



NATIONAL YOUTH DEVELOPMENT AGENCY

**PREFERRED SUPPLIER DATABASE FORM FOR PERMANENT LISTING OF SERVICE PROVIDERS/SUPPLIERS ON NYDA
PROCUREMENT MANAGEMENT SYSTEM ("PMS")**

This is an application to be accredited for registration on NYDA's Preferred Supplier Database for the provision of products and services as listed in this document. Kindly complete all the relevant sections and submit this form, the signed declaration and the required supporting documentation to NYDA as indicated. Incomplete submission may result in the unsuccessful accreditation of your application.

All supplier information will be treated strictly confidential.

BUSINESS DETAILS			
Registered Company Name:			
Trading Name			
ADDRESS			
Physical Address:		Postal Address:	
Province:		Province:	
Code:		Code:	
CONTACT – RELATIONSHIP MANAGEMENT			
Main Contact Person:		Cellphone No:	
Telephone No:		Fax No:	
Email:		Website:	
CONTACT – ACCOUNTS DEPARTMENT			
Telephone No:		Fax No:	
Main Contact Person:		Cellphone No:	
Email:			
REGISTRATION NUMBERS			
Company / CC Registration Number:		Year of Establishment:	
VAT No:		PAYE:	
BANKING DETAILS			
Institution:			
Branch Name:		Branch Code:	
Account No:		Account Type:	
Account Holder Name:			
OTHER INFORMATION			
Membership to Professional Institutions or Statutory Bodies			
National / International certification for quality standards (eg. SAB / ISO)			
Does your Enterprise comply with the Occupational Health & Safety Act?			
Do you have a Human Resources Policy that complies with the Labour Relations Act?			
Is the Enterprise registered with a SETA? If so, which one?			
Do you have a Workplace Skills Development Plan?			
Do you have an Environmental Policy?			

Are there any pending legal proceedings or previous judgements against the Enterprise or any of the Shareholders/ Directors / Members? If so, please explain.	
Has the Enterprise ever been declared bankrupt, or have any of the Shareholders/ Directors / Members been declared insolvent or rehabilitated from insolvency? If so, please explain.	

TRADE REFERENCES					
Please provide current, traceable trade references of your clients/customers:					
Company	Contact Name	Telephone Number	Fax Number	Email	Length of Relationship
Do you consent to NYDA conducting a clearance check with National Treasury's Restricted Suppliers Database and a National credit bureau? NB. Please note that by refusing NYDA to conduct clearance checks may result in your applications being rejected.					YES / NO

The following Definitions apply in this document:

- Black African-, Coloured- and Asian people who are permanent South African citizens.
- Black- Empowered Enterprise An Enterprise that is more than 25% owned by black people and where substantial participation in control is vested in black people
- Black ownership An Enterprise that is more than 50% owned and controlled by black people.
- Black Small Enterprises A Small or Medium Enterprise with a turnover ranging from R 500,000 per annum to R 20million per annum which is a black company or a black empowered company.
- Black woman owned enterprise An Enterprise that is more than 30% owned by black women, and where substantial participation in control is vested in black women
- HDI Historically Disadvantaged Individuals (HDI) means a South African citizen –
- 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 Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the RSA , 1993 (Act No 200 of 1993) (“the interim Constitution”) and / or
 - Who is female; and / or
 - Who has a disability;
- Provide a that person who obtained South African citizen on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;
- Youth Persons of the age between 18 and 35 both inclusive
- Youth- owned enterprise An Enterprise owned by Youth

INDIVIDUAL OWNERSHIP

Surname	First Name(s)	Identity Number	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	% Ownership
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CORPORATE OWNERSHIP

Company Name	Registration No.	% Black Owned	% Black Managed	% Black Employed	Average Annual Turnover (Rands)	% Ownership
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BOARD OF DIRECTORS

Surname	First Name(s)	Designation / Function / Non-Executive / Executive	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	Length of Service
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MANAGEMENT

Surname	First Name(s)	Designation / Function	Male / Female	Youth? YES/ NO?	HDI? YES/ NO	Length of Service
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EMPLOYMENT PROFILE – No. of Persons

	Youth		HDI		Persons with Disabilities		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
	Senior Management							
Middle Management								
Junior Management								
Other Professionals								
Support / Admin								
Total								
%								

BLACK ECONOMIC EMPOWERMENT (BEE)

In recognition and support of Government's imperative objectives of BEE, NYDA will accredit a Bidder that meaningfully demonstrates this commitment. Please indicate (with a tick) which criteria applies to your Enterprise:

CRITERIA	MINIMUM % OWNERSHIP TARGETS	0.0% to 25.0%	25.1% to 50.0%	50.1% to 75.0%	75.1% to 100%
Black Ownership	50.1%				
Black- Empowered Enterprise	25.1%				
Black Small Medium Enterprise	25.1%				
Youth- Owned Enterprises	25.1%				

Black Woman Owned 30.1%
Enterprise

If your Enterprise currently does not meet the Minimum Ownership Targets, what plans have been approved and will be executed in the next 12 months? Please motivate below:

