



**APPLICATION TO BE REGISTERED  
ON THE BLUE IQ  
SUPPLIER DATABASE**

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**TO ALL PROFESSIONAL SERVICE PROVIDERS IN THE FINANCIAL SECTOR SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF BLUE IQ INVESTMENT HOLDINGS (PTY)**

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All Professional service providers are herewith invited to register as an approved supplier on the database of Blue IQ.

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA)

**The purpose of the registration is to establish a panel list of approved service providers for the rendering of various Accounting services.**

**Attached please find an official Supplier Application form to assist us in updating our database.**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that an Original Valid Tax Clearance Certificate must be attached to the Supplier Application form and failure to do so will result in your application being disqualified.

Sealed Supplier Application forms with required documentation marked "Supply Chain Department" must be deposited in the tender box situated at No. 1 Central Place, 1<sup>st</sup> Floor, Corner Henry Nxumalo and Jeppe Streets, Newtown, Johannesburg on or before the closing date and time. **Applications submitted by fax or email will not be accepted.**

# SUPPLIER APPLICATION FORM

## IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The Supplier Application form must be completed in **full** and be **signed by the owners in order to be accepted**.
- A **company profile** must accompany the supplier Application form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant.
- Applicants will be contacted via e-mail and **must** therefore submit an **e-mail address**; failure to comply will result in exclusion of the supplier from the data base.
- Suppliers will **be notified** whether their application was accepted or not by means of written letter.
- The supplier to provide us with the following information:
  - (a) Representation of expertise in your primary function.
  - (b) National/international acceptability of expects in your primary function.
- Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so will result in the application being declined.

**Supplier Details:**

Company / Supplier Name:																				
Company / CC Registration Number:																				
VAT Registration Number (If Applicable):																				
<b>Income Tax Reference Number (mandatory):</b>																				
E-mail Address:																				
Telephone Number:																				
Fax Number:																				

Postal Address: (Compulsory)																				
	Code																			

Physical Address: (Compulsory)																				
	Code																			

**Type of Firm:** (Please tick the relevant box)

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (CC)	
4	Other (Specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Partnership	

**Main Contact Person in your Company:**

Name:																		
Company Position:																		
Cell Phone Number:																		
Fax Number:																		
E-Mail Address:																		

Suppliers of the following products/services are required to register on the database. Please note that the supplier is requested to first provide company primary function and the rest will be secondary: -

Company Primary Function:	
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**Documents to be submitted by the applicant (Compulsory)**

- 1) Certified copy of Business entity`s Registration Documents:
  - Close Corporation: Certified copy of the CK1
  - Pty Ltd: Certified copy of CM3 as well as a copy of the shareholders agreement.
- 2) Valid /original Tax Clearance certificate
- 3) Certified copy of valid B-BBEE certificate issues by SANAS accredited verification agency (If your turnover per annum is less than 5 Million , please provide
  - a) A letter from your accountants confirming your financial status.
  - b) A certificate from SARS (South African Revenue Service) or
  - c) A certificate issued by SANAS accredited verification agency or non-accredited verification agency.
- 4) Company Profile.

**I/we the undersigned acknowledge(s) that the information furnished above is true and correct.**

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**Signature of Owner or Authorised Representative**

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**Date**

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**Signature of Owner or Authorised Representative**

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**Date**

## ANNEXURE A

### DECLARATION OF INTEREST

### SBD 4

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authority and/or take an oath declaring his /her interest, where-
  - The bidder is employed by the state; and /or
  - The legal person on whose behalf the bidding document is signed has a relationship with persons/a person who are/is involved in the evaluation and adjudication of the bid(s), or where it is known that such a relationship exists between the persons for or on whose behalf the declaration acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give to the above, the following questionnaire must be complete and submitted with the bid.
  - 2.1. Full Name of bidder or his or her representative: .....
  - 2.2. Identity Number: .....
  - 2.3. Position occupied in the company (director, shareholder etc): .....
  - 2.4. Company Registration Number: .....
  - 2.5. Tax Reference Number: .....
  - 2.6. VAT Registration Number: .....

\*State” means-

- (a) any national or provincial department, national or provincial public or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the Council of provinces; or
- (e) Parliament.

Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected: .....

Position occupied in the state institution: .....

Any other particulars:

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO** shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
..... **YES/NO**  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
..... **YES/NO**  
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
..... **YES / NO**  
.....

**DECLARATION**

I, THE UNDERSIGNED (NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE  
IS CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF  
THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO  
BE FALSE.

.....  
Signature Date

.....

.....  
Position

.....  
Name of bidder