

1 GENERAL

To update Necsa's supplier database and to incorporate new legislative and other requirements all Necsa's suppliers are kindly requested to complete this questionnaire.

Any questions relating to the questionnaire can be addressed to Necsa's Supply Chain Management

Name: Zelna Webb

Tel: 012-305 6035

Street address: Elias Motsoaledi Street Extension (Church Street)

Fax: 012-305 6250

R 104 Broederstroom Pelindaba Brits Magisterial District

e-mail: zelna.webb@necsa.co.za

Madibeng Municipality *SOC State Owned Corporation

Please complete the questionnaire and return to Necsa's Supply Chain Management Administration Office.

Postal address: P O Box 582, Pretoria, 0001

Date:

All supplier information will be treated strictly confidential.

2 SUPPLIER INFORMATION

Registered name of supplier:

Name in which supplier trades:

Type of company *:

Web page:

Main business (if intermediary provide details):

Contact person:

Designation:

Tel:

Fax:

E-mail

Cell:

Physical address of Business:

Number and street name: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

Postal address: (This is the address to which an statement/payment/ enquiry and orders to be sent to)

P O Box/Private Bag: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

**(e.g. listed company, public company, private company, closed Corporation, joint venture, trust)*

3 FINANCIAL INFORMATION **Necsa's payment terms is 30 days.**

Size of company (annual turnover):

Name of banker:

Name of account holder:

Branch:

Branch code No:

Account No:

VAT No:

Company external auditor/accounting officer:

Tel:

Company Financial Contact Person: _____ Tel: _____

E-mail: _____ Fax: _____

Trade references of three existing clients where enquiries may be made

Name of company	Address	Contact Details
		Name: Tel: E-mail
		Name: Tel: E-mail
		Name: Tel: E-mail

4 PRODUCT

4.1 General Information

Is your Business: An agent Manufacturer Distributor Consultant Contractor

Mark appropriate (X)

(Note that products include services)

Products or product type supplied to Necsa

Over past 3 years:

To be supplied in future:

Date of last delivery (YYYYMM):

*** E.g. specific product is a ballpoint pen but for a range of different pens, papers, etc. the product type would be stationary.*

Name of subcontractor:

Scope of subcontracting for product:

Complete parts 4.2, 4.3 and 5 for subcontractor and supplier

+ (e.g. subcontracting the machining and welding for a pressure vessel

4.2 Health Safety and Environment (HSE)

HSE certification/grading (e.g. to ISO 14001):

Workmen's compensation number (COID):

If no certification/grading briefly outline level of HSE implementation:

4.3 QUALITY MANAGEMENT SYSTEM (QMS)

Certification/accreditation (e.g. ISO 9001, ISO 17025) covering products to be supplied to Necsa:

If no certification/accreditation briefly outline level of QMS implementation:

External or internal QMS auditing performed:

5 BEE INFORMATION

Current BEE Rating?(Y/N):		If "yes" please attach copy If "no" please specify by when
Current BEE Rating Level:		
When does current BEE rating expire:		
Turnover:	√ one box beneath	
< R5m	<input type="checkbox"/>	If √ please provide proof*
>R5m &< R35m	<input type="checkbox"/>	If √ please provide proof*
>R35m	<input type="checkbox"/>	
Is 50% or more of your business owned by South African black people? (Y/N):		What %:
		If yes please attach proof
Is 30 % or more of your business owned by South African black women? (Y/N):		What %:
		If yes please attach proof
Is your organisation an organ of state or public entity? (Y/N):		
Are you a "Value-Adding Supplier" (as defined legally)? (Y/N)		I.e. your net profit plus total labour costs exceeds 25% of your revenue?
Are you a "startup organisation"? (Y/N) (as defined in the BEE Act - <12 months in business)		

6 RECORDS **(Information below is compulsory, if not attached, the application shall not be considered for registration).**

Supply*/attach copy of:

- Good standing letter from SARS (TAX clearance certificate) as well as the letter from SARS with PIN number issued for compliance status purposes;
- Company registration documents or certification (Cipro);
- **Original** cancelled cheque or stamped letter from bank verifying details. **(No payments shall be made if originals are not received.);**
- Company profile (not mandatory);



SUPPLIERS REGISTRATION QUESTIONNAIRE (LOCAL)

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- BEE Certificate (from the approved accredited rating agency SANAS only) or alternatively complete the EME or QSE affidavit form;
- Certificate of Good Standing (Compensation Commissioner) COIDA where applicable;
- Quality Certification Certificate (where applicable) eg. ISO Certificate;
- Credit application form from your company – only if required by you for us to open a 30 days account with you;
- CIDB-for all construction related work (no exceptions will be made) indicate if applicable to you;
- Proof of Registration on National Treasury Supplier’s Database (CSD Registration Report or MAAA number) and
- Declaration of Interest.

* Copies can be e-mailed or faxed except for the banking details.

7 COMMENTS

Please provide comments for mutual beneficial relationships:

.....

.....

.....

Name of contact person at Necsa:

Completed by: Date:
Print name

Signature:

Company Stamp:

Prepared by: x

Date: Click here to enter a date.

FINANCE AND INFORMATION MANAGEMENT

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Title: **DECLARATION OF INTEREST BY SUPPLIERS TO NECSA OR ANY OTHER GOVERNMENT INSTITUTIONS**

Declaration of Interest by suppliers to Necsa or other Government Institutions

Company Name:.....

1. Any legal person, including persons employed by Necsa, or persons having a kinship with persons employed by Necsa, including a blood relationship or employees of other Government Institutions, may make an offer or offers in terms of an invitation to tender/quote. In view of possible allegations of favouritism, should the resulting tender/order, or part thereof, be awarded to persons employed by Necsa, or to persons connected with or related to them or an employee of another Government Institution, it is required that the tenderer or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- The tenderer is employed by Necsa; and/or any other Government Institution
- The legal person on whose behalf the tender is signed, has a relationship with a person(s) who is involved in the evaluation and or adjudication of the tender/order, 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 or adjudication of the tender or proposal.

2. In order to give effect to the above, the following questions must be completed and submitted to Necsa procurement administration (Zelna.webb@necsa.co.za)

2.1 Are you or any person connected with a Necsa **YES / NO**
Employee or any one employed by a
Government Institution, or do you have any relationship
(family ,friend ,other) with such persons who may be involved with the adjudication of a tender/order .Are you or anyone connected with the bidder aware of any relationship between the tenderer and any person employed by NECSA or any other government institution.

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2.1.2 If so, state particulars.

Name:.....

Address:.....

Company Name:.....

DECLARATION

I, THE UNDERSIGNED (NAME)

(COMPANY NAME):

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.1.2 ABOVE IS CORRECT, I ACCEPT THAT NECSA MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date