification Number																				
Percentage Share																%				
Capacity																D	P	M	R	O
Gender																		M	F	
Race Group																B	W	C	I	O
Disabled (a permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being)																		Y	N	
Were you a South African citizen on or before the 26 <sup>th</sup> of April 1994?																		Y	N	
Are you actively involved in the management and daily business operations of the business? *(Multiple copies of this page may be submitted if required)																				

### Business Sector Classification, Products and Services

Step 1: in order to assist with the business industry sector classification of suppliers, please indicate your core business in the following below table.

**Please mark your core business with (x)**

**NB: PLEASE NOTE THAT YOU CAN ONLY SELECT TWO CORE BUSINESS.**

Community, Social and Personal Services		Electricity, Gas and Water Supply	
Mining and Quarrying		Construction	
Transport, Storage and Communication		Wholesale and Retail Trade: Repair of motor vehicles, motor cycles and personal and household goods, hotel and restaurants	
Agricultural, Hunting, Forestry and Fishing		Manufacturing	
Financial Intermediation, Insurance, Real estate and Business Services			

STEP 2: Please indicate the industrial sector **related to the goods/services** that you supply.

**NB: Please note that only a maximum of FIVE related goods/services that you supply may be selected.**

#### COMMUNITY, SOCIAL AND PERSONAL SERVICES

<input type="checkbox"/> Public administration and defense activities/security	<input type="checkbox"/> Central government activities	<input type="checkbox"/> Regional services council activities	<input type="checkbox"/> Local authority activities
<input type="checkbox"/> Training	<input type="checkbox"/> Educational services	<input type="checkbox"/> Health and social work	<input type="checkbox"/> Human health activities <input type="checkbox"/> Medical consumables <input type="checkbox"/> Medical equipments <input type="checkbox"/> Drugs, Pharmaceutical products
<input type="checkbox"/> Activities of membership organizations	<input type="checkbox"/> Activities of business, employers' and professional organizations	<input type="checkbox"/> Activities of trade unions	<input type="checkbox"/> Activities of other membership organizations
<input type="checkbox"/> Veterinary activities	<input type="checkbox"/> Social work activities	<input type="checkbox"/> Other community, social and personal service activities	<input type="checkbox"/> Sewage and refuse disposal, sanitation, similar activities. <input type="checkbox"/> Cleaning chemicals and equipments
<input type="checkbox"/> Recreational, cultural and sporting activities	<input type="checkbox"/> Motion of picture, radio, television and other entertainment activities	<input type="checkbox"/> Cleaning services <input type="checkbox"/> Gardening services	<input type="checkbox"/> Library, archives, museums and other cultural activities

#### MINING AND QUARRYING

<input type="checkbox"/> Mining of coal and lignite <input type="checkbox"/> Supply of coal	<input type="checkbox"/> Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying	<input type="checkbox"/> Mining of gold and uranium ore	<input type="checkbox"/> Mining of metal ores, except gold and uranium
<input type="checkbox"/> Mining of iron ore	<input type="checkbox"/> Mining of non-ferrous metal ores, except gold and uranium	<input type="checkbox"/> Other mining and quarrying	<input type="checkbox"/> Stone quarrying, clay and sand-pits
<input type="checkbox"/> Mining of diamonds (including alluvial diamonds)	<input type="checkbox"/> Mining of quarrying	<input type="checkbox"/> Services activities incidental to mining of minerals	

#### TRANSPORT, STORAGE AND COMMUNICATION

<input type="checkbox"/> Land transport; transport via pipelines	<input type="checkbox"/> Railway transport	<input type="checkbox"/> Other land transport (transportation)	<input type="checkbox"/> Transport via pipelines
<input type="checkbox"/> Water transport	<input type="checkbox"/> Sea and coastal water transport	<input type="checkbox"/> Inland water transport	<input type="checkbox"/> Air transport

