



## ADVERTISEMENT CALLING FOR PLACEMENT ON SERVICE PROVIDER PANEL.

**(NB: PLEASE NOTE THAT ALL COMPANIES WILL BE SUBJECTED TO VETTING)**

### ANNEXURE A

### APPLICATION FORM FOR SERVICE PROVIDERS

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#### Invitation for placement on the Service Provider Panel of Centlec

Centlec is in the process of establishing a database system of service providers to be utilized from time to time by Centlec as business opportunities arise.

Examples of business opportunities existing at Centlec are the following:

#### **Finance & Administration**

- Transport of cash
- Tracing agencies
- Seals and money bags for pay points
- Credit ratings
- Printing & Stationary
- Office furniture and equipment
- Newspaper Suppliers
- Supply of uniform and protective clothing
- Provision of security services
- Cleaning services
- Supply of cleaning materials and related Items
- Car rental
- Travel Agencies
- Advertising
- Curtains and Blinds
- Computer Accessories
- Courier Services

#### **Emergency Services**

- Pneumatic rescue equipment



- Hydraulic rescue equipment
- Lubricants
- Fire fighting equipment
- Electrically driven power tools
- Petrol driven power tools
- Portable fire fighting pumps

### **Specialized Services**

- Accredited laboratories
- Accredited inspection authority
- Surveying and rezoning
- Skills development and training
- Recruitment Consultants
- GIS Consultants
- Legal work such as labour law, litigation
- Contracts, deeds and conveyance, and Debt collection
- Printing and Design
- Financial Consultants/ Accounting firms
- Business Development support
- Marketing services and research
- Environmental Management

### **Technical Services , Maintenance Equipments Supply**

- Provision of services such as erection of carports, kerbs fixing, electrical work, painting, and fencing.
- Geo-Hydrology
- Consulting Engineering
- Building contractors
- Building Materials
- Information Technology Consumables
- Cellular
- Land-line telephones
- Air conditions (installing and repair)
- Partitioning and ceiling
- Supply of vehicles and related accessories
- Panel beating and spray painting
- Supply of coal
- Plumbing
- Servicing of equipment
- Repairs of alarm systems
- Waterproofing



- Electrical Commodities
- Tools, Plants and equipments
- Electronic Components and instruments
- Earthmoving Equipments
- Fuel
- Metals(lead, copper, pipes, tubing, plates, sheets etc)
- Material Handling (forklifts, cranes hoists etc)
- Civil Works
- Civil Engineers
- Electrical Engineers/ Contractors
- Consultants
- Stationers

#### **Event Management**

- Provision of catering services
- Transport Services
- Sound systems
- Decorations
- Guest Houses
- Venue for conferences
- Performers
- Wholesalers (Office Groceries, Beverages etc.)
- Corporate Gifts
- Promotional Items

#### **Community Services**

- Burial services
- Horticulture
- Gardening Services
- Environmental impact assessment
- Waste Management
- Photographic and videos

***NB: In order to be registered on the Centlec supplier database of products and services, application forms must be submitted for the attention of:***

Supply Chain Management Unit  
Centlec  
Private Bag X14  
9324

Centlec (Pty) Ltd  
195 Nelson Mandela  
Drive, College Square  
BLOEMFONTEIN



Fax: (051) 405-8532

E-mail: [Katleho.Koaho@centlec.co.za](mailto:Katleho.Koaho@centlec.co.za), [Kelebogile.Litsili@centlec.co.za](mailto:Kelebogile.Litsili@centlec.co.za)

**All supplier information will be treated strictly confidential.**

(Insert personal income tax number if a one person business and personal income tax numbers of partners, if a partnership)

1. Company Name: .....
2. Trading Name: .....
3. Contact Person: .....
4. Physical Address: .....  
.....  
.....
5. Postal Address.....  
.....
6. Office Tel: (     ).....
7. Fax No: (     ).....
8. Cell No: .....
9. Email: .....
10. VAT registration no.: .....
11. Corporate entity registration no: .....
12. Type of enterprise: .....  
(E.g. Partnership, company, cc, one person business etc.)
13. Country of registration or incorporation: .....
14. Manner of participation: .....  
(E.g. Main contractor, supplier, professional service provider, joint venture, consortium etc.)
15. Business Sector: .....
16. Total number of employees:



Full time: .....

Part time: .....

17. Did your firm exist under a previous name? (Y/N): .....

If yes, what was its previous name? .....

