



# human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

## KZN DEPARTMENT OF HOUSING SUPPLIER ACCREDITATION FORM FOR SPECIALIZED SERVICES

THESE FORMS MUST BE COMPLETED AND SUBMITTED TO:

Tolaram House  
Box N06 Ground Floor Foyer  
2 Aliwal Street  
DURBAN 4001

Post To:  
Private Bag x 54367  
DURBAN  
4000

ENQUIRIES: Ms. D. Ntshangase  
Tel - 031 336 5175

Ms Tlali  
Tel - 031 336 5169

### PART 1: PROVINCIAL DATABASE REGISTRATION DECLARATION

Supplier Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KZN Registration No:

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Name of declaration: \_\_\_\_\_

Contact No: \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION TYPE (Tick applicable box):**

<input type="checkbox"/>	New Application	Application Date: _____
<input type="checkbox"/>	Updated Application	Application Date: _____

## -POINTS TO REMEMBER-

### COMPLETING THE KZN SUPPLIER ACCREDITATION FORM

- Business Opportunities – Please note that accreditation on the KZN Department of Housing Database does not guarantee business opportunities. All procurement will be subject to the procurement and bid policy of the Department and applicable legislation.
- Mandatory fields – Certain fields and documentation are mandatory to certain business types. Please ensure that all fields which are mandatory to your business type, marked as “Mandatory Field”, have been completed failure to which the application won’t be processed. If a field is not applicable to your business indicate clearly, mark it as N/A. (Not Applicable)
- Required documentation – Please refer to the Document Requirement Checklist (part 5) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached, Failure to which the application won’t be processed.
- Completion of Questions – Please answer all questions, as incomplete forms will not be processed. Clearly *Mark with an X*, to state Yes, No or N/A to the questions asked.
- Certified Documents – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, and other required documents. The Tax Clearance Certificate must be original and valid on the closing date.
- Processing of accreditation – Your completed accreditation form will be processed, and, once verified, will be approved as an accredited supplier on the department’s database. A letter of accreditation will be dispatched to the correspondence details supplied.
- Amendments – Please notify the department immediately of any changes to the verified information submitted.
- Forms that are not legible or incomplete will not be processed on the database.
- Verification – verification of the information supplied will be performed against third party sources such as SARS, DTI, CIDB, ECA, ECB, and SOB etc. The KZN Department of Housing reserves the right to request additional information or documentation regarding this accreditation form and the request to conduct an audit when necessary.
- Queries – Should you have any queries or if you require assistance completing the accreditation form, please contact the department’s Supply Chain Management Unit (SCMU).
- The Information provided in this questionnaire will be treated as confidential.
- Any appropriate certificate not mentioned in the document but relevant to the field of service, must be submitted.

PLEASE KEEP COPIES OF THE ACCREDITATION FORM AND ALL DOCUMENTATION

**Part 2: PARTICULARS OF BUSINESS:**

Name of Business:	
Name of managing Director:	
Managing Director's identity number attach certified copy of ID:	
Business registration number and attach certified copy of certificate:	(Insert CC number, companies Act number, etc.)
Tax Clearance Certificate number and attach an original valid copy	

**Part 3: PLEASE SELECT THE DISTRICT MUNICIPALITY THAT YOU OPERATE IN ( M A N D A T O R Y F I E L D )**

Ugu District Municipalities		uMgungundlovu District Municipalities		uThukela District Municipalities	
Umzinyathi District Municipalities		Amajuba District Municipalities		Zululand District Municipalities	
Umkhanyakude District Municipalities		Uthungulu District Municipalities		Ilembe District Municipalities	
Sisonke District Municipalities		Ethekwini Municipality		Other:	

**Part 4: PLEASE SELECT YOUR CORE BUSINESS OF OPERATION ( M A N D A T O R Y F I E L D ) \* \****(Mark with X in applicable fields)*

Electrical Services – Ref 5.1		Architects Ref – 5.3.1			
Building and Plumbing Services – Ref 5.2		Quantity Surveyors Ref – 5.3.2		Project Managers Ref – 5.3.7	
		Structural / Civil Engineers Ref – 5.3.3		Professional Construction Project Managers - 5.3. 8	
		Land Surveyors Ref – 5.3.4		Professional Construction Manager 5.3.9	
		South African Town and Regional Planners Ref – 5.3.5		Programme Managers 5.3.10	
		Electrical Engineers Ref – 5.3.6		Home Builders Ref – 5.3.11	
Valuators Ref - 5.4		Geotechnical Engineers - 5.6			
Environmental Consultants - 5.5		Legal Services – 5.7 Conveyancer/ Conveyancing Firms			

