



**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

**APPLICATION FORM FOR REGISTRATION ON THE NEDLAC SUPPLIER DATABASE**

<b>SECTION A: COMPANY / ENTITY DETAILS</b>	
Organisation Registered Name / Name of individual	
Organisation Trading name:	
Supplier Vat No / Tax No:	
Enterprise Registration No:	
Postal Address:	
Street Address:	
<b>Contact Person Details</b>	
Name and Surname:	
Telephone Number:	
Cellular Phone Number:	
Fax Number:	
e-mail address:	
Designation:	

**SECTION B: BANKING DETAILS (TO BE COMPLETED BY THE BANK)**

Name of Account Holder:	
Name of Bank:	
Account No:	
Branch Code:	
Account Type (Please ✓)	<input type="checkbox"/> Current (Cheque) Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Other
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Bank Date Stamp</div>	<p>I hereby confirm that the bank details of the account holder indicated above are correct and correspond with those on our records.</p> <p>Name &amp; Initials of Bank Official.....</p> <p>Designation.....</p> <p>Signature of Bank Official.....</p> <p>Date.....</p>

## NOTE TO SUPPLIERS

1. The application form should be completed by all suppliers seeking registration as an approved service provider. This however does not guarantee business with Nedlac.
2. All the required supporting documentation must be submitted together with the Application form.
3. Nedlac reserves the right to reject any incomplete application form accompanied by insufficient information.
4. Nedlac reserves the right to accept or reject any application without being obliged to give any reasons in this respect.
5. All supplier information will be treated with strict confidentiality.
6. The completion of Declaration of Interest & Past Supply Chain Management Practises forms under Section E & F is compulsory. Failure to complete these sections will result in your application not being considered.
7. When completed, this form should be forwarded to: Supply Chain Department:

NEDLAC Office:

Deposited in the Tender Box situated at Reception

NEDLAC House  
14A Jellicoe Avenue  
Rosebank

Or

Posted to:  
Attention: SCM  
P.O.Box 1775  
Saxonwold  
2132

Tel : 087 702 2702

Enquiries : [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za)

Faxed or e-mailed documents will not be accepted.

**SECTION C: REQUIRED INFORMATION & DOCUMENTATION**

List below all the proprietors / partners / shareholders / members of the enterprise

<b>DECLARATION WITH REGARD TO EQUITY OWNERSHIP:</b>						
<b>INITIAL &amp; SURNAME</b>	<b>IDENTITY NUMBER</b>	<b>Citizenship</b>	<b>Race (A/C/I/W)</b>	<b>Gender (M/F)</b>	<b>Disability Yes / No</b>	<b>% Owned</b>

Please attach separate list if necessary.

\*(A/C/I/W) Means African, Coloured, Indian, White

**SECTION D: PRODUCTS AND SERVICES OFFERED**

List up to a maximum of three (3) services / products offered by your enterprise. Refer to service / product list below

<b>CODE</b>	<b>PRODUCT / SERVICE</b>

<b>CODE</b>	<b>PRODUCT / SERVICE</b>	<b>SELECT</b>
BNK01	Banking Services	
COM001	Advertising and advertising related services	
COM002	Corporate Clothing	
COM003	Corporate Gifts (including promotional items)	
COM004	Framing	
COM005	Design and layout of publications	
COM006	Editorial Services	
COM007	Event Management	
COM008	Media Services	
COM009	Multimedia and related products and services	
COM010	Printing	
COM011	Sound and Lighting control	
COM012	Web Design and Update	
COM013	CopyWriting	
COM014	Translation services	
COM015	Media Monitoring	
COM016	DVD Production	
COM017	Filming and production related services	
COM018	Communication and public relations services	
COM019	Branding and corporate identity	
COM020	Photographic services	
ETD001	Management Development Training	
ETD002	Office Admin Training	
ETD003	Mentoring Training	
ETD004	SCM Training	
ETD005	First Aid Training	
ETD006	MS Office Training	
ETD007	Policy Development Training	
ETD008	Soft Skills Training	
ETD009	Performance Management Training	
ETD010	Workplace Forum Training	
ETD011	Customer Service Training	
ETD012	Project Management Training	
ETD013	General Training	
FIN001	Long Term and Short term insurance services	
FIN002	Travel Related Services <ul style="list-style-type: none"> <li>• Flights</li> <li>• Car Hire</li> <li>• Accommodation</li> <li>• Venue Hire</li> <li>• Visa applications</li> <li>• Shuttle services</li> </ul>	
HRO001	Job Evaluation Consultants	
HRO002	Labour Evaluation Consultants	
HRO003	Organisational Development Specialists	
HRO004	Recruitment and Placement	
HRO005	Credit Record checking	
HRO006	Business process specialists	
HRO007	Payroll Outsourcing	
HRO008	Response Handling	

