

**(ZNT 31) APPLICATION FOR REGISTRATION  
PROVINCIAL SUPPLIERS DATABASE  
KwaZulu-Natal**

These forms must be completed and submitted to:

**PROCUREMENT ADMINISTRATION  
OFFICE  
GROUND FLOOR  
TREASURY HOUSE (NBS BUILDING)  
145 COMMERCIAL ROAD (cnr. Church  
St. & Commercial Rd.)  
PIETERMARITZBURG**

**PROCUREMENT ADMINISTRATION  
OFFICE  
ULUNDI ADMINISTRATIVE  
BUILDING  
1<sup>ST</sup> FLOOR, AREA NO. 4  
ULUNDI**

OR POSTED TO :

Private Bag X9082, Pietermaritzburg, 3200 -  
Private Bag X07, Ulundi, 3838 -

ENQUIRIES :

Tel : 033-897 4200, Fax : 033-342 4238 (Pietermaritzburg)  
Tel : 035-874 3147, Fax : 035-874 3158 (Ulundi)

**FOR OFFICIAL PURPOSES ONLY**

NAME OF TENDERER : .....  
REGISTRATION NUMBER : .....  
PREFERENCE ALLOCATION : .....(excl. Local content)

1 November 2000

Application for Registration :  
PROVINCIAL SUPPLIERS DATABASE

***(The following information must be filled in by the applicant. Failure to submit information may invalidate the tender)***

**1. BUSINESS PARTICULARS**

- 1.1 Name of Business .....
- 1.2 Postal address .....  
.....  
Physical address .....  
.....  
Telephone no. : ..... Fax no. : .....  
Cell. no. : .....
- 1.3 Contact person : **(Print name)** .....
- 1.4 Business registration no. ....
- 1.5 Unemployment Insurance Fund no. : .....
- 1.6 Workmen Compensation registration no. : .....
- 1.7 Regional Council/District Council no. : .....
- 1.8 Security Officer's Board Registration no. (if applicable)  
.....
- 1.9 P.A.Y.E. if applicable .....

**N.B. COPIES OF REGISTRATION CERTIFICATES FOR 1.4 TO 1.9 MUST BE SUPPLIED**

**2. FINANCIAL DETAILS (BANKING)**

- 2.1 Name of banking institution : .....
- 2.2 Branch : .....
- 2.3 Town/City .....
- 2.4 Banking account number : .....
- 2.5 Name under which account is operated : .....

**N. B. DOCUMENTARY PROOF OF BANKING INSTITUTION MUST BE SUPPLIED  
I.E. A COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 30 DAYS**

**3. TYPE OF BUSINESS**

3.1 Tick whichever block is applicable to your business or firm

PUBLIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATED (CM 3) AND REGIONAL COUNCIL REGISTRATION NUMBER
PRIVATE COMPANY (PTY) LTD		CERTIFICATE COPY OF CERTIFICATE OF INCORPORATION (CM 3) AND REGIONAL COUNCIL REGISTRATION NUMBER
CLOSE CORPORATION CC		CERTIFICATE COPY OF CK 1 DOCUMENT OR CK 2 IF APPLICABLE AND REGIONAL COUNCIL REGISTRATION NUMBER
SOLE PROPRIETOR		COPY OF REGIONAL COUNCIL REGISTRATION
PARTNERSHIP		PLEASE REFER TO SECTION 11 FOR INFORMATION REQUIRED AND REGIONAL COUNCIL REGISTRATION NUMBER
JOINT VENTURE		PLEASE REFER TO SECTION 8 FOR INFORMATION REQUIRED AND REGIONAL COUNCIL REGISTRATION NUMBER(S)

**4. PARTICIPATION**

**Are you participating on this tender as (tick one block)**

Prime contractor	
Nominated Sub-contractor	
Manufacturer	
Joint venture partner	
Supplier	
Professional services	
Other, specify below (Agency)	

.....

.....

.....

.....

.....