**Part 5: THE FOLLOWING MANDATORY DOCUMENTATION MUST BE SUBMITTED FOR THE ABOVE CORE BUSINESS OF OPERATION FAILURE TO WHICH THE APPLICATION WILL NOT BE PROCESSED:**

<b>5.1 ELECTRICAL SERVICES</b>		Y/N
1	Electrical Contract Association (ECA) certification number and attach certified copy. <b>Mandatory</b>	
2	Electrical Contract Bodies (ECB) certification number and attach certified copy. <b>Mandatory</b>	
3	Construction Industry Development Board (CIDB) certification number and attach certified copy. <b>Mandatory</b>	
<b>5.2 BUILDING AND PLUMBING SERVICES</b>		
1	Construction Industry Development Board (CIDB) certification number and attach certified copy. <b>Mandatory</b>	
<b>5.3 PROFESSIONAL SERVICES</b>		
<b>5.3.1 ARCHITECTS</b>		
1	Registration with the South African Institute of Architects (SAIA) attach certified copy of the certificate	
2	<i>Registration with the Regulating Body, the SAC for Architect Profession (SACAP) attach certified copy of the certificate</i>	
<b>5.3.2 QUANTITY SURVEYORS</b>		
1	Registration with the South African of Council Quantity Surveyors attach certified copy	
2	Registration as a Member of South African Quantity Surveyors Association (Act QS of 1970) attach certified copy	
<b>5.3.3 STRUCTURAL ENGINEERS / CIVIL ENGINEERS</b>		
1	Registration with South African Association of Consulting Engineers (SAACE), attach certified copy.	
<b>5.3.4 LAND SURVEYORS</b>		
1	Registration with the South African Council for Professional and Technical Surveyor attach certified copy.	
<b>5.3.5 SOUTH AFRICAN TOWN AND REGIONAL PLANNERS</b>		
1	Registration with South African Council of Town & Regional Planners, attach certified copy.	
<b>5.3.6 ELECTRICAL ENGINEERS</b>		
1	Registration with the South African Engineering Council (SAEC), attach certified copy.	
2	Registration with the South African Engineering Council (SAEC) attach certified copy	

<b>5.3.7 PROJECT MANAGERS</b>		<b>Y/N</b>
1	Registration with South African Council for Project and Construction Profession (SACPCMP) in terms of the Project and Construction management Act 2000 (Act 48 of 2000) attach certified copy. Mandatory	
2	Council for Built Environment – attach certified copy.	
<b>5.3.8 PROFESSIONAL CONSTRUCTION PROJECTS MANAGERS</b>		
1	Registration with South African Council for Project and Construction Profession (SACPCMP) in terms of the Project and Construction management Act 2000 (Act 48 of 2000) attach certified copy. Mandatory	
2	Council for Built Environment – attach certified copy.	
<b>5.3.9 PROFESSIONAL CONSTRUCTION MANAGERS</b>		
1	Registration with South African Council for Project and Construction Profession (SACPCMP) in terms of the Project and Construction management Act 2000 (Act 48 of 2000) attach certified copy. Mandatory	
2	Council for Built Environment – attach certified copy.	
<b>5.3.10 PROGRAMME MANAGERS</b>		
1	Registration with South African Council for Project and Construction Profession (SACPCMP) in terms of the Project and Construction management Act 2000 (Act 48 of 2000) attach certified copy. Mandatory	
2	Council for Built Environment – attach certified copy.	
<b>5.3.11 HOME BUILDERS</b>		
1	Registration with NHBRC in terms of the Housing Consumer Protection Act, 1998, (Act No 95 of 1998) attach certified copy. Mandatory	
2	Construction Industry Development Board (CIDB) certification number and attach certified copy. Mandatory	
<b>5.4 VALUATORS</b>		
1	Registration with the South African Institute of Valuers, attach certified copy Mandatory	
<b>5.5 Environmental Consultants</b>		
1	Registration with the South African Engineering Council (SAEC). Attach certified copy. Mandatory	
<b>5.6 Geotechnical Engineers</b>		
1.	Council of Geo – Science – attach certified copy. Mandatory	

