



2016/2017

APPLICATION FORM

TO REGISTER AS A VENDOR

INTO

NATIONAL LOTTERIES COMMISSION

SUPPLIER DATABASE

FOR SUPPLY OF GOODS AND SERVICES

SECTION A

1. SUPPLIER DATABASE SUBMISSION

In order to comply with the requirements of the Public Finance Management Act of 1999 (PFMA) and to ensure compliance with the Preferential Procurement Policy Framework Act of 2000, (PPPFA) and its regulations, the NLC invites prospective service providers to be added to their Supplier Database. It is envisaged, that this database will contribute to efficient administration and compliance with the PFMA.

1.1 The purpose

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations as and when required by the NLC.

Procurement of all goods and services for NLC is centralised and managed by Supply Chain Management Unit, under Finance Division based at Head Office in Pretoria, Hatfield.

1.2 National Lotteries Commission Offices:

Procurement of all goods and services for NLC is centralised and managed by Supply Chain Management Unit, under Finance Division based at Head Office in Pretoria, Hatfield.

To be registered on the NLC Supplier Database, suppliers are required to select **one (1)** Province of your choice. Preference will be given to suppliers located in a specific province for a procurement of goods or services for that specific province. The following are the nine (9) NLC offices across the country. Please select **one (1)** NLC Office of your preference.

No.	Province	NLC Office	Please tick the relevant box (X)
1.	Gauteng	Head Office : Pretoria 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria	
2.	Eastern Cape	East London Office Waverley Office Park 3-33 Phillip Frame Road Chislehurst, East London	
3.	Limpopo	Polokwane Office 5 Landros Mare Street Polokwane	
4.	Kwa-Zulu Natal	Durban Office Smartxchange, 5 Walnut Road Durban	
5.	Free State	Welkom Office, No. 21/322, Corner Stateway and Ryk Roads, Welkom	
6.	Northern Cape	Kimberly Office Suite D, 9-11 Roper Street, Kimberly	
7.	North-West	Mahikeng Office Henque Building, 2313 Aerodome Crescent (Parallel to Nelson Mandela Drive), Mafikeng	
8.	Mpumalanga	Nelspruit 25 Roodt Street, Sonheuwel Dorp, Nelspruit	
9.	Western Cape	Cape Town Office 4 th Floor, Manhattan Place, 130 Bree Street, Cape Town	

1.3 The closing date for submission

- 1.3.1 The closing date and time for submission is strictly on **18 March 2016 at 16h30.**
- 1.3.2 All database submissions should reach the NLC Office according to preference of your location on/before closure of business on the stipulated closing date. NLC office hours are between 8:00 am and 16:30 pm.
- 1.3.3 No late registration will be considered.

2. CENTRAL SUPPLIER DATABASE (CSD) FOR GOVERNMENT

The Central Supplier Database will serve as the single source of key supplier information for organs of state from 1 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state. Prospective and current NLC suppliers are required to self-register on the CSD website www.csd.gov.za. See the attached information pack as “Annexure A”.

3. REQUIRED DOCUMENTATION

- 3.1 The following are mandatory documents to be submitted:

	Description
1.	Certified copy of Company registration documents (CIPC) certificate and Shareholders Certificates (<i>where applicable</i>) <i>Please submit a certified copy.</i>
2.	Certified ID copies of Directors/shareholders/partners
3.	Declaration of interest (SBD 4) <i>Submit a signed original form.</i>
4.	Declaration of bidder's past supply chain management practices (SBD 8) <i>Submit a signed original form.</i>
5.	A valid original tax clearance certificate.
	Where partnerships, Consortia /Joint Ventures / Sub-contractors are

	involved each party must submit a separate Tax Clearance Certificate.
6.	VAT Registration Certificate (<i>where applicable</i>) <i>Please attach a certified copy of certificate</i>
7.	B-BBEE Status Level Certificate. <i>Please attach a certified copy of certificate.</i>
8.	A letter from the bank (with a valid stamp) confirming banking details
9.	Proof of address from the municipality/landlord in a form of electricity /water bill or from the relevant community/tribal authority.