<input type="checkbox"/> Supporting and auxiliary transport activities; activities of travel agencies	<input type="checkbox"/> Post and telecommunications	<input type="checkbox"/> Postal and related courier activities (distribution)	<input type="checkbox"/> Telecommunications
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<b>AGRICULTURAL, HUNTING, FORESTRY AND FISHING</b>			
<input type="checkbox"/> Agriculture, hunting and related services	<input type="checkbox"/> Growing of crops; market gardening; horticulture	<input type="checkbox"/> Farming of animals	<input type="checkbox"/> Growing of crops combined with farming of animals (mixed farming)
<input type="checkbox"/> Agricultural and animal husbandry services, except veterinary activities	<input type="checkbox"/> Hunting; trapping and game propagation, including related services	<input type="checkbox"/> Production of organic fertilizer	<input type="checkbox"/> Forestry, logging and related services
<input type="checkbox"/> Forestry and related services	<input type="checkbox"/> Logging and related services	<input type="checkbox"/> Fishing, operation of fish hatcheries and fish farms	<input type="checkbox"/> Ocean and coastal fishing
<input type="checkbox"/> Fish hatcheries and fish farms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FINANCIAL INTERMEDIATION, INSURANCE, REAL ESTATE AND BUSINESS SERVICES (CONSULTANCY SERVICES)</b>			
<input type="checkbox"/> Financial intermediation, except insurance and pension funding	<input type="checkbox"/> Monetary intermediation	<input type="checkbox"/> Other financial intermediation	<input type="checkbox"/> Insurance and pension funding, except compulsory social security
<input type="checkbox"/> Activities auxiliary to financial intermediation	<input type="checkbox"/> Activities auxiliary to financial intermediation, except insurance and pension funding	<input type="checkbox"/> Activities auxiliary to insurance and pension funding	<input type="checkbox"/> Real estate activities
<input type="checkbox"/> Real estate activities with own or leased property	<input type="checkbox"/> Real estate activities on a fee or contract basis	<input type="checkbox"/> Renting of machinery and equipment, without operator, and of personal and household goods	<input type="checkbox"/> Renting of transport equipment
<input type="checkbox"/> Renting of other machinery and equipment	<input type="checkbox"/> Renting of personal and household goods	<input type="checkbox"/> Computer and related activities (website) <input type="checkbox"/>	<input type="checkbox"/> Hardware consultancy
<input type="checkbox"/> Software consultancy and supply	<input type="checkbox"/> Data processing	<input type="checkbox"/> Data base activities	<input type="checkbox"/> Maintenance and repair of office, accounting and computing machinery
<input type="checkbox"/> Computer consumables <input type="checkbox"/> IT equipments and hardware and software	<input type="checkbox"/> Research and development	<input type="checkbox"/> Research and experimental development of natural sciences and engineering	<input type="checkbox"/> Research and experimental development of social sciences and humanities
<input type="checkbox"/> Other business activities	<input type="checkbox"/> Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion research; business and management consultancy	<input type="checkbox"/> Architectural, engineering and other technical activities	<input type="checkbox"/> Advertising

<b>ELECTRICITY, GAS AND WATER SUPPLY</b>			
<input type="checkbox"/> Electricity, gas, steam and hot water supply	<input type="checkbox"/> Production, collection and distribution of electricity	<input type="checkbox"/> Manufacture of gas; distribution of gaseous fuels through mains	<input type="checkbox"/> Steam and hot water supply
<input type="checkbox"/> Collection, purification and distribution of water			

<b>CONSTRUCTION</b>			
<input type="checkbox"/> Construction	<input type="checkbox"/> Site preparation	<input type="checkbox"/> Building of complete constructions or parts thereof; civil engineering	<input type="checkbox"/> Building installation
<input type="checkbox"/> Building completion	<input type="checkbox"/> Renting of construction or demolition equipment with operators	<input type="checkbox"/> Maintenance <input type="checkbox"/> Renovations	