18. Who were the owners/partners/directors? .....

19. List all the proprietors and shareholders by name, identity number, citizenship and shareholding:

Title	Name	Race	Gender M/F	Disabled Yes/No	% of time devoted to enterprise

20. Management Structure: *(Percentage of management on executive level in each of the following groups)*

% African male	% Coloured male	% Indian male	% White male
% African female	% Coloured female	% Indian female	% White female

“**Women-owned Enterprises (WOE)**” means an enterprise where at least 50% of the voting shares or interests are held and controlled by Women, and Women



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in the enterprise have not been given voting shares or interest just to capture or retain contracts, and Women participate in the day to day management and decision-making of the enterprise and have the aptitude and potential to understand all issues involved in the running of the enterprise including knowledge of the product and market within which their enterprise operates. The WOE must have a sales or turnover of less than R25 million a year.

Based on the above definitions, does your enterprise qualify as?

1. HDE enterprise (y/n): .....
2. WOE enterprise (y/n): .....
3. SMME (y/n): .....
4. Is your business:  
(Please tick)  
An agent  
Manufacturer  
Distributor  
Consultant  
Contractor  
Provider of Professional services  
Other (specify) .....

**PART B – FINANCIAL**



1. Are there any pending legal proceedings or previous judgments against your business or has your business ever been declared bankrupt? (y/n):  
.....
- 1.1 If yes, please elaborate .....



.....  
.....

2.1 If yes, please provide copy of certificate.

**PART C – SAFETY**

1. Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act 9 (OHASA)? (Y/N):

.....

2. Are you registered with Compensation of Occupational Injuries and Diseases Act (COID)? (y/n):

.....

2.1 If yes, please provide COID registration number: .....

**PART D – ENVIRONMENTAL**

1. Do you have an Environmental Policy in place? (y/n): .....

2. Does your facility routinely work with any hazardous substances? (y/n):

.....

3. Does your enterprise comply with applicable environmental legislation and policy? (y/n): .....

**PART E – HUMAN RESOURCES**

1. Does your organization confirm to the requirements of employment equity? (y/n): .....

2. Briefly state your enterprise's empowerment and affirmative action policy:

.....  
.....  
.....



.....  
.....  
.....

3. Provide proof of organizational capability and practice profile to deliver the required supplies or services: (If insufficient space, the information may be provided as a separate annexure)

.....  
.....  
.....  
.....

4. Provide proof of personnel capacity and experience (if insufficient space, the information may be provided as a separate annexure)

.....  
.....  
.....  
.....

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an effort or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of state, it is required that the bidder or their authorized representative declare their position in relation to the



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evaluating/ adjudicating authority and/ or take an oath declaring his/her interest.

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

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES/NO**

3.6.1 If so, furnish particulars.

.....  
.....

3.7 Have you been in the service of the state for the past **YES/NO**  
twelve months?

3.7.1 If so, furnish particulars.

.....  
.....

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\*MSCM Regulations: "in the service of the state" means to be-

(a) a member of-

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of 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);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of parliament or a provincial legislature.



3.8 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.8.1 If so, furnish particulars.

.....  
.....

3.9 Are you, aware of any relationship (Family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.9.1 If so, furnish particulars.

.....  
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state? **YES/NO**

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES/NO**

3.11.1 If so, furnish particulars.

.....  
.....



**CERTIFICATION**

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

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.**

.....  
Signature Date  
.....  
Position Name of Bidder

**SECTION F  
SERVICE PROVIDER DECLARATION**

- 1. Each service provider must fill in or sign the service provider declaration in order to be considered for listing on the Centlec service provider panel.

I.....ID.....

Hereby declare that information provided above is truthful and correct to the best of my knowledge.

Signature: .....



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2. Centlec reserves the right to require of any service provider at any time substantiates any information provided in any manner Centlec may require.

## **SECTION G**

### **DOCUMENTATION TO BE PROVIDED**

**Please attach copies of the following documents to your application (where applicable):**

- Service Provide Application Form duly completed and signed
- Company/CC/Trust/other Registration documents
- VAT registration certificate (where applicable)
- Copy of COID registration certificate (where applicable)
- Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security companies; ECB (Electrical Contractors Board) etc.
- **Original cancelled cheque or any original bank verification letter**
- Company Organogram, showing Holding and Subsidiary company (s) as well as operation divisions
- Broad based black economic empowerment certificate (BBBEE)
- Corporate Profile
- **Original Tax Clearance Certificate**
- **It is supplier's responsibility to update their Tax Clearances when they expire.**

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