3.2 Failure to comply with the above mandatory requirements will result in the application being disqualified.

3.3 Suppliers **may** also submit the following supporting documents:

	Description
1	<i>Please attach a certified copy of certificate</i>
2	Any other certificate pertaining to your relevant industry
3	Company profile.

3.3 Failure to comply with all of the above criteria and completion of the forms as required, as well as submission of supporting documentation will result in the application being disqualified.

3.4 Suppliers will only have an opportunity to apply for or select a **maximum of three (3) commodity categories.**

3.5 Leaflets and brochures are also welcomed.

4. INSTRUCTIONS FOR COMPLETION (Please read carefully)

- All the forms should be completed and signed with a black pen.
- Please clearly mark envelopes with the title “**2016/2017 NLC Supplier Database Registration**”, addressed specified above.
- The service/s for which the organisation would like to be registered must be marked by putting a cross (x) in the “applicable” column in the list of services hereunder.
- The province that the supplier is applying for must be clearly marked by putting(x) next to the province name.

- Applications without the relevant aforementioned information shall be disqualified.
- All queries must be addressed in writing and to SCM Office (only) at database@nlcsa.org.za with the subject heading.

5. TERMS AND CONDITIONS:

- 5.1 Any supplier whose name appears on the Tender Defaulters and the National Treasury's Database of restricted suppliers as a person/entity prohibited from doing business with the public sector will not be considered.
- 5.2 Only signed original application forms will be accepted. No emailed, faxed, incomplete or incorrect submissions will be accepted.
- 5.3 The NLC reserves the right to accept or reject any application.
- 5.4 The NLC reserves the right to conduct site visits where deemed necessary.
- 5.5 Supplier shall be responsible to ensure that information is updated as and when such change occurs. Information must be submitted to the NLC's Supply Chain Management Unit.
- 5.6 NLC will monitor supplier's performance on projects awarded. The evaluation will assist NLC on any future work that may be awarded.

SECTION B

	Please tick the relevant box (X)
Province	
New supplier	
Supplier update	
Have you registered with the CSD? (Yes/No)	
If yes, please provide with the unique supplier number for the above	

1. COMPANY/SUPPLIER DETAILS

Kindly complete this document accurately as the information contained herein is required for the following purposes:

- To support NLC in the implementation of a system of preferences as required by the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Failure to complete the form in full may result in the supplier not being considered for the awarding of any orders or contracts by the NLC.

Supplier/ Name of Company:	
Trading name of Company:	
Tax Clearance Certificate Number:	
Tax Clearance Expiry Date:	
Vat Number:	
Income Tax Reference Number:	
Company Registration Number:	

2. CONTACT DETAILS

2.1	Main Contact Person:	
	Title:	
	Initials:	
	Surname:	
	Position Held:	
	Business Telephone Number:	
	Mobile Number:	

	Facsimile:	
	Email Address:	
	Company Website Address:	
2.2	2nd Contact Person:	
	Title:	
	Initials:	
	Surname:	
	Position Held:	
	Business Telephone Number:	
	Mobile Number:	
	Facsimile:	
	Email Address:	

3. ADDRESS DETAIL (Please attach proof of address from the municipality in a form of electricity/water bill, or from the community/tribal authority)

Postal address of company

Physical address of company

Complex/ Office number				
Street number				
Street name				
City/Town				
Province				
Code				

5. TYPE OF COMPANY (INDICATE WITH X AND PROVIDE DOCUMENTARY PROOF)

Supplier Grouping Detail: Type of Firm	Please tick the relevant box
1. Public Company (Ltd)	
2. Private Company (Pty) Ltd	
3. Close Corporation (cc)	
4. Section 21 Company	
5. Joint Venture	
6. Consortium	
7. Sole Proprietor	
8. Foreign Company	
9. Partnership	
10. Trust	
11. Government / Parastatal	
12. Other (specify)	