CODE	PRODUCT / SERVICE	SELECT
HRO009	Employee Assistance Program services	
HRO010	Debt Counseling Services	
CAT001	Catering	
OPS001	Crockery & appliances	
OPS002	Document Archives / Corporate Offsite Storage facilities	
OPS003	Flowers and flower delivery services	
OPS004	Office Deco Services	
OPS005	Office Furniture	
OPS006	Office Maintenance	
OPS007	Security Services <ul style="list-style-type: none"> <li>• Alarm systems</li> <li>• Access Control Systems</li> <li>• CCTV Systems</li> <li>• Arm Response</li> </ul>	
OPS008	Electrical Services	
OPS009	Maintenance contract for water purifying dispensers	
OPS010	Pest Control Services	
OPS011	Recording Services	
OPS012	Transcription Services	
OPS013	Renovations and Restoration services	
OPS014	Driver (Casual & Part time)	
OPS015	Messenger or Delivery Services	
OPS016	Courier Services <ul style="list-style-type: none"> <li>• National</li> <li>• International</li> </ul>	
OPS017	Fire Systems	
RES001	Research Services	
RES002	Economic Research	
RES003	Social Research	
RES004	Impact Evaluation	
RES005	Research Project Management	
RES006	Career Guides	
SCM001	Dispute resolution experts	
SCM002	General Legal services	
SCM003	Litigation	
SCM004	Conciliation, mitigation and arbitration	
SCM005	Contract drafting	
SCM006	Stationery (including photocopy paper; <b>excluding</b> computer consumables)	
SCM007	Groceries (including cleaning products)	
SCM008	Computer Consumables (including toners, printer cartridges ,drum kits etc)	
ITS001	IT Hardware / Software maintenance and repair	
ITS002	IT Hardware distributors (PC's, Notebooks, Printer, servers, backup devices)	
ITS003	IT Software: Microsoft software packages: software (Office, Visio, Project, etc) , licenses	

<b>CODE</b>	<b>PRODUCT / SERVICE</b>	<b>SELECT</b>
ITS004	Software packages (Commercial Of The Shelve Software, antivirus)	
ITS005	Network cabling (IT, data and voice)	
ITS006	UPS vendors and maintenance	
ITS007	Data Backup Services	
ITS008	Telephony (including fax related service*s)	
ITS009	Software development	
STR001	Strategic Planning	
STR002	Teambuilding	

### **CONSULTANCY/PROFESSIONAL SERVICES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>SELECT</b>
CON001	Legal	
CON002	Information Technology	
CON003	Human Resources	
CON004	Business Process	
CON005	Project Management	
CON006	Strategic Planning	
CON007	Research	
CON008	Accounting & Auditing	
CON009	Forensic Investigation	

**SECTION E: DECLARATION OF INTEREST**

**In the interest of fairness and transparency, disclosure is required if a person wanting to register on the Nedlac database is having a kinship with employees in the services of Nedlac.**

i)	Are you or any person connected with the Supplier applying for database registration employed by Nedlac?	Yes		No	
	If so, state particulars:				
ii)	Do you, or any person connected with the Supplier, have any relationship (family, friend, other) with a person employed by Nedlac and who may be involved with the evaluation of this Supplier Database registration?	Yes		No	
	If so, state particulars:				
iii)	Are you, or any person connected with the Supplier, aware of any relationship (family, friend, other) between the Supplier and any person employed by Nedlac who may be involved with the evaluation of this Supplier Database registration?	Yes		No	
	If so, state particulars:				

I/We, The undersigned and duly authorized to do so, on behalf of the enterprise, certify that the information furnished is true and correct. If there are any changes to the information supplied on this form I/We will inform Nedlac's Supply Chain Unit immediately.

Name of Enterprise: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Designation of Authorized Signatory: \_\_\_\_\_

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

**COMMISSIONER OF OATH**

Full first names and surname: \_\_\_\_\_

Designation (rank): \_\_\_\_\_

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





**SECTION F: DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTISES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’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.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). <b>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Name of Bidder**

.....  
**Position**

.....  
**Date**

**CHECKLIST FOR DOCUMENTS TO BE PROVIDED**

No	DESCRIPTION	YES	NO
1	Original Valid Tax clearance		
2	VAT		
3	Valid original or certified copy of BBBEE Certificate / EME Letter / Sworn Affidavit		
4	Company Profile		
5	Bank details with Bank Stamp (Refer Section B)		
6	Most Recent Audited Financial Statements / Confirmation of annual turnover		
7	Certified ID copies of individual / partners / members / shareholders		
8	Registration certificate / agreement / id document <i>i.e. Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors</i>		
9	CIDB Grading / Registration		
10	COIDA- Certificate of Good Standing		
11	Accreditation certificate / proof of registration with relevant Professional Body		
12	Other		

<b>FOR OFFICE USE ONLY</b>	
<b>CHECKED AND CAPTURED BY</b>	
Name & Surname:	
Designation:	
Date Checked:	
Signature:	
<b>APPROVED BY</b>	
Name & Surname:	
Designation:	
Date Approved:	
Signature:	
<b>CONFIRMED BY</b>	
Name & Surname:	
Designation:	
Date Confirmed:	
Signature:	

**YES**      **NO**      CIPC  
     

**YES**      **NO**      TENDER DEFAULTERS  
     

**YES**      **NO**      RESTRICTED SUPPLIERS

