

## NOTICE TO ALL SUPPLIERS

Are you a supplier to the Free State Provincial Government?  
Are you registered on our new database?

**We are not longer using Quadrem, stop communication with them.**  
To verify your current details or to ensure your business is register on the Database

Contact us on 051-405 5521 or 051-403 3283 or  
Visit us at the Provincial Government Building, 12<sup>th</sup> Floor, Room 1214 or  
collect applications from All Departments as well as SEDA Offices or  
Log onto our website at: [www.treasury.fs.gov.za](http://www.treasury.fs.gov.za) for more information



## Free State Centralized Supplier Database (FSCSD)

### Incorporating Free State Provincial Government

This centralised supplier database is being populated to enable the effective implementation of the Preferential Procurement Policies of the Free State Provincial Government and the Public Entities in the province. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual (HDI) shareholders who are actively involved in the daily operations and management of an organisation, defined according to the Preferential Procurement Regulations, 2001, as "an activity inclusive of control and performed on a daily basis."

"Historically Disadvantaged Individual (HDI) means a SA Citizen –

- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the RSA, 1983 (Act No 110 of 1983) or the Constitution of the RSA, 1993 (Act No 200 of 1993) ("the Interim Constitution") and / or
- (2) who is a female; and / or
- (3) who has a disability:  
Provided that a person, who obtained SA citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI."

### POINTS TO REMEMBER WHEN COMPLETING THE FSCSD REGISTRATION FORM

Registrations forms are to be completed in **BLACK PEN** only.

- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached. If a field is not applicable to your business type, clearly mark it as N/A and supply applicable documentation, or proof of exemption.
- **Sequence of gathering supporting documentation** – Free State Provincial Treasury recommends that the following sequence is adhered to when gathering documents: (1) Company Registration and Shareholding documents (2) Proof of Banking documents (3) Department of Labour documents (4) SARS documents (VAT, PAYE, Income Tax Registration) (5) SARS – Tax Clearance Certificate
- **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Shareholding Certificates, VAT Registration, PAYE, UIF, Security Officers Board Certificate if applicable; the stamp of certification should be on the front of the document if it is faxed to Free State Provincial Treasury
- **An original valid Tax Clearance Certificate is to be submitted.** The validity period of a Tax Clearance Certificate is 12 months from date of issue. To maintain a verified status on the FSCSD, please ensure that Free State Provincial Treasury is always in possession of a valid Tax Clearance Certificate.
- **Owners, Shareholders** – Please ensure that the percentages of ownership of the **individual shareholders** amount to 100%. That is, provide details of *all* shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Holding Companies & Trusts** – Please contact the Provincial Treasury at 051-405 5521/051 403 3283 should your business be owned by a holding company or a trust to request an alternative page 5.
- **Individual HDI Shareholders in the Holding Company or Trust, who are actively involved in the daily operations and management of the company being registered, are to be included for the company to be considered for HDI Equity Ownership.** Proof of the individual shareholding is to be submitted.
- **Co-operatives** – The Co-operatives Act of 2005 makes allowances for co-operatives to engage in transactions as a legal body, in the same way as companies and other kinds of business enterprises do. Various levels and types of co-operatives exist and the Act requires all Co-operatives to be registered with the Registrar of Co-operatives. These include Agricultural, Consumer, Marketing & Supply, Housing, Financial, Social, Burial, Service, and Worker Co-operatives. Only registration certificates with an official seal of the Registrar of Co-operatives must be submitted.
- **Certificate of Correctness (page 6)** – Please ensure that the Certificate of Correctness is signed and dated once all required data and documentation has been submitted.
- **Collection points** – Completed registration forms and supporting documentation can either be delivered or emailed to one of the addresses on the registration form or faxed to the numbers provided on the first page of the registration form. Please contact the helpdesk for additional collection points in outlying areas.
- **Processing of registration** – Your **COMPLETED** registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with Free State Provincial Government and Public Entities, including responses to Requests for Quotes and formal tenders. This letter of verification will be dispatched to the correspondence details supplied on the first page. **Please note that this administration process of COMPLETED registration forms will take a minimum of 10 days.** Once your registration has been included on the Free State Centralized Supplier Database your details will be accessible to procurement officials who have access to the FSCSD.
- **Business Opportunities** – While this Supplier Database registration process ensures eligibility to conduct business with Free State Provincial Government and the Public Entities, it does not guarantee the receipt of their business opportunities.
- **Copies of Documents** – Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.
- **Amendments** – Please notify the Provincial Treasury immediately of any changes to the verified information submitted. Submit a Certificate of Correctness with the amended data.
- **Queries** – Should you have any related queries or if you require assistance completing the registration form, please contact the Supplier Database on **051-405 5521/403 3283**