.....

.....

**5. PREVIOUS BUSINESS INFORMATION**

5.1 Did your business exist under a previous name ? (Answer to be encircled) **Yes or No**

5.2 If “yes” what was the previous business name ? .....

5.3 Previous business registration number : .....

5.4 Who were the owners, partners, members or directors ?

NAME	TITLE

**6. BUSINESS LOCALITY**

6.1 State locality of Head Office of business and

6.2 Branches within the province of KwaZulu-Natal

HEAD OFFICE	PHYSICAL ADDRESS
6.1	
	Tel :
	Fax :
BRANCHES	
6.2.1	
	Tel :
	Fax :
6.2.2	
	Tel :
	Fax :

7. **PRINCIPAL BUSINESS ACTIVITY :**

.....

.....

.....

.....

.....

.....

.....

8. **JOINT VENTURES**

- 8.1 Has your business any policy regarding joint ventures with small emerging contractors ? (Answer to be encircled) **Yes or No**
- 8.2 If “yes” separate motivation must be attached indicating a policy statement covering;
- i How does your business intend accommodating small emerging contractors and
  - ii What training and development opportunities will be offered for such contractors
- 8.3 Are you tendering as a joint venture ? (Answer to be encircled) **Yes or No**
- 8.4 If “yes” additional sets of ZNT 31 application must be completed and submitted for each individual joint venture partner (Additional forms obtainable from the address indicated on the front cover of this form)
- 8.5 A certified copy of the joint venture agreement for purposes of tendering must be attached.
- 8.6 Proof of disability by a recognised institution in the case of handicapped persons in ownership or management must be supplied.

9. **BUSINESS INFORMATION**

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996. Indicate the Sector by ticking the appropriate block in column 2 and then tick the corresponding information blocks in columns 3, 4 and 5.

COLUMN 1	COLUMN 2	COLUMN 3		COLUMN 4		COLUMN 5	
Sector or sub-sectors in accordance with the Standard Industrial Council	<b>TICK WHERE APPLICABLE</b>	Total full time equivalent of paid employees		Total annual turnover <b>Less than</b>		Total gross asset value (fixed property excluded) <b>Less than</b>	
Agriculture		MORE THAN 100		MORE THAN R 4.00m		MORE THAN R 4.00m	
		LESS THAN 100		LESS THAN R 4.00m		LESS THAN R 4.00m	
Mining and Quarrying		MORE THAN 200		MORE THAN R 30.00m		MORE THAN R 18.00m	
		LESS THAN 200		LESS THAN R 30.00m		LESS THAN R 18.00m	
Manufacturing		MORE THAN 200		MORE THAN R 40.00m		MORE THAN R 15.00m	
		LESS THAN 200		LESS THAN R 40.00m		LESS THAN R 15.00m	
Electricity, Gas and Water		MORE THAN 200		MORE THAN R 40.00m		MORE THAN R 15.00m	
		LESS THAN 200		LESS THAN R 40.00m		LESS THAN R 15.00m	
Construction		MORE THAN 200		MORE THAN R 20.00m		MORE THAN R 4.00m	
		LESS THAN 200		LESS THAN R 20.00m		LESS THAN R 4.00m	
Retail and Motor Trade and Repair Services		MORE THAN 100		MORE THAN R 30.00m		MORE THAN R 5.00m	
		LESS THAN 100		LESS THAN R 30.00m		LESS THAN R 5.00m	
Wholesale Trade, Commercial Agents and Allied Services		MORE THAN 100		MORE THAN R 50.00m		MORE THAN R 8.00m	
		LESS THAN 100		LESS THAN R 50.00m		LESS THAN R 8.00m	
Catering, accommodation and other Trade		MORE THAN 100		MORE THAN R 10.00m		MORE THAN R 2.00m	
		LESS THAN 100		LESS THAN R 10.00m		LESS THAN R 2.00m	
Transport, Storage and Communications		MORE THAN 100		MORE THAN R 20.00m		MORE THAN R 5.00m	
		LESS THAN 100		LESS THAN R 20.00m		LESS THAN R 5.00m	
Finance and Business Services		MORE THAN 100		MORE THAN R 20.00m		MORE THAN R 4.00m	
		LESS THAN 100		LESS THAN R 20.00m		LESS THAN R 4.00m	
Community, Social and Personal Services		MORE THAN 100		MORE THAN R 10.00m		MORE THAN R 5.00m	
		LESS THAN 100		LESS THAN R 10.00m		LESS THAN R 5.00m	









