



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF SPORT, ARTS AND CULTURE

### SUPPLIER REGISTRATION FORM APPLICATION FORM TO BE LISTED IN THE DEPARTMENTAL'S PROCUREMENT DATABASE

DATABASE CONTROL NUMBER: DSAC\_\_\_\_\_2015/2016

A. Business details:

1. Name of firm: \_\_\_\_\_

2. Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mention your district: \_\_\_\_\_

(e.g. Waterberg,Capricorn,Vhembe, Mopani, Sekhukhune etc)

Your municipality: \_\_\_\_\_

4. Province: \_\_\_\_\_

5. Telephone No: \_\_\_\_\_

6. Mobile number: \_\_\_\_\_

7. Fax No: \_\_\_\_\_

8. Contact Person: \_\_\_\_\_

9. Company/enterprise  
Income Tax Ref: \_\_\_\_\_

10. VAT registration No: \_\_\_\_\_

11. Tax Clearance Cert.: \_\_\_\_\_

12. Describe Principal business activities/List of products or services offered (Not more than 3 (three) refer to the attached list of commodities essential for the Department (please tick):

**NB:** If more than three commodities are listed only the first three will be considered during the registration process.

## **PRODUCTS AND SERVICES OFFERED**

### **Transport**

- DSAC01DB-091212–Transport Services(Must have public liability insurance and Public license in the company's name)
- DSAC01ADB-091212 – Luxury Bus
- DSAC01BDB-091212 – Luxury Bus with toilets
- DSAC01CDB-091212– Semi Luxury
- DSAC01DDB-091212 – Taxi(14 Seaters)
- DSAC01EDB-091212 – Taxi(22 Seaters)
- DSAC01FDB-091212 – Taxi(32 Seaters)

### **Travelling and accommodation**

- DSAC02DB-091212– Travel Agencies
- DSAC03DB-091212– Accommodation and Conference facilities

### **Catering, groceries, decorations, tents and toilets**

- DSAC04DB-091212– VIP and mass catering (please specify in terms of traditional food, Halaal or mass catering)
- DSAC04ADB-091212 – VIP Catering
- DSAC04BDB-091212 – Halaal Catering
- DSAC04CDB-091212 – Mass Catering
- DSAC04DDB-091212 – Traditional food
- DSAC05DB-091212– VIP and mass decorations, tents, flushable toilets, chairs and tables
- DSAC06DB-091212– Mass tents, toilets, chairs and tables
- DSAC07DB-091212–Groceries

## Other services

- DSAC08DB-091212–Security Services(PSIRA certificates to be attached, firearms licenses and letter of good standing from PSIRA confirming the company can render security services)
- DSAC09DB-091212– Protective Clothing
- DSAC10DB-091212– Cleaning Materials and Services
- DSAC11DB-091212– Laundry services
- DSAC12DB-091212–Sport equipments
- DSAC13DB-091212- Sport attire
- DSAC14DB-091212–Advertising agencies and Marketing Services
- DSAC15DB-091212–Printing Services
- DSAC16DB-091212– Sound and stage
- DSAC17DB-091212 - PA Systems
- DSAC18DB-091212–Promotional Materials and gifts
- DSAC19DB-091212–Electrical Appliances and equipments
- DSAC20DB-091212– Stationery
- DSAC21DB-091212– Garden Services(Lawn mowers, garden tools, hose pipes, pipe connections, chain saws)
- DSAC22DB-091212– Supply of mobile fridges and cooling systems
- DSAC23DB-091212– Accredited training and Service providers
- DSAC25DB-091212–Braille translation
- DSAC26DB-091212– Library materials(Books and stationery)
- DSAC27DB-091212– Sign language interpretation
- DSAC28DB-091212– Animal feed supplies
- DSAC29DB-091212– Tractor and farm machinery servicing
- DSAC30DB-091212–Irrigation, hardware and farm equipment
- DSAC31DB-091212–Animal medicine supplies and veterinary services
- DSAC32DB-091212– Pest control
- DSAC33DB-091212– IT Equipments
- DSAC34DB-091212– Audio Visuals systems (Cameras and videos)
- DSAC35DB-091212– Office furniture
- DSAC36DB-091212– Building and construction
- DSAC37DB-091212- Provision of public liability insurance for events
- DSAC38DB-091212– Auctioneering services
- DSAC39DB-091212– Thatched grass
- DSAC40DB-091212 – Hardware
- DSAC41DB-091212 – Recording of Artists
- DSAC42DB-091212 – Security Installation and equipments
- DSAC43DB-091212 – Supply and delivery of Marula beer
- DSAC44DB-091212 – Legal Services

13. Company classification: (tick one box)

- Manufacturer
- Supplier
- Professional service provider.
- Other service provider, e.g. transporter, etc.

14. Total number of years the firm has been in business:

- 1 to 3 years
- 3 to 5 years
- 5 and above (please state if above 5 years): \_\_\_\_\_

B. Banking details:

- ✓ Name of the banking institution: \_\_\_\_\_
- ✓ Branch: \_\_\_\_\_
- ✓ Town/city: \_\_\_\_\_
- ✓ Banking account number: \_\_\_\_\_
- ✓ Account holder's name: \_\_\_\_\_

C. Shareholders details/staffing occupational level:

Name of owner/shareholder	ID Number	Position Occupied	Percentage owned by shareholders	Gender (Women)	Percentage owned by Disable person

D. Declaration of interest

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 annexure with additional information, is correct.

Are you, or any other person who holds an interest in your business, a close family member (i.e. related by birth, marriage, domestic partnership, adoption, guardianship or the like) to or an associate (i.e. a friend, rival,

business partner, neighbour, etc) of an employee and/or director of the Department of Sport, Arts and Culture? Y/N \_\_\_\_\_

If yes, state particulars:

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Have you, or any other person who holds an interest in your business, given a business courtesy or received a business courtesy from a Departmental employee and/or director over the last 12 (twelve) months? Y/N \_\_\_\_\_

If yes, state particulars:

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Is your business currently engaged in defending any legal proceedings which have been instituted against it (including against any of its directors/members/ partners), or has your business (including any directors / members /partners) either been charged with or been convicted of any criminal act, or has any judgment or decision been made against it by any administrative or regulatory body? Y/N \_\_\_\_\_

If yes, state particulars.

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Do you or any of the directors/shareholders/members of the company have interests in any other companies which are part of the Department of Sport, Arts and Culture? Y/N\_\_\_\_\_

If so, Please furnish particulars:

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E. Please attach the following documents :

- Copy of PSIRA Certificate(If Registering a security company)**
- CK**
- Company Profile**
- Valid Tax Clearance**
- Certified ID copies**
- BBBEE Certificate**
- Cancelled cheque/Bank statement/Letter from Bank confirming account**
- Entity form**
- Duly signed declaration form**

DECLARATION BY SIGNATORY

I, the undersigned [insert full name of signatory]\_\_\_\_\_,  
duly authorized to complete this form in my capacity as[insert capacity, i.e.,  
member, director, partner, etc] \_\_\_\_\_ on behalf of the  
applicant [full name of the business entity]\_\_\_\_\_ certify  
that, to the best of my knowledge, the information furnished herein is true and  
correct. I accept that the Department of Sport, Arts and Culture reserves its right  
to act against the applicant or me personally in terms hereof, should this  
declaration prove to be false.

Name:\_\_\_\_\_ Signature:\_\_\_\_\_

Designation: \_\_\_\_\_ Date : \_\_\_\_\_