



**APPLICATION TO BE REGISTERED  
ON THE  
MAB GROUP'S  
SUPPLIER LIST OF PROSPECTIVE SERVICE PROVIDERS**

**CHECKLIST**

NO	DOCUMENT REQUIRED	RECEIVED YES/NO
1.	Completed, Signed & MAB GROUP Supplier Database Form	
2.	Valid & Original Tax Clearance Certificate	
3.	Valid & Original BBBEE Verification Certificate	
4	Certified Proof of Company Registration	
5.	Certified ID Copies of Shareholders	
6.	Proof of Banking Details (Cancelled Cheque/Stamped Bank Letter)	
7.	Confirmation of CSD Registration in a form of summary Report	
8.	Company Profile	
9.	Valid Accreditation applicable to services provided (if available)	
10.	Initial and sign each page of the form	
11.	General Conditions of Contract initialled per page	
12.	Valid & Original Tax Clearance Certificate	
13..	Valid & Original BBBEE Verification Certificate	
14.	Certified Proof of Company Registration	
15.	Proof of services or Goods to be supplied to MAB	
16.	Valid & Original Tax Clearance Certificate	

**\*NOTE: To ensure that you are registered into the Database, please comply with all of the above requirements.\***

Approved by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Reasons/Comments for Non Approval:

---



---



---



---

---

**TO ALL SUPPLIERS SEEKING REGISTRATION  
AS AN APPROVED SERVICE PROVIDER ON THE  
DATABASE OF MAB GROUP**

---

All suppliers are herewith invited to register as an approved supplier on the database of MAB GROUP. 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)), MAB GROUP developed a supplier database to be used by the Procurement section.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to MAB GROUP.**

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to MAB GROUP. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA /Company Policy.

**Attached please find an official registration form to assist us in updating our database according to legislation.**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that eFiling copy of Valid Tax Clearance Certificate with tax compliance status pin and all company returnable must be attached and emailed to:

**For Attention: Supply Chain Management**

**\*Enquiries : 010 447-3799 / [Databaseform@m-a-b.co.za](mailto:Databaseform@m-a-b.co.za)**

---

## SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH MAB GROUP

### The following important notes should be read carefully before the completion of this form

1. It should be noted that MAB GROUP reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on MAB GROUP'S acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
5. Mark the appropriate square with a "☐" where it is applicable to you.
6. If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.
9. A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
10. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish MAB GROUP with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure the MAB GROUP is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate accredited by SANAS. **Suppliers whose tax clearance certificates and / or BEE certificates have expired will be blocked from MAB GROUP'S database until such time as valid documents are submitted.**
13. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
14. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by MAB GROUP. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with MAB GROUP.
15. Please read notes below very carefully:
  - **Services:** The commodity business wishes to register for as a supplier. (Only one service) at the time and no mandates or facilitators.
  - **Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership arrangements.



## 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 email and **must** therefore submit an **operating email address** failure to comply will result in excluding the supplier from the data base;
- It should be noted that MAB GROUP reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notified** whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so may result in the application being declined.
- Failure to submit all required documents will lead to supplier not being registered on the database.

**Supplier Detail:**

Company / Supplier Name:	
Company / CC Registration Number:	
VAT Registration Number (If Applicable):	
<b>Income Tax Reference Number (compulsory):</b>	
CSD Supplier number	
CSD Unique Reference number-N/A	
Tax Compliance status Pin	
Web Address:	
E-Mail Address:	
Telephone Number:	
Fax Number:	
Toll Free Number:	
Number of Full Time Employees:	
Number of years in business	

Postal Address: (Compulsory)	
Code	

Physical Address: (Compulsory)	
--------------------------------	--

**Company / Supplier Classification:** (Please tick the relevant box / boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
------------	----------	----------	--------------	----------	-------------	-------------	----------	-------

**Supplier Group Detail: 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	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21 Company	
12	Government / Parastatals	

**Main Contact Person in your Company:**

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

**Sales 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 MARK THE MAIN SERVICES YOUR COMPANY SUPPLIES:**

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
<b>HR</b>	Recruitment	
	Training and development / skills development	
	Payroll Outsourcing	
	Recruitment Advertising	
	HR Consultants	
	Employment Agencies	
	Response handling	
	Employee Assistance Program providers	
<b>Finance</b>	Stationery	
<b>IT</b>	Software Development	
	PC Supplier	
	System Developers	
	IT Peripherals	
	IT Consultants	
	Computer Hardware Suppliers	
	Computer & Printer maintenance	
	Photocopying, Scanning, Printing Services	
	Printing	
<b>Logistics</b>	Driver (casual & part time)	
	Messenger/Delivery Services	
	Courier Services; Coal, Chrome, iron ore, Manganese	
	Offsite Storage	
	Photocopying services	
	Transcription Services	
<b>Catering</b>	Catering Services	
	Supply of Meeting refreshments	
<b>Facilities</b>	Upholstery	
	Flower supplier	
	Electrical services	
	Plumbing services	
	Fire systems	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detectors	
	Asset Tracking System	
	Building Construction	
	Building / Facilities Maintenance and Repairs	
	Furniture Repairs	
	Hygiene and Cleaning Services	
Furniture Procurement		