<b>MANUFACTURING</b>			
<input type="checkbox"/> Manufacture of food products, beverages and tobacco products	<input type="checkbox"/> Production, processing and preserving of meat, fish, fruit, vegetables, oils and fats	<input type="checkbox"/> Manufacture of dairy products	<input type="checkbox"/> Manufacture of textiles, clothing and leather goods
<input type="checkbox"/> Spinning, weaving and finishing of textiles	<input type="checkbox"/> Manufacture of other textiles	<input type="checkbox"/> Manufacture of knitted and crocheted fabrics and articles	<input type="checkbox"/> Manufacture of wearing apparel, except fur apparel
<input type="checkbox"/> Dressing and dyeing of fur; manufacture of articles of fur	<input type="checkbox"/> Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness	<input type="checkbox"/> Manufacture of footwear	<input type="checkbox"/> Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials; manufacture of paper and paper products; publishing, printing and reproduction of recorded media
<input type="checkbox"/> Sawmilling and planning of wood	<input type="checkbox"/> Manufacture of products of wood, cork, straw and plaiting materials	<input type="checkbox"/> Manufacture of paper and paper products <input type="checkbox"/> Toilet paper <input type="checkbox"/> Sanitary towel	<input type="checkbox"/> Publishing
<input type="checkbox"/> Printing and service activities related to printing <input type="checkbox"/> Branding <input type="checkbox"/> Graphic design	<input type="checkbox"/> Reproduction of recorded media	<input type="checkbox"/> Manufacture of coke, refined petroleum products and nuclear fuel; manufacture of chemicals and chemical products; manufacture of rubber and plastic products	<input type="checkbox"/> Manufacture of coke oven products
<input type="checkbox"/> Petroleum refineries/synthesizers	<input type="checkbox"/> Processing of nuclear fuel	<input type="checkbox"/> Manufacture of basic chemical	<input type="checkbox"/> Manufacture of other chemical products
<input type="checkbox"/> Manufacture of manmade fibers'	<input type="checkbox"/> Manufacture of rubber products	<input type="checkbox"/> Manufacture of plastic products	<input type="checkbox"/> Manufacture of other nonmetallic mineral products
<input type="checkbox"/> Manufacture of glass and glass products	<input type="checkbox"/> Manufacture of nonmetallic mineral products.	<input type="checkbox"/> Manufacture of basic metals, fabricated metal products, machinery and equipment and of office, accounting and computing machinery/stationery	<input type="checkbox"/> Manufacture of basic iron and steel
<input type="checkbox"/> Manufacture of basic precious and nonferrous metals	<input type="checkbox"/> Casting of metals	<input type="checkbox"/> Manufacture of structural metal products, tanks, reservoirs and steam generators	<input type="checkbox"/> Manufacture of other fabricated metal products; metalwork service activities
<input type="checkbox"/> Manufacture of general purpose machinery	<input type="checkbox"/> Manufacture of special purpose machinery	<input type="checkbox"/> Manufacture of household appliances	<input type="checkbox"/> Manufacture of office, accounting and computing machinery

<input type="checkbox"/> Manufacture of electrical machinery and apparatus	<input type="checkbox"/> Manufacture of electric motors, generators and transformers	<input type="checkbox"/> Manufacture of electricity distribution and control apparatus	<input type="checkbox"/> Manufacture of insulated wire and cable
<input type="checkbox"/> Manufacture of accumulators, primary cells and primary batteries	<input type="checkbox"/> Manufacture of electric lamps and lighting equipment	<input type="checkbox"/> Manufacture of other electrical equipment	<input type="checkbox"/> Manufacture of radio, television and communication equipment and apparatus and of medical, precision and optical instruments, watches and clocks
<input type="checkbox"/> Manufacture of electronic valves and tubes and other electric components	<input type="checkbox"/> Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy	<input type="checkbox"/> Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods	<input type="checkbox"/> Manufacture of medical appliances and instruments and appliances for measuring, checking, testing, navigating and other purposes, except optical instruments
<input type="checkbox"/> Manufacture of optical instruments and photographic equipment	<input type="checkbox"/> Manufacture of watches and clocks	<input type="checkbox"/> Manufacture of transport equipment	<input type="checkbox"/> Manufacture of motor vehicles
<input type="checkbox"/> Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers	<input type="checkbox"/> Manufacture of parts and accessories for motor vehicles and their engines	<input type="checkbox"/> Building and repairing of ships and boats	<input type="checkbox"/> Manufacture of railway and tramway locomotives and rolling stock
<input type="checkbox"/> Manufacture of aircraft and space craft	<input type="checkbox"/> Recycling	<input type="checkbox"/> Manufacture of furniture	