<b>5.7</b>	<b>Legal Services Conveyancer/ Conveyancing Firms</b>	
1.	Registration as a Conveyancer in the High Court	
2.	Attorneys Fidelity Certificate	
3.	Certificate of Good Standing from KZN Law Society	

## LEGAL SERVICE

<b>Management and Business Professionals and Administrative Services</b>							
Management advisory services			Business administration services			Human resources services	
Legal services		Real estate services		Marketing and distribution		Trade policy and services	

Has the supplier complied with all the relevant mandatory certifications and documentations? **YES/NO\*\*\*\*MANDATORY\*\*\*\*\***

### Part 6: SELECT COMMODITY CATEGORIES APPLICABLE TO YOUR CORE BUSINESS OF OPERATION

#### ELECTRICAL SERVICES

<b>Electric Components and Supplies</b>							
Printed circuits and integrated circuits and micro assemblies				Discrete semiconductor devices			
Electronic hardware and component parts and accessories				Electron tube devices and accessories			
Passive discrete components							
<b>Electrical Systems and Lightning and Components and Accessories and Supplies</b>							
Lamps and light bulbs and lamp components				Lighting and fixtures and accessories			
Electrical equipment and components and supplies							

#### BUILDING AND PLUMBING SERVICES

<b>Building and Construction Machinery and Accessories</b>							
Heavy construction machinery and equipment							
<b>Structures and Building and Construction and Manufacturing Components and Supplies</b>							
Construction and maintenance support equipment				Roads and landscape		Insulation	
Exterior finishing materials		Interior finishing materials		Structural materials and basic shapes			
Concrete and cement and plaster		Doors and windows and glass		Plumbing fixtures			
Structural building products		Prefabricated structures		Permanent structures			
<b>Building and Construction and Maintenance Services</b>							
Building construction and support and maintenance and repair services				Wood and paper industries			
Manufacture of electrical goods and precision instruments				Metal and mineral industries			
General building construction		Plastic and chemical industries		Manufacturing support services			
Machining and processing services		Machinery and transport equipment manufacture					
		Fibers and textiles and fabric industries					

## PROFFESIONAL SERVICES

### ARCHITECTS, QUANTITY SURVEYORS, STRUCTURAL ENGINEERS/CIVIL ENGINEERS, LAND SURVEYORS, SOUTH AFRICAN TOWN AND REGIONAL PLANNERS, ELECTRICAL ENGINEERS AND MECHANICAL ENGINEERS.

<b>Engineering and Research and Technology Based Services</b>							
Professional engineering services			Earth science services		Statistics		
Manufacturing technologies			Computer services		Economics		

**PROJECT MANAGERS**

<b>Management and Business Professionals and Administrative Services</b>											
Management advisory services				Business administration services				Human resources services			
Legal services			Real estate services			Marketing and distribution			Trade policy and services		

**HOME BUILDERS**

<b>Building and Construction and Maintenance Services</b>											
Building construction and support and maintenance and repair services								Wood and paper industries			
Manufacture of electrical goods and precision instruments						Metal and mineral industries					
General building construction				Plastic and chemical industries				Manufacturing support services			
Machining and processing services						Machinery and transport equipment manufacture					
						Fibers and textiles and fabric industries					

**INDICATE THE PERCENTAGES OF YOUR BUSINESS THAT ARE OWNED AND MANAGED BY THE FOLLOWING CATERORIES AND ATTACH CERTIFIED COPIES OF IDENTITY DOCUMENTS:**

BLACK AFRICANS			BLACKS/ COLOURDS/ ASIANS		WHITES		YOUTH		DISABLE	
FEMALES	MALES	CO-OPS	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES

**DECLARATION: (MANDATORY FIELD)**

Respondents Name and surname: \_\_\_\_\_

Capacity: \_\_\_\_\_

I hereby declare that the information provided is correct and true and certify that I have the authority to furnish this information on behalf of the business entity.

Y	N

.....  
**Commissioner of Oaths**

Date: .....

<b>FOR OFFICIAL PURPOSES ONLY</b>	
Received on: YY ____ MM ____ DD ____	
Received by (print full name) _____	Signature: _____
Verified on: YY ____ MM ____ DD ____	
Verified by: (print full name) _____	Signature: _____
Captured on: YY ____ MM ____ DD ____	
Captured by: (print full name) _____	Signature: _____