13. **PARTICULARS OF EMPLOYEES**

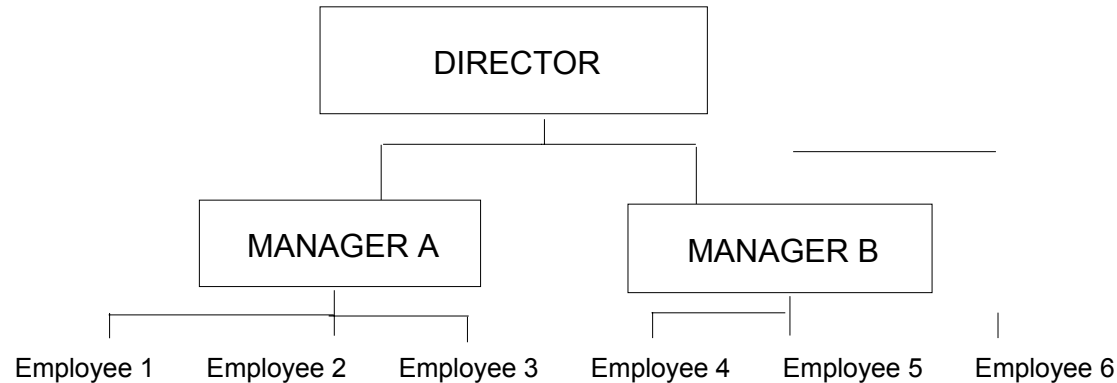
State the total number of permanent (P) and temporary (T) staff employed in the business

	BLACK		COLOURED		INDIAN		WHITE		HANDICAP		SUB-TOTAL		GRAND TOTAL
	P	T	P	T	P	T	P	T	P	T	P	T	
MALE													
FEMALE													

14. **STAFF STRUCTURE**

14.1 Detailed diagram of staff structure. Tenderer to list employees and their positions.

EXAMPLE



15. **PREVIOUS EXPERIENCE**

List the last 4 contracts awarded to you (the tenderer) or previous experience with other business related to this type of work or supply

EMPLOYER/DEPARTMENT	CONTACT PERSON and TELEPHONE NO.	CONTRACT VALUE IN RANDS	COMPLETED SUCCESSFULLY YES/NO	YEAR

16. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT AND THE ATTACHED ANNEXURE RELATING TO THE PREFERENCE CLAIM

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT (ZNT 31) INCLUDING THE ANNEXURE'S WITH ADDITIONAL INFORMATION IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT

1. The tenderer will be required to furnish documentary proof of the claims if requested to do so.
2. If the information supplied is found to be incorrect then the KwaZulu-Natal Tender Board may in addition to any remedies, it may have. It may :-
  - i Recover from the contractor all costs, losses or damages incurred or sustained by the State as a result of the award of the contract, and/or
  - ii Cancel the contract and claim any damages which the State may suffer by having to make favourable arrangements after such cancellations: and/or
  - iii Impose a penalty on the contractor not exceeding 5% of the contract value as provided in the KwaZulu-Natal Tender Board Regulations

SIGNED ON THIS ..... DAY OF ..... 20.... AT .....

BEFORE THE COMMISSIONER OF OATHS

.....  
 SIGNATURE  
 ON BEHALF OF THE (TENDERER'S NAME) .....