<b>Marketing &amp; Communications</b>	Advertising	
	Exhibitions	
	Billboard Advertising	
	Corporate Gifts	
	Layout and design of corporate publications	
	Photography	
<b>Travel</b>	Flights & Accommodation Agents	
	Venue Hirers	
	Facilitators: Teambuilding & Strategic Planning	
	Car Hire	
	Visa applications	
<b>Professional</b>	Economic Analysts	
	Forensic Investigators	
	Legal Services/Advisors	
	Competition Lawyers	
	Labour Lawyers	
	Dispute Resolution	
<b>Brokers</b>	Medical Aid Brokers	
	Commodity Brokers	
	Trucking Courier Broker	
<b>Sector Specific Analysts and Experts</b>	<i>Please specify</i>	
<b>Other</b>	<i>Please specify</i>	

**TRACK RECORD**

LIST THE FOUR LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

SERVICE RENDERED	SERVICE PROVIDER	CONTACT PERSON AND CONTACT NUMBERS	CONTRACT FEE	CONTRACT DURATION



**DESIGNATED GROUP STATUS**

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

**Legislation:**

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Public Finance Management Act, 2003 (PFMA)** and company policy, to give all prospective suppliers an equal opportunity to submit quotations to MAB GROUP.

**List all Partners, Proprietors and Shareholders: (Compulsory)**

Name	Position in Company	Occupation	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

**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

---

**DECLARATION CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)**

---

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**

---

**CERTIFICATE OF INDEPENDENT FORM DETERMINATION**

I, the undersigned, in submitting the accompanying Form (Name of person): \_\_\_\_\_

Supplying (Description of services/Good ): \_\_\_\_\_

in response to the invitation for the bid made by MAB GROUP

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of (Name of Company): \_\_\_\_\_ that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

- 
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to MAB GROUP for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Date

### **What is the Central Supplier Database?**

The Central Supplier Database (CSD) is a single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

### **What happens on 1 September 2015?**

From 1 September 2015 prospective suppliers will be able to self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za). Suppliers can capture and update their information on the CSD at any time, in preparation for the utilisation of supplier data through procurement and financial systems used by all organs of state from 1 April 2016. The period from 1 September 2015 to 31 March 2016, will be referred to as the Interim Period.

Once information has been verified with external data sources, a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated. Automatic re-verification of relevant supplier data against SARS, CIPC etc. will be done regularly (daily, weekly, monthly, etc.) as required.

### **How will the interim period work?**

Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the current supplier systems for the period 1 September 2015 to 31 March 2016.

During the interim period, suppliers must provide their CSD supplier number and unique security code as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state. Organs of state will use the CSD supplier number and unique security code to view/print the verified supplier information from the CSD in order to maintain their current supplier databases.

### **Why should a supplier register on the CSD?**

Suppliers will only be required to register once when they do business with government and MAB GROUP; A supplier will be able to ensure their data is up-to-date, complete and accurate;

Standardized and electronic verification of supplier information leading to reduced fraud with paper copies and manual processes;

Supplier will not be required to submit physical tax clearance and business registration certificate to organs of state; and Single source of supplier information to all organs of state.

the crucial role of the Central Supplier Database (CSD) integration within our private company, MAB GROUP. In our dynamic business environment, where the reliance on accurate and up-to-date documentation is paramount, the incorporation of CSD into our system has proven to be an invaluable tool for maintaining the integrity of our operations.

The CSD serves as a robust mechanism for verifying the authenticity of documents, effectively screening for fraudulent, expired, or outdated information. By leveraging the capabilities of CSD, we can ensure that all submitted documents, especially those pertaining to invoicing and database applications, adhere to the highest standards of accuracy and compliance.

Incorporating CSD into our system not only enhances the overall efficiency of our processes but also plays a pivotal role in safeguarding our operations against potential risks associated with inaccurate or outdated documentation. This proactive approach aligns with our commitment to maintaining a secure and trustworthy business environment.

As we continue to strive for excellence in our operations, I strongly advocate for the continued utilization and integration of CSD in our day-to-day processes. This will not only enhance our ability to detect and prevent discrepancies but will also contribute to the overall credibility of MAB GROUP.

**What will be required for suppliers to register?**

All suppliers will be required to complete required information on the CSD website and must ensure it is complete, accurate and comprehensive. The following would be amongst the required information:

Supplier information i.e. supplier type, identification number, supplier name, trading name and country of origin;

Supplier contact i.e. preferred contact person, preferred communication method, email address, cell phone number, telephone number, etc.;

Supplier addresses i.e. country, province, municipality, city, suburb, ward and postal code;

Bank account information;

Supplier tax information;

Ownership information, i.e. name and identification number of directors, members etc.;

Association to any other suppliers i.e. branch, consortium member etc.; and

Commodities the supplier can supply.

**Who can be contacted for further information on the CSD?**

Contact National Treasury for further clarity on the process at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222.