



## SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

# SUPPLIER APPLICATION FORM

### IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A company profile may 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;
- Applicants will be contacted via e-mail and must therefore submit an operating e-mail address; failure to comply will result in excluding the supplier from the data base;
- It should be noted that Sci-Bono reserves the right to accept or reject any application without being obliged to give reasons in this respect;
- Suppliers will not be notified whether applications was accepted but will be advised of the outcome of their application on request.
- Suppliers must comply with all registration criteria. Failure to do so may result in the application being declined.

## 1. COMPANY/PERSONAL DETAILS

Legal name of company:										
Trading name of company:										
Enterprise Registration Number										
Tax Number (if applicable):										
Enterprise Registration Number: (Please attach copy of the Registration Certificate)										
First Name of Main Contact:										
Surname of Main Contact:										
ID Number :										

### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Nandipha Madiba (Deputy) | Prof. Bongani Bantwini  
Rev. Frank Chikane | Sathie Gounden | Zeth Malele | Patricia Maloka | Adv. Lentswe Mokgatle  
Dr. Vathiswa Papu-Zamxaka | Prof. Khulekani Sitole | Dr. More Chakane (CEO)

## 2. COMPANY / ENTERPRISE

Legal Status (Please tick the appropriate box)

Closed Corporation (CC)	Trust	Public Company (Ltd)	Partnership	Sole Proprietor	Other (specify)
Joint Venture	Consortium	Foreign Company	Non Profit Company	Private Company (Pty) Ltd	Government/ Parastatals

## 3. ADDRESS DETAIL

Postal address of company

Code				

Physical address of company

Code				

## 4. CONTACT DETAILS

Business

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Fax

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Home

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Cell

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Email address

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Contact Person

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Company website address

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## 5. CORE BUSINESS

(Please add category(ies) of your line of business – Use the category list)


## 6. RELEVANT EXPERIENCE / REFERENCES

Entity at which services or products provided	Type of services or products provided	Period during which services or products were provided	Estimated project value	Contact person/ Reference of client enterprise and contact details

## 7. SMME STATUS OF YOUR ENTERPRISE

(Please tick the relevant box)

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering and Accommodation	100	50	10	5	10	5	1	0.15				0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance and Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

## 7.1 BUSINESS INFORMATION

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Economic Sector		Type of Business	
	Agriculture		ISO Listed
	Mining and Quarrying		Manufacturer
	Manufacturing		Distributor
	Electricity, Gas and Water Sales		Sales
	Construction		Services
	Retail, Motor Trade and Repair Services Importer Wholesale Trade, Commercial Agents & Allied Services Exporter		Exporter Importer
	Catering, accommodation & other Trade		Repairer
	Transport, Storage and Communications		<b>SMME Status</b>
	Finance and Business Services Small		Small
	Community, Social & Personal Services		Medium
	Other (Please specify):		Micro
			Established

## 8. HDI STATUS AND OWNERSHIP

List all shareholders by name, position, identity number, citizenship, hdi status and ownership (please complete table below).

Name	Date/ Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	HDI Status (%)			% of Business / Enterprise Owned
				No Franchise Prior to Elections	Woman	Disabled	

**Declaration of any conflict of interest:**

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I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**9. BANKING DETAILS OF THE ENTERPRISE**

**CREDIT ORDER INSTRUCTION**

1. I/We hereby request and authorize you pay any amounts which accrue to me/us to the credit of my/our account with the mentioned bank.
2. I/We understand that the credit transfer hereby authorized will be processed by computer through a system known as the "Electronic Fund Transfer" and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
3. I/We also understand that a payment advice will be supplied by Sci-Bono in the normal way, and that will indicate the date on which funds will be available in my/our account.
4. This authority may be cancelled by me/us by giving thirty days' notice by pre-paid/registered post.
5. I/We will not hold Sci-Bono liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied prior to payment.

