



SOUTH AFRICAN NURSING COUNCIL

SUPPLIER/ SERVICE PROVIDER DATABASE FORM

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

When completed, the document can be hand delivered to or mailed to the below address

South African Nursing Council
602 Pretorius Street
ARCADIA
0083

The Supply Chain Management Department
South African Nursing Council
P O Box 1123
Pretoria
0001

The following documents **MUST** be submitted together with this FORM:

1. Company Profile
2. Certified copy of ID Document of Directors/Members/Shareholders
3. Valid Tax Clearance Certificate
4. Company Registration Certificate
5. Any other registration Certificate pertaining to the industry
6. VAT Certificate if any
7. Joint Venture Certificates or Agreement signed if any
8. Contact details preference land line, fax number, email address and website

- SANC reserves the right to accept and reject any application without being obligated to give any reasons in this respect;
- Suppliers will not be notified whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Suppliers must comply with all the registration criteria for registration to be finalized where failure to do so may result in the application being declined.

(South African Nursing Council - Official Use Only)

Date Received: _____ Accepted/ not accepted _____

REASON TO DECLINE _____ SUPPLIER REF NO: _____

Section A:Supplier Information:

Supplier Information: Name of Company: <i>(Contracts/orders will be placed in this name and invoices must reflect it)</i>	
Type of Company: (Supplier, manufacture, Close Corporation, firm)	
Vat Registration Number:	
Income Tax Reference Number:	
Company Registration Number:	
Web Address:	
Telephone Number:	
Fax Number: <i>(Will be used by the SANC for faxing requests for quotations and Purchase Orders)</i>	
Postal Address: <i>(This is the address to which an invitation to tender/enquiry and orders/contracts must be sent to)</i>	
Physical Address:	
E-Mail Address:	
Contact Person:	

List of all partners, proprietors and shareholders (Compulsory) Name	Position Occupied in the enterprise	ID Number

X See above

HISTORY OF PREVIOUS PROJECTS

Previous Projects (<i>list services provided to other companies</i>) Company Name	Service Provided	Name and Contact Details	Value

Section B- Financial Information

Financial Information Banking Details

(please attached a cancelled cheque or bank confirmation letter)

Bank Name: _____

Branch Code: _____

Branch: _____

Account Type: _____

Bank Account Number: _____

Name of Account Holder: _____

I/We hereby will not hold South African Nursing Council liable for any payment not made to our bank account if the bank account details are incorrect or were not supplied to the SANC prior to payment.

Initials and Surname

Authorized Signature

Date

Date stamp of Bank

Indicate by ticking not more than 3 services or commodities that your Company is rendering.

GOODS/ SERVICE OR COMMODITIES

COMMODITIES	DESCRIPTION	✓ TICK
STATIONERY	<ul style="list-style-type: none"> • Office stationery • Photocopy papers • Computer stationery 	
VENUES & ACCOMMODATIONS	<ul style="list-style-type: none"> • Conference package • Accommodation • Events Management 	
FURNITURE	<ul style="list-style-type: none"> • Office furniture • Office Equipment 	
POSTAGE	<ul style="list-style-type: none"> • Posting letters • Facsimile • Courier Services • Seal/ embosser for sealing Certificates • Protective postal bags • Bulk mailing 	
PRINTING SERVICES	<ul style="list-style-type: none"> • Booklets • Book binders • Newsletters • Promotional items • Publication • Business cards • Gifts cards • Stamps • Journals • Diaries – printing & certificates 	
CATERING SERVICES	<ul style="list-style-type: none"> • Running canteen • Breakfast • Lunch • Snacks • Drinks 	