BUSINESS TYPE (Free State Based Details)										
DOCUMENTS REQUIRED	Sole Proprietor	Co-operatives	Close Corporations and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisations (NPO)	Where to get documents	Address	Telephone
Company Registration CERTIFIED COPIES	N/A	Registration Certificates	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of Co-operatives	The DTI Campus Block F (Entfuttukweni) 77 Meintjies Street Sunnyside, Pretoria	DTI Call Centre: 086 184 3384
Proof of Ownership CERTIFIED COPIES	N/A	Partnership agreement	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter - no shareholding	Registrar of Close Corporations & Companies	The DTI Campus Block F (Entfuttukweni) 77 Meintjies Street Sunnyside, Pretoria	Customer Care 086 184 3384
Proof of Banking	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank where account is held	Branch of bank where account is held	Branch of bank where account is held
An Original valid Tax Clearance Certificate	For the owner or the business	For the co-operative	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
P.A.Y.E	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Applicable if remuneration is above the threshold & not indicated on Tax Clearance Certificate	Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
VAT Registration	Yes, if applicable.	Based on turnover exceeding R300 000 per annum. Contact SARS for further information.						Receiver of Revenue (SARS)	Central Government Building, Cnr Aliwal Street & Nelson Mandela Drive, Bloemfontein	051 506 3000
U.I.F Certificate	Register with the Department of Labour	Register with the Department of Labour	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour (sole proprietors)	National House, 43 Maitland Street, Bloemfontein	051 505 6200 / 6284
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour	National House, 43 Maitland Street, Bloemfontein	051 505 6200 / 6284
Security Officer's Board	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry			
Proof of Disability	If owner is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled			

These forms must be completed and submitted to one of the following by post or courier for the closest collection / drop off point in the Province:

<b>Provincial Treasury: Free State</b> 6 <sup>th</sup> or 12 <sup>th</sup> Floors, Room 605 or 1214 until 1220, Elizabeth Street Provincial Government Building Bloemfontein	<b>Sport, Arts and Culture:</b>  Motheo District Library, Room 3, Library Service Building, 36 Zastron Street, Bloemfontein (or)  Saambou Building, Room 311, Cnr Maitland & Aliwal Street, Bloemfontein	<b>Police, Roads and Transport:</b>  Room 204 & 208  Perm Building  45 Maitland Street, Bloemfontein
<b>Free State Gambling Board</b> 190 Mandela Drive Bloemfontein	<b>Phakisa:</b>  Phakisa Racing Track, Route R70	<b>Free State Youth Commission</b> 3 <sup>rd</sup> Floor, Altrium Building  No. 8 Elizabeth Street, Bloemfontein
<b>Tourism, Environmental and Economic Affairs:</b>  34 Markgraaf Street,  Bojanala Building, 1 <sup>st</sup> Floor, Room 124, Bloemfontein	<b>Health:</b>  Bid Management Office  Block C-West  Ground Floor, Bophelo House, Bloemfontein	<b>Public Works and Rural Development:</b> Mefontein Building  4 <sup>th</sup> Floor Room 418  St. Andrew & Markgraaf Street, Bloemfontein
<b>Social Development:</b> Room 37 Liberty Life Building  St Andrew Street, Bloemfontein (or) , Thusanong  Building, Dr. Belcher Road, Mangaung	<b>Cooperative Governance, Traditional Leadership and Human Settlement:</b>  7 <sup>th</sup> Floor Room 713,  Lebohong Building, St Andrew and Markgraaf Street, Bloemfontein	<b>Agriculture:</b>  ABSA building, Cnr. Maitland and Aliwal Street, Bloemfontein (or)  SCM Office, Administration Building, 40 Jan Riebeck Street, Thaba Nchu
<b>Education:</b> Shell house, Nelson Mandela Street  Bloemfontein (or)  FDC Building, Mampoi Street  Phuthaditjhaba	<b>SEDA Offices:</b> <b>NORTHERN FREE STATE:</b>  Sasolburg Branch, Eric Louw Street  Boiketlong, Zamdela, Sasolburg  <b>LEJWELEPUTSWA: Welkom Branch</b>  203 Jan Hofmeyer, Cnr 11th Street  East Industria, Welkom	<b>SEDA Offices:</b> <b>MOTHEO:</b> 130/133 Sanlam Plaza, CBD, Charles Street, Bloemfontein  <b>THABA MOFUTSANYANE: (Bethlehem)</b>  Cnr Richter & Malan Street  1421 Lomond Road  Bethlehem

		<i>Please tick in box:</i>		
		Y	N	N/A
<b>Company Registration Document (Certified)</b>				
<b>Proof of Ownership / Shareholder certificate (Certified)</b>				
<b>Co-Operatives – Registration Certificate</b>				
<b>Proof of Banking Document</b>				
<b>VAT Registration Document</b>	Doc required if applicable, yet not indicated on			
<b>PAYE Document</b>	Doc required if applicable, yet not indicated on			
<b>Income Tax Registration Document</b>	<b>No document required (TCC)</b>			
<b>An Original Valid Tax Clearance Certificate (TCC)</b>				
<b>Security Officer's Board Certificate</b>				
<b>Disability Documents</b>				







**BUSINESS INFORMATION (MANDATORY FIELD)\* \***

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 Amendment Bill pertaining to the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column 1 and then tick the corresponding information blocks in columns 2, 3 and 4.

