

SUPPLIER/ SERVICE PROVIDER DATABASE APPLICATION FORM

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

PLEASE NOTE: The SANC does not use the SA Government Central Supplier Database (CSD), and suppliers/ companies registered on the CSD should apply to be on the SANC database.

When completed, the document can be either hand-delivered or mailed to the following addresses:

South African Nursing Council
602 Pretorius Street
ARCADIA
0083

The Supply Chain Management Department
South African Nursing Council
Private Bag X 132
Pretoria, 0001

The following documents **must** be submitted together with this form:

1. Company profile [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of section 47(11) of the Nursing Act].
2. Certified copy of Identity documents of Directors/Members/Shareholders/Partners.
3. Proof of tax compliance status, e.g. Tax clearance certificate or personal identification number (PIN) from SARS [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].
4. Company registration certificate from CIPC [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].
5. Any other registration/accreditation/ membership certificate pertaining to the industry.
6. B-BBEE certificate/sworn affidavit [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].
7. Letter from the bank confirming your banking details [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].
8. Value Added Tax (VAT) certificate, if registered for VAT [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].
9. Joint Venture certificates or agreement/s signed, if any [not applicable if it is a single nursing/ legal practitioner applying to be part of the Disciplinary Appeals Committee in terms of Section 15(4) of the *Nursing Act 33 of 2005* or the legal assessor for the Professional Conduct Committee (PCC) in terms of Section 47(11) of the Nursing Act].



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

10. Contact persons: Mpho Makhuvha/ Nacky Maluleke/ Neo Kabini

Telephone Numbers: +27 (0)12 426 9570/1026/9541

Fax number: +27 (0)12 343 5400

E-mail addresses: MMakhuvha@sanc.co.za / NMaluleke@sanc.co.za / NKabini@sanc.co.zaWebsite: www.sanc.co.za**Please Note:**

- The SANC reserves the right to accept or reject any application without being obligated to provide reasons in this respect;
- Suppliers will be notified of the outcome of their application by e-mail;
- Suppliers must comply with all the registration criteria for their registration to be finalized. Failure to do so may result in the application being declined.

(The South African Nursing Council – Official Use only)

Date Received: _____ Accepted/ Not Accepted: _____

Reason for declining: _____

Supplier/Vendor Number: _____

SECTION A: SUPPLIER INFORMATION

Name of Company: (To be used in all contracts/orders with and invoices to the SANC)	
'Trading as' name:	
Type of company: (e.g. close corporation, private company, partnership, sole proprietor, etc.)	
VAT registration number:	
Income Tax reference number:	
Company registration number:	
Industry classification:	
Supplier's main commodity:	
Web address:	
Telephone number:	
Fax number:	
Postal address:	

<u>Physical address:</u>		
<u>E-mail address:</u>		
<u>Contact person:</u>		
<u>List all proprietors, partners and shareholders</u> (Compulsory – if additional space is required, please attach as additional document) <u>Names in full:</u>	<u>Position in the enterprise</u>	<u>ID Number(s)</u>

HISTORY OF PREVIOUS PROJECTS

<u>Company name:</u> <i>(Details of the company to which service(s) were provided)</i>	<u>Service provided:</u> <i>(Please list services provided to the company)</i>	<u>Names and Contact details:</u> <i>(Of the principal/s of the companies serviced)</i>	<u>Value in Rand:</u>

SECTION B - FINANCIAL INFORMATION:

Banking Details: *(Please attach a cancelled cheque or bank confirmation letter)*

Bank name: _____

Branch Code: _____

Branch: _____

Account type: _____

Bank Account Number: _____

Name of Account Holder: _____

DECLARATION:

I/We hereby will not hold the South African Nursing Council liable for non-payment in the event of the bank account details provided above not being correct.

(Initials and Surname):

(Authorized Signature):

(Date):

Date stamp of Bank:

VERY IMPORTANT: Suppliers to select a **maximum of three (3)** core services/ commodities within their field of specialization.