PRODUCT(S) OR SERVICE(S) OFFERED (Please tick services/products relevant to your organisation)

Access Control		Office Furniture supplier	
Accommodation		Office Grocery and Crockery supplier	
Air Condition Suppliers and Maintenance		Office maintenance services	
Assessment Agencies (CPP, GRTA, 15FQ)		Office Plants (Supply and Maintenance)	
Attorneys		OHS service providers	
Advertising		Payroll Systems	
Building Maintenance		Performance Consultancy services	
Bulk SMS services		Pest Control	
Catering Services		Photographers and Video services	
CCTV Installers and Maintenance		Plumbers	
Cleaning Services		Promotional Material printing	
Conference facilities		Project Management	
Construction Tools		Protective Clothing	
Content Development		Recruitment Agencies	
Corporate Governance Training		Paper recycling services	
Courier Services		Reference Check/Vetting services	
Electrical Services		Risk Management and Auditing	
Events Management		Security (armed response and monitoring)	
Facilitations of Bargaining Forums		Sound and stage systems	
Facilitators/Trainers		Space design services	
Facilities/Handy Man		Office Stationery	
Finance Training		Training and Development	
Fire Extinguishers and Maintenance		Transcripts and Recording	
First Aid Kit suppliers		Transport and Shuttle services	
Furniture Removal Services		Turnkey Interior Designers services	
Glass Supply and Fitters		Water Coolers (Mineral water supply)	
Graphic Designers			
Hydro Boils suppliers			
Hygiene services and consumables			
IT Supports (hardware and software)			
Labour lawyers			
Labour Relations			
Leadership development			
Lock Smith			
Marketing and Branding			
Mobile learning			
Mobile Restrooms			
Monitoring and Evaluation			
Motivational/Inspirational Speakers and Coaching			
MXit Campaign			
Newspapers Suppliers			
Off Site Documents storage			

TERMS OF THIS APPLICATION

1. Incomplete, false or misrepresented information may result in the unsuccessful accreditation of this application.
2. Procurement or contracts awarded by NYDA based on false, fraudulent and misrepresented information of the service provider or supplier may lead to the Enterprise, its shareholders and directors being restricted from obtaining business from any entity of the Government for a period not exceeding 10 years, in terms of the Preferential Procurement Regulations of 2001.
3. NYDA reserves the right to verify any of the representations or references made in this application form.
4. Additional information can be requested by NYDA during its evaluation and accreditation process.
5. NYDA adopts a Zero Tolerance Policy on fraudulent and corrupt practices, investigating every reported case and followed up by the application of all remedies available to the Fund within the full extent of the law.
6. Accreditation of bidders on the NYDA Preferred Supplier Database will be awarded on the absolute discretion of NYDA, but in accordance with internal policies and statutory regulations governing NYDA, and no correspondence will be entered into.
7. Listing on the Database does not guarantee procurement, but rather an opportunity to be invited to quote or bid when the need arises at NYDA
8. Should you not hear from NYDA after 90 days, please treat your applications unsuccessful.
9. NYDA reserves the right to remove any accredited supplier from the Database for whatever reason.

DECLARATION

I, the undersigned, hereby certify that the information, representations and documents attached to this application is true and correct at the time of completion, and that I am duly authorized to furnish this application on behalf of the Enterprise:

Signature:		Date:	
Full name:		Designation:	
Company Stamp:			
Does the Enterprise or any of the Shareholders/Members, Directors or Management have any relationship with any Directors, Management or Staff of NYDA? If so, list names of NYDA Personnel and state the nature of the relationship.			

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION

Please enclose the following compulsory documents with this application form:

- | | |
|--|----------------------------------|
| 1. Company / CC Registration Certificate | Tick
<input type="checkbox"/> |
| 2. ID Documents of directors/owners/members/ shareholders | <input type="checkbox"/> |
| 3. Health certificate / Certificate of Acceptability of Food Premises for Catering Companies | <input type="checkbox"/> |
| Financial statements / letter from your auditors or accountant certifying annual turnover | <input type="checkbox"/> |
| 4. Current TAX clearance certificate (original document) | <input type="checkbox"/> |
| 5. Company Profile / Corporate Brochure | <input type="checkbox"/> |
| 6. Original cancelled cheque or Bank Certificate verifying the banking details. (Please note that any changes to bank details in future will be subject to the same requirement) | <input type="checkbox"/> |

The following documents must be available on request:
 Shareholders / Association / Partnership Agreement, Memorandum and/ or Articles of Association
 Registration to Professional Institutions / Statutory Bodies
 Share Certificates

Preferred Supplier Database Application Form for Listing on NYDA's database. Further information contact: procurement@nyda.gov.za or (011)651-7000.
Please complete and post to: P.O. Box 982 Halfway House 1685 or Hand Deliver to: 11 Broadwalk Avenue Halfway House - Midrand

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (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 state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
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.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
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.....

2.9 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? **YES / NO**

2.9.1 If so, furnish particulars.
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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 **DECLARATION**

I, THE UNDERSIGNED (NAME)..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

APPROVAL (for office use only)

Procurement Unit			
Name	Designation	Date / Signature	Comments