



CEF (SOC) LTD VENDOR REGISTRATION FORM

This is an application to be accredited for registration on Central Energy Fund (SOC) Ltd (“CEF”) Vendor Database for the provision of various goods and services. Kindly complete all the relevant sections and submit this form together with the required supporting documentation to CEF as indicated. Incomplete submissions will result in unsuccessful accreditation of your application. CEF commits to treating all Vendors’ information strictly confidential.

The following definitions apply in this application form:

CEF	Central Energy Fund
(SOC) Ltd	State-owned Company Limited
VAT	Value Added Tax
B-BBEE	Broad-Based Black Economic Empowerment
SANAS	South African National Accreditation System
IRBA	Independent Regulatory Board for Auditors
CCA	Close Corporation Act
CIPC	Companies and Intellectual Property Commission
PAYE	Pay As You Earn

Section A

BUSINESS DETAILS			
Registered Business Name			
Trading Name			
TYPE OF BUSINESS (Tick applicable box)			
Close Corporation	Private Company (Pty) Ltd	Professional Service Provider	
Public Company (Limited)	Sole Proprietor	Other	

ADDRESS			
Physical Address		Postal Address	
			Code:
Province			
BUSINESS REGISTRATION			
Business Registration number		VAT Number (if applicable)	
Tax number for business		PAYE	
BANKING DETAILS			
Institution		Account Holder's name	
Branch code		Account number	
CONTACT PERSON FOR THE BUSINESS			
Main contact person		Mobile number	
Telephone number		Fax number	
Email address		Website address	
CONTACT PERSON FOR ACCOUNTS			
Main contact person		Telephone number	
Email address		Mobile number	

Section B

TRADE REFERENCES					
(Please provide current, traceable trade references of your clients/customers)					
Business Name	Contact Person	Telephone number	Email address	Length of Relationship	Goods supplied/ Services provided

NB: Please note that CEF will conduct clearance checks with the National Treasury's Restricted Suppliers Database for compliance purposes. Suppliers/Service providers blacklisted by the National Treasury will NOT be approved for registration onto the CEF vendor database.

Section C

PRODUCT(S) OR SERVICES(S) OFFERED		
(Please tick services/products relevant to your organisation)		
Access Control		Marketing and Branding
Accommodation		Mobile learning
Air Condition Suppliers and Maintenance		Monitoring and Evaluation
Archiving & Related Services		Motivational/Inspirational Speakers
Assessment Agencies (CPP, GRTA,15FQ)		Motor Vehicles/Motorbikes
Attorneys		MS Office Training
Audio and Video Systems		Mechanical Services
Advertising		Mentoring
Assessors and Moderators		Off Site Documents storage
Building Maintenance		Office Furniture supplier
Bulk SMS services		Office Stationery
Blinds and Awnings		Office Plants (Supply and Maintenance)
Catering Services		OHS service providers
CCTV Installers and Maintenance		Payroll Systems
Cleaning Services		Performance Consultancy services
Conference facilities		Pest Control
Construction Tools		Photographers and Video services
Content Development		Plumbing
Corporate Governance Training		Promotional Material printing
Courier Services		Project Management
Consultants		Protective Clothing
Due Diligence		Paper recycling services

PRODUCT(S) OR SERVICES(S) OFFERED			
(Please tick services/products relevant to your organisation)			
Documents Editing		Recruitment Agencies	
Electrical Appliance		Repair of Office Furniture/ Electrical Equipment	
Electrical Services		Reference Check/Vetting services	
Events Management		Risk Management and Auditing	
Educational Toys		Report Writers	
Financial Administration Consultants		Research	
Facilities/Handy Man/Locksmith		Security (armed response and monitoring)	
Facilitators/Trainers		Sound and stage systems	
Fire Extinguishers and Maintenance		Space design services	
First Aid Kit suppliers		Signage	
Furniture Removal Services		Training and Development	
Flowers		Transcripts and Recording	
Graphic Designers		Transport and Shuttle services	
Hygiene services and consumables		Turnkey Interior Designers services	
IT Supports (hardware and software)		Translating services	
Labour lawyers		Water Coolers (Mineral water supply)	
Labour Relations			
Leadership development			
Other Goods / Services:			

Section D

PLEASE ENCLOSE THE FOLLOWING COMPULSORY DOCUMENTS WITH YOUR APPLICATION FORM

Tick

COMPULSORY DOCUMENTS	Yes	No	N/A
1. Certified copy or copies of identity document(s) of directors / owners / members / shareholders			
2. Health Certificate / Certificate of Acceptability of Food Premises for Catering Companies			
3. Valid TAX Clearance Certificate			
4. Company Profile / Corporate Brochure			
5. Copy of original cancelled cheque or Bank letter verifying the banking details. (Please note that any changes to bank details in future will be subject to the same requirement)			
6. B-BBEE Verification Certificate from a verification agency accredited by SANAS or Registered Auditor approved by IRBA or Accounting Officer as contemplated in the CCA and CIPC			

The following documents must be available on request:

- Shareholders / Association / Partnership Agreement, Memorandum and/ or Articles of Association.
- Registration to Professional Institutions / Statutory Bodies.
- Share Certificates.
- Audited financial statements.

Section E

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers 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 authorised representative declare his/her position in relation to the evaluating/adjudicating authority 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 or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed 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, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

¹ “State” means –

- (a) any national or provincial department, national or provincial public entity 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 national Council of provinces; or
- (e) Parliament.

² “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



2.7 Are you or any person connected with the bidder presently employed by the state?
YES / NO

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

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.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?
YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?
YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

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?
YES / NO

2.9.1 If so, furnish particulars:

.....
.....



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

YES/NO

2.10.1 If so, furnish particulars:

.....

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

YES/NO

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number



4. DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR 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