



**National African Federated Chamber of
Commerce and Industry
(NAFCOC)**

SUPPLIER

DATABASE REGISTRATION FORM

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All suppliers are herewith invited to register as preferred suppliers on the database of **National African Federated Chamber of Commerce and Industry (NAFCOC)**. NAFCOC has developed a supplier database to be used in managing the procurement of various goods and services as required by the organisation from time to time.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit future quotations to The National African Federated Chamber of Commerce and Industry (NAFCOC).

Attached please find an official application form to assist in registration of your company on our supplier database.

It is imperative that suppliers/service providers read the application document carefully, complete it in full and sign it. Also take note of the important notes on page 3 of this information pack.

IMPORTANT NOTES: PLEASE READ CAREFULLY

- To be completed by **potential Vendors/Suppliers/Service Providers** seeking registration as preferred service provider;
- The application must be completed in **full, be signed and commissioned by** commissioner of oath;
- A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form - all fields on application form **MUST** be completed by applicant;
- Vendors/Suppliers/Service providers will only **be notified** whether application was accepted or not upon request;
- Prospective service provider must provide all the information required - **failure** to do so will result in the application being rejected.
- **For any queries please contact Innocent on 011 807 5063. Email :projects@nafcocnational.org.za**

Please attach the following documentation and/or information:

1. Valid original Tax Clearance Certificate
2. Certified Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement
3. Company Registration Documents
4. Company Profile
5. An overall organization structure of your group of companies depicting all sub-divisions
6. A copy of the last three audited financial statements where applicable
7. Copies of SABS or any other rating or accreditation certificates where applicable.
8. Certified Identity Documents of Owners, Shareholders, Trustees and Directors.
9. Copy of NAFCOC Membership Certificate if Any.
10. Valid B-BBEE Status Level Verification Certificates issued by the following agencies:
 - 9.1 Service Providers other than EMEs:
 - *Verification agencies accredited by SANAS*
 - *Registered auditors approved by IRBA*
 - 9.2 Service Providers who qualify as EMEs:
 - *Accounting officers as contemplated in the CCA*
 - *Verification agencies accredited by SANAS*

PLEASE NOTE THAT FAILURE TO HAVE SOME OF THE ABOVE DOCUMENTS DOES NOT MEAN AUTOMATIC DISQUALIFICATION AS APPLICATIONS MAY STILL BE CONSIDERED WITHOUT ALL THE ABOVE MENTIONED DOCUMENTATION.

11. Database Registration can be delivered to **NAFCOC at 1 Summer Place , No 13 Summer Street , Rivonia , Johannesburg 2128**

1. SUPPLIER DETAILS			
Registered name of company			
Trading name of company:			
Company/Closed Corporation Reg No:			
VAT Registration No:			
Income Tax Reference No:			
Contact person:		Contact's cell no:	
Telephone no:		Fax no:	
Web address:		E-mail address:	
Business Physical Address		Business Postal Address	
2. TYPE OF FIRM (Please mark the relevant box or boxes)			
<input type="checkbox"/> Public Company (Ltd)	<input type="checkbox"/> Partnership		
<input type="checkbox"/> Private Company (Pty) Ltd	<input type="checkbox"/> Trust		
<input type="checkbox"/> Closed Corporation (CC)	<input type="checkbox"/> Section 21 Company		
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Government / Parastatals		
<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Consortium		
<input type="checkbox"/> Other (specify)			

3. BUSINESS SECTOR (Please mark the relevant box or boxes)

- | | |
|--|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Electricity, gas and water | <input type="checkbox"/> Repair and maintenance |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Catering, accommodation and other |
| <input type="checkbox"/> Wholesale trade, commercial and other trade | <input type="checkbox"/> Transport, storage and other trade |
| <input type="checkbox"/> Finance and Business services | <input type="checkbox"/> Commercial Agents |
| <input type="checkbox"/> Community and Social Services | <input type="checkbox"/> Personal Services |
| <input type="checkbox"/> Other (specify) | |

4. TURNOVER PER ANNUM:

5. TOTAL NUMBER OF EMPLOYEES (Please mark the relevant box and state the number):

Full time:				Part time:			
Race	Gender	Management	Non-Management	Technical/Specialist	Total		

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6. BUSINESS REFERENCES FOR PREVIOUS PROJECTS IN THE LAST THREE (3) YEARS			
Company / Institution Name			
Address			
Contact Person		Telephone	
Value of contract		Date	
Description of work:			
Company / Institution Name			
Address			
Contact Person		Telephone	
Value of contract		Date	
Description of work:			

6.1	Did the firm exist under a previous name? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	If YES, what was the previous name?	
6.2	Does your company or any of its employees have a vested interest in NAFCO? If so, state the details:	
6.3	Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of NAFCO or has been in the service of NAFCO during the previous twelve (12) months?	
6.4	At what % of full capacity are you operating?	
6.5	What was your average turn-over (excl VAT) during the previous three (3) financial years?	
6.6	Have you previously been on an approved supplier list with NAFCO? If yes, give details i.e. when and for what)?	
6.7	Are warranties offered on new items/repairs etc (If yes, state particulars):	
6.8	Does your company have overdraft facility and when was it last adjusted?	

