



## **COMPLETING THE KZN SUPPLIER ACCREDITATION FORM**

- Business Opportunities – Please note that accreditation on the KZN Department of Human Settlements 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 Human Settlements 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 NOTE THAT THESE FORMS ARE NOT FOR SALE

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   |  |
| Sosonke 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                          |  | Hardware Supplies                                                        |  | Printing Companies                         |  |
| Building Services                            |  | Locksmiths                                                               |  | Entertainers ( Sound system, Artists, etc) |  |
| Goods Supplies                               |  | Furniture Removals                                                       |  | Interpreters                               |  |
| security services                            |  | Furniture Suppliers                                                      |  | Accommodation                              |  |
| Cleaning services                            |  | Stationery Supplies                                                      |  | Catering                                   |  |
| Auditors                                     |  | Auctioneers                                                              |  |                                            |  |
| Plumbing Services                            |  | Chattered Accountants                                                    |  |                                            |  |
| Employment Agencies                          |  | Function Equipment (Tents, Marquees , Toilet Hire, Table and Chairs etc) |  |                                            |  |
| <b>Other Services if any, please specify</b> |  | Pest Control/Fumigation                                                  |  |                                            |  |
|                                              |  |                                                                          |  |                                            |  |
|                                              |  |                                                                          |  |                                            |  |

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**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>Optional</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 SERVICES</b>   |                                                                                                                                                       |     |
| 1                              | Construction Industry Development Board (CIDB) certification number and attach certified copy. <b>Mandatory</b>                                       |     |
| <b>5.3 GOODS SUPPLIES</b>      |                                                                                                                                                       |     |
| 1                              | <b>N/A</b>                                                                                                                                            |     |
| <b>5.4 SECURITY SERVICES</b>   |                                                                                                                                                       |     |
| 1                              | Security officers board (SOB) certification and attach certified copy. <b>Mandatory</b>                                                               |     |
| <b>5.5 CLEANING SERVICES</b>   |                                                                                                                                                       |     |
| 1                              | National Contract Cleaning Association certification and attach certified copy. <b>Mandatory</b>                                                      |     |
| <b>5.6 PLUMBING SERVICES</b>   |                                                                                                                                                       |     |
|                                | Certified Copy of IOPSA certificate must be attached. <b>Mandatory</b>                                                                                |     |
| <b>5.7 CATERING</b>            |                                                                                                                                                       |     |
| 1                              | Registration with the Local Municipality for certification of acceptability of premises for food preparation, attach certified copy. <b>Mandatory</b> |     |
|                                |                                                                                                                                                       |     |

|                                  |                                                                                                                     |  |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| <b>5.8 AUDITORS</b>              |                                                                                                                     |  |
| 1                                | Registration with the Independent Regulatory Board for Auditors, attach certified copy.<br><b>Mandatory</b>         |  |
| <b>5.9 CHATTERED ACCOUNTANTS</b> |                                                                                                                     |  |
| 1                                | Registration with the South African Institute for Chattered Accountants, attach certified copy.<br><b>Mandatory</b> |  |

5.10. 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     |            |

**CLEANING SERVICES**

|                                     |  |                                   |  |
|-------------------------------------|--|-----------------------------------|--|
| <b>Industrial Cleaning Services</b> |  |                                   |  |
| Decontamination services            |  | Cleaning and janitorial services  |  |
| Refuse disposal and treatment       |  | Toxic and hazardous waste cleanup |  |
| Grass cutting                       |  |                                   |  |

**SECURITY SERVICES**

|                                                                             |  |                                        |                              |
|-----------------------------------------------------------------------------|--|----------------------------------------|------------------------------|
| <b>National Defense and Public Order and Security and Security Services</b> |  |                                        |                              |
| Public order and safety                                                     |  | Military services and national defense | Security and personal safety |

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**SUPPLY OF GOODS AND SERVICES**

|                                                              |  |                                     |  |
|--------------------------------------------------------------|--|-------------------------------------|--|
| Stationery                                                   |  | Accommodation Furniture             |  |
| Computer Equipment and Accessories                           |  | Commercial Furniture                |  |
| Office Machines and their Supplies and Accessories           |  | Storage                             |  |
| Office Desk and Accessories                                  |  | Professional artists and performers |  |
| Printing, Photographic, Audio, Visual Equipment and Supplies |  | Writing and Translations            |  |
| Signage and accessories                                      |  | Specialized Educational Services    |  |
|                                                              |  | Catering                            |  |

**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 OF INTEREST**

1. Are you or any person who has controlling ownership of the company presently employed by the State? YES/NO

2. If so, furnish the following particulars

- Name of person/director/shareholder/member .....
- Name of State/Institution in which the person is connected.....
- Position occupied in the institution.....

3. Please indicate any person/director/shareholder/member who has controlling interest in another business/s viz:-

- Name of owner/director/shareholder/member .....
- Name of other business/s.....
- Registration number of business/s.....
- Position held.....
- Ownership %.....

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**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 |
|   |   |

**FOR OFFICIAL PURPOSES ONLY**

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: \_\_\_\_\_

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