.....  
 NAME IN BLOCK LETTERS

\*

Signed and Sworn to, before me, at ..... on this ..... day of ..... year .....,  
by the deponent who has acknowledged that he/she knows and understands the contents of this document, and he/she has acknowledged that he/she has no  
objection to taking the prescribed oath, that he/she regards the prescribed oath to be binding on his/her conscience and he/she uttered the following words: "I swear  
that the contents of this document are true and correct, so help me God."

\_\_\_\_\_  
COMMISSIONER OF OATHS

FULL NAME: .....

BUSINESS ADDRESS : .....

CAPACITY : ..... AREA : .....

OR

\*

Signed and affirmed to, before me at, ..... on this ..... day of ..... year.....,  
by the deponent who has acknowledged that he/she knows and understand, the contents of this document, and he/she has acknowledged that he/she has no  
objection to affirming, that he/she regards the affirmation to be binding on his/her conscience.

\_\_\_\_\_  
COMMISSIONER OF OATHS

FULL NAME : .....

BUSINESS ADDRESS : .....

CAPACITY : ..... AREA : .....

r DELETE WHICHEVER IS NOT APPLICABLE

(amendment 1/10 June 1999)

PAGE 12 - ZNT 31

17. CRITERIA UTILISED FOR THE AWARDING OF PREFERENCE PERCENTAGES

Preference percentages are considered in accordance with the following criterial utilising Table 1 for tender/contracts below R 500 000 and Table 2 for tenders/contracts from R 500 000 up to R 2 million.

## CATEGORIES OF PRICE PREFERENCE

1. **AFFIRMATIVE ACTION :** Price preference shall be awarded to the business owned and managed by Disadvantaged Individuals as per the stipulated price preference systems.  
Preference must be claimed according to proportion of ownership/management.
2. **SMME's :** Small, Medium, and Micro Enterprises which employ fewer than 25 people permanently are eligible for a price preference. A business which qualifies as an SMME in terms of the table contained in this document and has less than 25 employees qualifies for the maximum percentage.  
Table 1: 3%                                      Table 2 : 2%
3. **GENDER :** Businesses which are partially or completely managed by women are eligible for a price preference. Preference must be claimed according to proportion of management.  
Table 1 : more than 35% = 3%      Table 2 : more than 35% = 2%
4. **HANDICAPPED :** Businesses which are partially or completely managed by persons who are disabled are eligible for price preference. Preference must be claimed according to proportion of management.  
Table 1 : more than 35% = 2%      Table 2 : more than 35% = 1%

**N.B. :      THE FOLLOWING LOCAL PREFERENCES WILL BE  
APPLIED FOR WITH SUBMISSION OF TENDERS**

5. **LOCAL :**
- 5.1 South African manufactured : Price preference will be awarded to local suppliers of goods manufactured in South Africa in terms of the stated value.
- 5.2 South African content : Any South African-based raw materials or components produced within South Africa, and used in manufacturing process. Price preference will be awarded to local suppliers of goods manufactured in South Africa based on the monetary value of the proportion of South African materials in the end product, expressed as a fraction of the total monetary value of the end product, as per the following table(s) 1, 2 and 3.

**TABLE 1****Allocation of price preference percentages for contracts below R500 000**

Encircle whichever is applicable to your business.

	Maximum price preference
<b>(a) AFFIRMATIVE ACTION :</b>	
Tender Board may grant each individual / organisation a preference based on the degree to which they had been disadvantaged up to a maximum of	
under 10%	0%
more than 10% up to 20%	1%
more than 20% up to 40%	2%
more than 40% up to 60%	3%
more than 60% up to 80%	4%
more than 80%	5%
<b>(b) SMME (fewer than 25 employees)</b>	<b>3%</b>
<b>(c) GENDER (Management &gt; 35% women)</b>	<b>3%</b>
<b>(d) Handicapped (Management &gt; 35% handicapped)</b>	<b>2%</b>
<b>LOCAL</b>	

~ ~ ~ **LOCAL PREFERENCES WILL BE APPLIED FOR WITH SUBMISSION OF TENDERS**

**TABLE 2****Allocation of price preference percentages for contracts from R 500 000 up to R 2 000 000**

Encircle whichever is applicable to your business.