LIST OF GOODS/ SERVICES/ COMMODITIES TO CHOOSE FROM:

(Select by ticking)

CATEGORIES	INDICATE YEARS OF EXPERIENCE	SUB-CATEGORIES	✓ TICK
1. STATIONERY		Photocopy paper	
		Office stationery	
		Computer stationery	
2. VENUES AND ACCOMMODATION		Conference package	
		Event Management	
		Accommodation	
3. FURNITURE		Office furniture	
		Office equipment	
4. POSTAGE/ DISPATCH		Posting letters	
		Facsimile/ Courier Services	
		Seal/embosser for sealing	
		Certificates	
		Protective postal bags	
		Bulk mailing	
5. PRINTING SERVICES		Booklets	
		Book binders	
		Newsletters	
		Promotional items	
		Publications	
		Business cards	
		Gift cards	
		Stamps	

		Journals	
		Diaries	
6. CATERING (Food testing will be conducted in order to determine the quality of food offered)		Running a canteen service	
		Breakfast	
		Lunch	
		Snacks	
		Drinks	
7. DISTINGUISHING DEVICES		Epaulettes	
		Bars	
		Brooches	
		Shoulder badges	
		Oval badges	
8. RECORDS MANAGEMENT		Packaging	
		Registry	
		Archiving system	
		Archiving software	
9. TRANSPORT SERVICES		Car Hire	
		Car Rentals	
		Car Sales	
10. HUMAN RESOURCES SERVICES		Performance Management	
		Team Building	
		Training and Development	
		Skills Development	
		Industrial Relations experts	
		Job Evaluation	

		Remuneration Experts	
		Motivational Speaker	
		Employment Agency	
		Psychometric testing	
		Dispute resolutions (CCMA/Labour Court/Labour Appeals Court)	
		Employee Assistance Programme (EAP)	
		Bargaining Forum	
		Salary benchmarking surveys	
		Research	
		Recordings/Stenography	
		Qualification verification/ Managed integrity evaluation	
11. PROFESSIONAL SERVICES		Security Services	
		Cleaning and Hygiene	
		Pest Control	
12. INFORMATION TECHNOLOGY		Software & hardware	
		Cartridges & toners	
		Desktop & laptop supply	
		Printers	
		Scanners	
		PABX systems	
		Repairs and upgrade of computers	
		Telephone maintenance	
		Maintenance of <i>IBM</i> and IT-related software & hardware	
		Supply and maintenance of franking machines	
		Antivirus, IT security	

		Backup specialists	
		Backup media off-site storage (vault) services	
		Provision of bulk SMS services	
		Photocopiers	
13. LEGAL SERVICES		Panel of Attorneys on all areas of law	
		Legal Experts	
		Labour Law service/advisor	
		Translation & Interpretation	
14. SECRETARIAL SERVICES		Minute Taking	
		Recording	
		Report Writing	
		Transcribing	
15. FINANCIAL ACCOUNTING SERVICES		Accounting	
		Audit	
		Forensic Investigators	
		Debt Collectors	
		Actuarial Services	
		Short-term Insurance	
		Medical Aid Schemes	
		Provident Fund administrators	
		Accounting software	
		MS Office (<i>Excel, PowerPoint and Word</i>)	
		Risk Specialists	
16. ANALYTIC SERVICES		Business Process Analysts	

17. PROPERTY/SALES		Auctioneering	
		Property Valuers	
18. MAINTENANCE		Civil maintenance work	
		Plumbing	
		Painting	
		General repairs & maintenance	
		Gardening equipment	
		Tools and hardware	
		Garbage bags	
19. ENGINEERING		Electrical	
		Mechanical	
		Consulting Engineers	
		Architects	
20. MARKETING AND COMMUNICATION		Communication	
		Media and Publicity	
		Newspaper advertisements	
		Newspaper subscriptions	
		Florists	
		Motivational Speaker	
		Branding	
		Promotional items	
		Graphic Design	
		Videography & Photography	
21. HEALTH AND SAFETY		Protective clothing	
		Health & Safety audits	