\_\_\_\_\_

Initials and Surname
Authorized Signature
Date

<b>1. Name of Account Holder</b>	
<b>2. Name of Bank</b>	
<b>3. Name of Branch</b>	
<b>4. Branch Number</b>	
<b>5. Account Number</b>	
<b>6. Type of Account</b>	

Signature of Bank Signatory

BANK STAMP  
Date

Alternatively, a cancelled cheque or a proof of confirmation of bank account from the bank will be accepted.

**10. DECLARATION OF THE INFORMATION SUPPLIED**

- The information furnished is true and correct.
- If the information supplied is found to be incorrect, Sci-Bono may, in addition to any other remedy it may have –
- Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- Cancel the provider from the Preferred Provider List and claim any damages, which it has suffered as a result of having to make less favorable arrangements due to such cancellation.

I certify that I have the appropriate authority to furnish the above-mentioned information on behalf of my employer.

\_\_\_\_\_

Name
Designation
Signature
Date

## 11. COMMODITY GROUPING

(Please tick relevant boxes in relation to section 5 above)

Description of commodity group	
	Chemicals including Bio Chemicals, Gas Materials
	Resin, Rosin, Rubber, Foam, Film, Elastomeric Materials
	Paper Materials, Products
	Fuels, Fuel Additives, Lubricants, Anti corrosive Materials
	Mining, Well Drilling Machinery, Accessories
	Furniture, Furnishings, Computers
	Machinery and Accessories for Building and Construction
	Industrial Manufacturing, Processing Machinery, Accessories
	Material Handling, Conditioning, Storage Machinery, their Accessories and Supplies
	Commercial, Military, Private Vehicles, their Accessories, Components
	Power Generation, Distribution Machinery, Accessories
	Tools, General Machinery
	Structures, Building, Construction, Manufacturing Components
	Electrical systems, Lighting, components, accessories, Supplies
	Air-conditioning: Distribution, Conditioning Systems, Equipment, Components
	Laboratory, Measuring, Observing, Testing Equipment
	Medical Equipment, Accessories, Supplies
	Information Technology Broadcasting, Telecommunications
	Office Equipment, Accessories, Cleaning Supplies, and Stationery Supplies
	Printing, Photographic, Audio, Visual Equipment, Supplies
	Construction: General building and renovation
	Construction: Bulk water, roads and storm water
	Construction: Bulk water, roads and storm water
	Sports, Recreational Equipment, Supplies, Accessories
	Catering: Food Beverage and drinks
	ICT: Computer hardware, gadgets, smart devices and other components
	ICT: Web design and maintenance
	ICT: Computer cabling and repairs
	ICT: Software

Description of commodity group	
	Drugs, Pharmaceutical Products
	Domestic Appliances, Supplies, Consumer Electronic Products
	Furniture, Furnishings, Computers
	Musical Instruments, Games, Toys, Arts, Crafts, Educational
	Farming, Fishing, Forestry, Wildlife Contracting Services
	Records Management (document management; electronic archiving; document warehousing)
	Transportation Services
	Management, Business Professionals, Administrative Services
	Engineering, Research, Technology Based Services
	Editorial, Design, Graphic, Fine Art Services
	Public Utilities, Public Sector Related Services
	Financial, Insurance Services
	Healthcare Services
	Education, Training Services
	Travel Agency: Travel, Food, Lodging, Entertainment Services
	Communication Agency: Publications, Advertisements, Marketing, and Designs
	Events Management (Decor; catering; sound and public address systems; photography; sound and lighting)
	Repair and maintenance (Cleaning and hygiene; air-conditioning; locksmith services; plumbing; building works; glassworks; electrical work; signage)
	Security Services (Fire extinguishing; -; alarm systems and armed response; radio services; security personnel; surveillance systems; access control systems)
	Protective clothing (Uniform, general and protective clothing for non-industrial employees)
	Exhibitory (museum and science centre exhibit and exhibition designers and manufacturers; repair and maintenance specialists)
	Education and Training Services; Education Resource Development (lesson plan development; facilitators; assessors; moderators; learner and teacher support material development; educational tools; educational resources in general (Grades R to 12)
	Exhibitory (museum and science centre exhibit and exhibition designers and manufacturers; repair and maintenance specialists)
	Education and Training Services; Education Resource Development (lesson plan development; facilitators; assessors; moderators; learner and teacher support material development; educational tools; educational resources in general (Grades R to 12)
	ICT: Website hosting and back-up services
	ICT: Data recovery
	ICT: Anti-virus
	ICT: Network solutions and telephone cabling
	ICT: E-Books (Grade 8 – 12)

## 12. PANEL OF PROFESSIONAL SERVICE PROVIDERS (CONSULTANTS)

**NOTE:** This part must be by service providers who want to be registered to the panel of consultants.  
Select three most relevant field of expertise.