	Last adjusted date:	
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7. BANK DETAILS

Bank Account Name:	
Name of Bank:	
Branch Code & Name:	
Account Number:	

Type of Account: Cheque Savings Transmission

Certified as correct bank details by Bank official:		
Name and Surname:		
Signature:		
Designation:		
Telephone number:		
Fax number:		

I/We the undersigned acknowledge(s) that:

- The information furnished is true and correct.
- Any conflict of interest should be declared in writing.
- An official NAFCOC purchase order will be accepted.
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

Name and Surname:	
Signature (duly authorized to sign):	
On behalf of (name of organization):	
Address:	
Telephone number:	
Date:	

COMMISSIONER OF OATHS	
Signature:	
Date:	
STAMP:	
<p>Failure in having a stamp and signature of a Commissioner of Oaths will invalidate your application.</p>	

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8. LIST OF PRODUCTS / SERVICES OFFERED

8.1 ACCOUNTING, AUDITING AND FINANCE SERVICES

(Please indicate the services offered below. If services are not indicated must be specified under other. Please also provide specifics for each discipline chosen)

- | | | | |
|----------------------|--------------------------|---------------------------------------|--------------------------|
| Financial Accounting | <input type="checkbox"/> | Forensic Audit | <input type="checkbox"/> |
| Auditing | <input type="checkbox"/> | Management Accounting | <input type="checkbox"/> |
| Risk Management | <input type="checkbox"/> | Other (please specify on lines below) | <input type="checkbox"/> |
-
-
-

8.2 SUPPLY CHAIN MANAGEMENT SERVICES

- | | | | |
|-------------------------------------|--------------------------|---------------------------------------|--------------------------|
| Supply Chain Management Consultants | <input type="checkbox"/> | Other (please specify on lines below) | <input type="checkbox"/> |
|-------------------------------------|--------------------------|---------------------------------------|--------------------------|
-
-
-

8.3 FACILITIES MANAGEMENT SERVICES

- | | | | |
|--------------------------------|--------------------------|---------------------------------------|--------------------------|
| Facilities Management Services | <input type="checkbox"/> | Other (please specify on lines below) | <input type="checkbox"/> |
|--------------------------------|--------------------------|---------------------------------------|--------------------------|
-
-
-

8.4 HUMAN RESOURCES

- | | | | |
|--|--------------------------|---------------------------------------|--------------------------|
| Wellness Services | <input type="checkbox"/> | Recruitment, selection & placements | <input type="checkbox"/> |
| HR research & surveys | <input type="checkbox"/> | Training & development | <input type="checkbox"/> |
| Labour relations: facilitator, mediators & arbitrators | <input type="checkbox"/> | Other (please specify on lines below) | <input type="checkbox"/> |
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-
-

8.5 COMMUNICATION, MARKETING & CORPORATE SERVICES

Advertising services	<input type="checkbox"/>	Journalists	<input type="checkbox"/>
Corporate printing services	<input type="checkbox"/>	Media Campaigns	<input type="checkbox"/>
Video recording	<input type="checkbox"/>	Social media company	<input type="checkbox"/>
Corporate literature and message development	<input type="checkbox"/>	Issue management	<input type="checkbox"/>
Social mobilization	<input type="checkbox"/>	External communication strategy	<input type="checkbox"/>
Publicity campaign	<input type="checkbox"/>	Thought leadership media placement	<input type="checkbox"/>
Speaker opportunity notification	<input type="checkbox"/>	Media liaison (traditional and new media)	<input type="checkbox"/>
Crisis communication	<input type="checkbox"/>	Media monitoring and issue tracking (nationally and internationally)	<input type="checkbox"/>
Managing African PR agencies	<input type="checkbox"/>	Coordinate and manage incoming and outgoing media tours	<input type="checkbox"/>
Photographers & video cam	<input type="checkbox"/>	Writers	<input type="checkbox"/>
Communication and reputation management strategy	<input type="checkbox"/>	Editors	<input type="checkbox"/>
Reputation & stakeholder management	<input type="checkbox"/>	Graphic Designs	<input type="checkbox"/>
Other (please specify)			

8.6 IT SERVICES

Computer Software	<input type="checkbox"/>	Computer Hardware	<input type="checkbox"/>
Licensing	<input type="checkbox"/>	Programming	<input type="checkbox"/>
IT Systems & Development	<input type="checkbox"/>	Other (please specify on lines below)	<input type="checkbox"/>

8.7 ADVISORY SERVICES

Advisory Services Community Facilitation Consultants

Other (please specify)

8.8 OPERATING SERVICES

System Integrator Business Process Engineer

Programme and Project Management Consultants Benchmarking Consultancy Services

Other (please specify)

8.9 GENERAL SERVICES

Stationery Corporate Printing (business cards, annual reports, letterheads)

Corporate gifts Furniture & office equipments i.e. desks, workstation, chairs etc

Catering Venue Hire

Shuttle Services Office Removals

Travel Agents Florists, Office flowers & gift hampers

Courier Services Locksmiths Services

Document filing services Office plants services & maintenance

Other (please specify)

8.10 LEGAL SERVICES

Labour, Litigation, Contracts Governance

BBBEE etc. Other (please specify below)