DISTINGUISH DIVICES	<ul style="list-style-type: none"> • Epaulettes • Brooches • Bars • Shoulder Badges • Oval Badges 	
RECORDS MANAGEMENT	<ul style="list-style-type: none"> • Packaging • Registry • Archiving system • Archiving software 	
TRANSPORT SERVICES	<ul style="list-style-type: none"> • Car hire • Car Rentals • Car sales 	
HUMAN RESOURCES SERVICES	<ul style="list-style-type: none"> • Performance Management • Team Building • Training and Development • Skills Development • Industrial Relation Experts • Job Evaluation • Remuneration experts • Motivational speaker • Employment Agency • Psychometrics tests • Dispute Resolutions experts • EAP (Employee Assistance Programme) 	
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • Software & Hardware • Cartridges & Toners • Desk Top & Laptops • Printers • Scanner • PABX • Repairs and upgrade of computers • Telephone • Maintenance of IBM and IT related software & hardware • Supply and maintenance of microfilm reader/ printer 	

	<ul style="list-style-type: none"> • Supply and maintenance of franking machine • Antivirus, IT security • Backup specialists • Backup media off-site storage (vault) service • Bulk SMS • Photocopiers 	
ANALYST	<ul style="list-style-type: none"> • Business process analysts • Auctioneer 	
LEGAL SERVICES	<ul style="list-style-type: none"> • Panel of Attorney on all areas of law • Legal Experts • Labour Law Service/ advisor • Translation & Interpretation 	
SECRETARIAL SERVICES	<ul style="list-style-type: none"> • Minute taking • Recording • Reports writing • Transcribing 	
FINANCIAL ACCOUNTING SERVICES	<ul style="list-style-type: none"> • Accounting • Audit • Forensic Investigators • Debts Collectors • Actual services • Short term Insurance • Medical Aid Schemes • Provident fund administrators • Accounting software • Risk specialist 	
MAINTENANCE	<ul style="list-style-type: none"> • Civil Maintenance work • Plumbers • General Repairs & Maintenance • Gardening equipment • Tools & hardware • Garbage bags 	

ENGINEERING	<ul style="list-style-type: none"> • Electrical • Mechanical • Property Valuators • Consulting Engineers • Architects 	
MARKETING	<ul style="list-style-type: none"> • Communication • Media and publicity • Newspaper advert • Newspaper subscriptions • Video & photography 	
PROFESSIONAL SERVICES	<ul style="list-style-type: none"> • Security Services • Cleaning and hygiene • Pest control 	
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Protective Clothing • Health and Safety audits • Fire Extinguishers 	
MEDICAL SERVICES	<ul style="list-style-type: none"> • Medical experts • Psychologist • Psychiatrists • Laboratories 	
OTHER SERVICES	<ul style="list-style-type: none"> • specify 	

DECLARATION OF SERVICE PROVIDERS’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. 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.
2. The service of any service provider may be disregarded if that services provider or any of its 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 following questionnaire must be completed and submitted with the application.

Item	Question	Yes	No
1.	<u>Is the service provider or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</u> (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)		
2.	If so, furnish particulars:		
3.	Is the service provider 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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register. If so, furnish particulars:		
4.	If so, furnish particulars		
5	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?		
6	If so, furnish particulars:		
7.	Was any contract between the service provider and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
8.	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
TAKENAGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date:

.....
Position

.....
Name of Service Provider

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State, or persons who act on behalf of the State 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 provide a service. In view of possible allegations of favoritism, should the resulting service, or part thereof, be awarded to persons employed by the State, or to persons who act on behalf of the State, or to persons connected with or related to them, it is required that the service provider or his authorized representative shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where;

- the service provider is employed by the State or acts on behalf of the State; and/or
- the legal person on whose behalf the application form is signed, has a relationship with persons/a person who are/is involved with the evaluation of the application, 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 of the application.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the application.

2. Are you or any person connected with the service provider, employed by the State? *YES / NO

2.1 If so, state particulars.

.....
.....

3. Do you, or any person connected with the service provider, have any relationship (family, friend, other) with a person employed in the Council or its administration and who may be involved with the evaluation or adjudication of this application?

*YES / NO

3.1 If so, state particulars.

.....
.....

4. Are you, or any person connected with the service provider, aware of any relationship (family, friend, other) between the service provider and any person employed by the Council or its administration, who may be involved with the evaluation or adjudication of this application?

*YES/NO

4.1 If so, state particulars.

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.....
.....

Signature of Declarant

Date

Position of Declarant

Name of Company