### 12.1 PANEL OF ENVIRONMENTAL CONSULTANTS

DESCRIPTION	Please tick 3 most relevant boxes
Environmental Impact Assessment (EIAs)	
Waste Management Assessment	
Environmental Scooping Studies and Auditing	
Environmental Management Plans (EMPs)	
Environmental Management Programme Reports (EMPRs)	
Environmental Capacity Building	
Water quality, Sanitation and Waste Management Studies	
Compilation and Management of Project Database	

### 12.2 PANEL OF CIVIL, MECHANICAL, BUILDING, ROADS & ELECTRICAL CONSULTANT

DESCRIPTION	Please tick 3 most relevant boxes
Water Reticulation	
Water Reservoirs	
Water Purification	
Bulk Water	
Sewage Purification	
Bulk Sewage	
Sewer Reticulation	
Structures, Buildings, Bridges etc	
Transport (Traffic Studies)	
Roads and Storm Water	
Project Management	
Contract Administration	
Solid Waste	
Environmental	
Geo-technical	
Electrical	
Mechanical	

### 12.3 PANEL OF ARCHITECTURES

DESCRIPTION	Please tick 3 most relevant boxes
Architectural Work	
Project Management	
Others (Specify):	

## 12.4 PANEL OF TOWN PLANNERS

DESCRIPTION	Please tick 3 most relevant boxes
LDO/IDP	
Structure Plans	
Township Applications	
Rezoning	
Feasibility Study	
DFA Applications	
Subdivisions	
Environmental	
Housing Projects	
Tenure Upgrading	
Other (Specify):	

## 12.5 PANEL OF SOCIAL CONSULTANTS

DESCRIPTION	Please tick 3 most relevant boxes
Strategic planning, monitoring, evaluation and reporting	
Liaison between community and other legal entities	
Organize & call meetings	
Administration regarding meetings	
Presentations	
Facilitation skills	
Conducting feasibility studies	
Conflict resolution	
Compilation of terms of reference	
Training technical / social / managers	
Research	
Marketing & Publicity	
Tourism Promotion	

## 12.6 PANEL OF LEGAL CONSULTANTS

DESCRIPTION	Please tick 3 most relevant boxes
Public Law	
Law of Contract	
Litigations	
Legal Research (Opinions)	
Labour Law	
Commercial Law	
Other: (Specify)	



## 12.7 PANEL OF HUMAN RESOURCECONSULTANTS

DESCRIPTION	Please tick 3 most relevant boxes
Recruitment services	
Industrial relations	
Employment equity	
Job grading	
Performance management	
Other (Specify):	

## 12.8 PANEL OF ACCOUNTANTS; AUDITORS AND RISK MANAGEMENT CONSULTANTS

DESCRIPTION	Please tick 3 most relevant boxes
Financial services	
Internal audit	
Forensic audit and investigations	
Risk management	
Investment	
Insurance	
Other (Specify):	

## CHECKLIST FOR SUPPLIER DATA BASE REGISTRATION

Please submit all relevant information required below, as insufficient information may invalidate your application

**Company:** \_\_\_\_\_

- Fax number/email address
- Physical address/Postal Address
- Tel number(s) as contact number
- Cell number(s) as contact number
- Commodities listed (at least select three most relevant)
- Fill form completely
- Sign form
- Indicate HDI ME/SMME status
- Certificate of Incorporation from Registration of Companies (CIPRO)
- SARS Original Tax Clearance Certificate
- BEE Certificate

\_\_\_\_\_  
Captured by

\_\_\_\_\_  
Date