		Fire extinguishers	
		Medical supplies	
22. MEDICAL SERVICES		Medical expert/Psychiatrist	
		Psychologist	
		Psychiatric Nurse Specialist	
		Laboratories	
		Psychiatric facilities/Rehabilitation	
		Document trolley bag	
23. TRAINING		Corporate Governance	
		Facilitators	
24. OTHER SERVICES		Annual strategic review	
		Actuarial Services	
		Risk Management	
		If any other, please specify:	

DECLARATION OF THE SERVICE PROVIDER’S PREVIOUS SUPPLY CHAIN MANAGEMENT PRACTICES:

1. This serves as a declaration by applying entities, towards ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the SANC supply chain management system.
2. The service of any service provider may be disregarded if that service provider or any of their directors have:
 - a). Abused the Council’s supply chain management system;
 - b). Committed fraud or any other improper conduct in relation to such system; or
 - c). Failed to perform on any previous contract.
3. In order to give effect to the above, the questionnaire hereunder must be completed and submitted with the application:

Item	Question	Yes	No
1.	<p>Is the service provider or any of its directors listed on the National Treasury's database as companies or persons <u>prohibited from doing business with the public sector</u>?</p> <p>(Companies or persons who are listed as such on this database were informed in writing of this restriction by the <i>National Treasury</i> after investigation of both parties' version of events that led to the restriction).</p> <p>If 'yes', please provide particulars:</p>		
2.	<p>Is the service provider or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the <i>Prevention and Combating of Corrupt Activities Act (Act No. 12 of 2004)</i>?</p> <p>If so, please provide particulars:</p>		
3.	<p>Was the service provider or any of its directors convicted by a Court of Law (including a Court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p> <p>If so, please provide particulars:</p>		
4.	<p>Was any contract between the service provider and any institution terminated during the past five years on account of failure to perform on or comply with the contract?</p> <p>If so, please provide particulars:</p>		

DECLARATION OF INTEREST:

Any legal person, including persons employed by the SANC, or persons having a kinship with persons employed by the SANC, including a blood relationship, may make an offer or offers in terms of this invitation to bid (this includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the SANC, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declares his/her position in relation to the evaluating/ adjudicating authority and/or take an oath declaring his/her interest, where –

- The bidder is employed by the SANC; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with a person(s) who is/are involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person(s) for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:		
Full name of bidder or his/ her representative:		
Identity number(s):		
Position occupied in the Company (director, trustee, shareholder, member):		
Registration no. of business entity:		
Tax reference number:		
VAT registration number:		
Are you or any person connected to the bidder presently employed by the SANC? If so, please provide the following particulars:		
Name of Person/ Director/ Member/ Shareholder:	Position occupied in the SANC:	How are you connected to the person employed by the SANC?
If you are presently employed by the SANC, have you obtained the appropriate authority to undertake remunerative work outside employment of the SANC?		
If yes, please attach proof of such authority to the bid document. (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).		<u>Details of proof attached:</u>
Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the SANC in the previous twelve (12) months? If so, please provide particulars in the space provided:		
Do you, or any person connected with the bidder, have any relationship (family/friend/other) with a person employed by the SANC and who may be involved with the evaluation and or adjudication of this bid? If so, please provide particulars, such as name of person/director/shareholder, position occupied at SANC and the nature of relationship:		
Are you, or any person connected with the bidder, aware of any relationship between the bidder and any person employed by SANC who may be involved with the evaluation and or adjudication of this bid? If so, please provide particulars, such as name of person/director/shareholder, position occupied at SANC and the nature of relationship:		

Full details of directors/ trustees/ members/ shareholders:			
Full names:	Identity Number:*	Personal Tax Reference Number:	SANC Employee Number:**

*Copies of Identity Document(s) must be attached.

**If applicable.

CERTIFICATION/ DECLARATION:

I, the undersigned (full names and surname) _____ hereby declare that the information provided on this form is true and correct.

I accept that, in addition to cancellation of a contract, other action may be taken against me, should this declaration prove to be false.

Position: _____

Signature: _____

Date: _____