<b>WHOLESALE AND RETAIL TRADE: REPAIR OF MOTOR VEHICLES, MOTOR CYCLE AND PERSONAL AND HOUSEHOLD GOODS, HOTELS AND RESTAURANTS</b>			
<input type="checkbox"/> Wholesale and commission trade, except of motor vehicles and motor cycles	<input type="checkbox"/> Wholesale trade on a fee or contract basis	<input type="checkbox"/> Wholesale trade in agricultural raw materials, livestock, food, beverages and tobacco	<input type="checkbox"/> Wholesale trade in household goods <input type="checkbox"/> Catering <input type="checkbox"/> Supply of groceries <input type="checkbox"/> Supply of food parcels <input type="checkbox"/> Feeding scheme
<input type="checkbox"/> Wholesale trade in non-agricultural intermediate products, waste and scrap	<input type="checkbox"/> Wholesale trade in machinery, equipment and supplies	<input type="checkbox"/> Other wholesale trade <input type="checkbox"/> Stationery	<input type="checkbox"/> Retail trade, except of motor vehicles and motor cycles; repair of personal household goods
<input type="checkbox"/> Non-specialized retail trade in stores	<input type="checkbox"/> Retail trade in food, beverages and tobacco in specialized stores	<input type="checkbox"/> Other retail trade in new goods in specialized stores	<input type="checkbox"/> Retail trade in secondhand goods in stores
<input type="checkbox"/> Retail trade not in stores	<input type="checkbox"/> Repair of personal and household goods	<input type="checkbox"/> Sale, maintenance and repair of motor vehicles and motor cycles; retail trade in automotive fuel	<input type="checkbox"/> Sale of motor vehicles
<input type="checkbox"/> Maintenance and repair of motor vehicles	<input type="checkbox"/> Sale of motor vehicle parts and accessories	<input type="checkbox"/> Sale, maintenance and repair of motor cycles and related parts and accessories	<input type="checkbox"/> Retail sale of automotive fuel
<input type="checkbox"/> Hotels, camping sites and other provision of short-stay accommodation (guesthouse)	<input type="checkbox"/> Supply of furniture	<input type="checkbox"/> Pest control	<input type="checkbox"/> Driving school

## 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 REGISTRATION DOCUMENT, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT: -**

- A. The supplier will be required to furnish documentary proof of the claims if requested to do so.
- B. If the information supplied is found to be incorrect then the Province may, in addition to any remedies it may have: -
  - 1. Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor.
  - 2. Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the Province as a result of breach of the contract;
  - 3. Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellations;
  - 4. Impose a penalty on the contractor as provided for in the relevant organisation's regulations; and/or
  - 5. De-activate the supplier registered on the Free State Supplier Database.

- C. The deponent acknowledges that he/she:
  - i. Knows and understands the contents thereof
  - ii. Has no objection to taking the prescribed oath;
  - iii. Considers the oath to be binding on his/her conscience

- D. In order to give effect to the above, the following questionnaire must be completed and submitted with the registration form.

Full Name of supplier or his or her representative: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Position occupied in the Company (director, shareholder, etc.): \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Tax Reference Number: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

- 1. Are you or any person connected with the bidder presently employed by the state? **YES/NO**
- 2. If so, furnish the following particulars:
  - Name of person/director/shareholder/member: .....
  - Name of state institution to which the person is connected:.....
  - Position occupied in the state institution: .....

Persal Number of the official employed by the state:.....

Any other particulars:

.....

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

If so, furnish particulars:

.....

- 4. 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?

If so, furnish particulars: **YES/NO**

.....

- 5. Are you or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

If so, furnish particulars: **YES/NO**

.....

- 6. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

If so, furnish particulars: **YES/NO**

.....

### DECLARATION

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_ AT \_\_\_\_\_

\_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_

IN HIS /HER CAPACITY AS

\_\_\_\_\_

(PRINT NAME)

**NB - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the Free State Centralized Supplier Database and thereby ensure your eligibility to conduct business with the buyers sharing in this database.**

**Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new certificate is submitted.**