	Maximum price preference
<hr/>	
(a) AFFIRMATIVE ACTION: Tender Board may grant each individual / organisation a preference based on the degree to which they had been disadvantaged up to a maximum of	
under 10%	0%
more than 10% up to 25%	1%
more than 25% up to 50%	2%
more than 50% up to 75%	3%
more than 75% up to 100%	4%
<hr/>	
(b) SMME (fewer than 25 employees)	2%
<hr/>	
(c) GENDER (Management > 35% women)	2%
<hr/>	
(d) HANDICAPPED (Management > 35% handicapped)	1%

---

LOCAL

~ ~ ~ LOCAL PREFERENCES WILL BE APPLIED FOR WITH SUBMISSION OF TENDERS

LIST OF CATEGORIES : (Please place a tick next to the category for which you wish to register)	
<u>SOCIAL SERVICES :</u>	
Burial services (pauper burials)	
Catering Services	
Cleaning / garden services, cleaning of buildings	
Courier services	
Grass mowing & brushcutting	
Grass sodding & hydroseeding	
Hire of portable toilets	
Hiring of helicopters	
Hygiene services	
Locksmiths	
Printing of forms	
Removal of furniture	
Removal of hospital / medical waste	
Security services	
Servicing, repair, upgrading, replacing and minor new work of fixed mechanical plant, equipment, machinery maintenance	
Supply and repair to office machines	
Traffic counting	
<u>CONSTRUCTION :</u>	
Surface treatment of roads	
<u>GENERAL SERVICES :</u>	
Absolute Alcohol, ether and glycerine	
Ambulance rescue and emergency equipment and accessories	
Batteries	
Cleaning items (equipment - vacuum cleaners) / material (soaps, deo blocks, toilet paper, etc.)	

Clothing and textiles, uniforms, footwear	
Coal	
Computer equipment	
Computer accessories (printer ribbons, diskettes, etc.)	
Domestic appliances (fans, heaters, etc.), household appliances	
Drugs / raw materials	
Fencing material, building material	
Fertilizer, herbicides, weedicides, domestic pest controllers	
Fire extinguishers	
Firewood	

LIST OF CATEGORIES : (Please place a tick next to the category for which you wish to register)	
Garden tools	
Grader Blades	
Hearing Aids	
Hire - chemical spray rigs, irrigation equipment (pipes and pumps)	
Human blood and blood products	
Internal Feeds	
Laboratory items (blood collection material glass, porcelain, microbiology requirements, bottles, plastic medicine containers)	
Laundry consumables	
Lazer speed measuring equipment	
Medical oxygen	
Medical and Veterinary equipment (automatic film processors, monitors, pulse oximeters, Ultrasound imaging systems, ventilators, x-ray units)	
Non-medical equipment (wheelchairs, radio equipment, polisher, scrubber, industrial electric stove)	
Office furniture / equipment (photocopiers, fax machines, etc.)	
Oils for heavy machinery, implements and lawn mowers, low sulphar furnace oil	
Ophthalmic items	
Orthopaedic implant material	
Paint	
Paper and polythene and related products (disposable sheets, paper bags for steam sterilisation, papaer and polythene bags)	
Precast concrete products	
Protective clothing (bullet proof vests, etc.)	
Radiographic material	
Road signs - guidance & warning	
Sale of by products (waste fixer, x-ray film scrap)	
Sand and stone	





15. Previous experience			
16. Certification of correctness of information supplied (= dates)			
17. Category listed			
29. % Preference claimed by Business : (where applicable)  TABLE 1 : ..... %  TABLE 2 : ..... %			
30. Recommended % preferences calculated by Procurement Administration  TABLE 1 : ..... %  TABLE 2 : ..... %			