6. LIST OF COMMODITIES REQUIRED (PLEASE SELECT A MAXIMUM OF THREE (3))

Office Consumables	
Consumables & Office Supplies	
COS.001	Printing Paper
COS.002	Stationary
COS.003	Printer Cartridge
COS.004	Office Equipment - Cost
COS.005	Cutlery & Crockery
COS.006	Groceries / Food Parcels
COS.007	Furniture & Fittings - Cost
COS.008	Conference Venue Accommodation
COS.009	Conference Facilities
COS.012	Electrical Services
COS.013	Other related services(Consumables)
Human Resource	
HR.001	Staff Recruitment and Placement
HR.002	Staff Training - Conferences
HR.003	Staff Training - Workshops
HR.004	Temporary Staff - Recruitment Costs

HR.005	Staff Welfare
HR.006	Other related services (HR)
Marketing and Public Relations	
MPR.001	Advertising & Publicity - Publications and Editorials
MPR.002	Advertising & Publicity - Corporate Branding
MPR.003	Advertising & Publicity - Events Management
MPR.004	Advertising & Publicity - Media Services and Monitoring
MPR.009	Other related services (Marketing)
IT & Communication	
ICT.001	Telephone - Cell phone
ICT.002	Telephone - Landline
ICT.003	Computer Equipment - Cost
ICT.004	Comp Exp - Repairs and Maintenance
ICT.005	Comp Exp - Licence Renewal Costs
ICT.006	Comp Exp - Consumables
ICT.007	Comp Exp - Data Warehousing
ICT.008	Intangible Assets - Cost
ICT.009	Other related services(IT)
Consultancy & Professional Services	
CPS.001	Consulting Fees - Information Technology
CPS.002	Consulting Fees - Advisory Services
CPS.003	Consulting Fees - Legal
CPS.004	Consulting Fees - HR Related Matters
CPS.005	Consulting Fees - Company Secretariat
CPS.006	Consulting Fees - Forensic Investigations
CPS.007	Consulting Fees - Assurance Services
CPS.008	Other related services(Consultancy)
Other Services	
TS.01	Travel and Accommodation
CS.01	Courier Services
CS.02	Catering Services
CS.03	Cleaning Services
CS.04	Security
CS.05	Plumbing Services
CS.06	Hygiene and Pest Control
CS.07	Off-site Corporate Storage Facilities
CS.08	Legal Fees
CS.09	Maintenance Services

CS.10	Postages
CS.11	Third Lottery Licence Costs
INS.01	Insurance - Furniture and Fittings
INS.02	Insurance - Computer Equipment
INS.03	Insurance - Office Equipment
INS.04	Insurance - Motor Vehicle
LC.01	Lease costs - Office Equipment
LC.02	Lease costs - Property
LC.03	Lease costs - Motor Vehicles
OS.01	Outsourced Services
RS.01	Furniture Removal and Storage

7. LIST OF COMMODITIES TO BE OFFERED

Please select the above commodities and indicate below the type of goods/services to be offered. Select maximum of three (3) commodities.

Commodities	Code from the category listed above

8. Banking Details

Bank:	
Branch Code:	
Branch Location:	
Account Holder:	
Account Number:	
Account Type:	

NB: Please attach a letter of confirmation from the bank (with a valid stamp) verifying account details.



9. CERTIFICATION

I/We the undersigned, who warrant/s that he/she/we is/are duly authorized to do so on behalf of the company, certify that the percentage ownership/shareholders claimed are actively involved in the day to day management of the enterprise and I/we acknowledge that:

- a. The information furnished on this form is true and correct
- b. In the event of a contract being awarded as a result of the above mentioned information, the contractor may be required to furnish documentary proof to the satisfaction of the National Lotteries Commission that the information is correct.
- c. I/we accept that, in addition to cancellation of a contract, action may be taken against me/us should the information furnished prove to be false.

_____ **DATE:** _____
SIGNATURE OF OWNER OR REPRESENTATIVE:

NAME IN BLOCK LETTERS: _____

WITNESSES:

1.

2.