<b>COLUMN 1</b>	<b>COLUMN 2</b>		<b>COLUMN 3</b>		<b>COLUMN 4</b>	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees <b>TICK WHERE APPLICABLE</b>		Total annual turnover <b>TICK WHERE APPLICABLE</b>		Total gross asset value (fixed property excluded). <b>TICK WHERE APPLICABLE</b>	
Agriculture	MORE THAN 100		MORE THAN R 5m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 5m		LESS THAN R 5m	
Mining and Quarrying	MORE THAN 200		MORE THAN R 39m		MORE THAN R 23m	
	LESS THAN 200		LESS THAN R 39m		LESS THAN R 23m	
Manufacturing	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Construction	MORE THAN 200		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 200		LESS THAN R 26m		LESS THAN R 5m	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R 39m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 39m		LESS THAN R 6m	
Wholesale Trade, Commercial Agents & Allied Services	MORE THAN 100		MORE THAN R 64m		MORE THAN R 10m	
	LESS THAN 100		LESS THAN R 64m		LESS THAN R 10m	
Catering, accommodation & other Trade	MORE THAN 100		MORE THAN R 13m		MORE THAN R 3m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 3m	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R 26m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 6m	
Finance and Business Services	MORE THAN 100		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 5m	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 6m	

**OWNERS AND SHAREHOLDERS**

Explanation of abbreviations used in the following tables:

**List all persons who are shareholders/owners in the business or Co-operative**

**NB Proof of disability provided by a recognised institution in the case of handicapped persons must be supplied.**

**NB CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP/PARTNERSHIP MUST BE SUPPLIED**

\*(Multiple copies of this page may be submitted if required.)

First Name																					
Surname																					
Identification Number																					
Percentage Share																					%
Capacity											D P M R O										
Gender																M F					
Race Group											B W C I O										
Disabled (a permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being)																Y N					
Were you a South African citizen on or before the 26 <sup>th</sup> of April 1994?																Y N					
Are you actively involved in the management and daily business operations of the business?																Y N					

First Name																					
Surname																					
Identification Number																					
Percentage Share																					%
Capacity											D P M R O										
Gender																M F					
Race Group											B W C I O										
Disabled (a permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being)																Y N					
Were you a South African citizen on or before the 26 <sup>th</sup> of April 1994?																Y N					
Are you actively involved in the management and daily business operations of the business?																Y N					

## CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT: -**

1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
2. If the information supplied is found to be incorrect then the client may, in addition to any remedies it may have: -
  - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
  - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or
  - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_ AT \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
IN HIS /HER CAPACITY AS

\_\_\_\_\_  
(PRINT NAME)

**NB - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the Free State Centralized Supplier Database and thereby ensure your eligibility to conduct business with the buyers sharing in this database.**

**Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new certificate is submitted.**

**CLASSIFICATION FOR FREE STATE CENTRALIZED SUPPLIER DATABASE**

**IN ORDER TO BE IDENTIFIED / SOURCED AS A POTENTIAL SERVICE PROVIDER, YOUR BUSINESS NEEDS TO BE CLASSIFIED CORRECTLY.**

**Tick the appropriate block to indicate the correct classification of your company as a service provider:**

<b>Goods &amp; Services</b>	<input type="checkbox"/>	<b>Engineering &amp; Construction</b>	<input type="checkbox"/>	<b>Built Environment Consultant / Professional Service Provider</b>	<input type="checkbox"/>	<b>Education, Training &amp; Development</b>	<input type="checkbox"/>	<b>Legal Services</b>	<input type="checkbox"/>
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To assist us in the categorization process and to ensure that your company is correctly classified, we require a short summary of your core business, key words that best describe your business operations.

**Complete the following if you are service provider of the Goods and Services / Engineering Construction:**

**Our core business is:**

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**Key Words:**

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Commodity Group	Description of Commodity Group	Tick the applicable block/s	Commodity Group	Description of Commodity Group	Tick the applicable block/s
10000000	Live Plant, Animal Material, Accessories, Suppliers		47000000	Cleaning Equipment, Supplies	
11000000	Mineral, textile, Inedible Plant, Animal Materials		48000000	Service Industry Machinery, Equipment, Supplies	
12000000	Chemicals including Bio Chemicals, Gas Materials		49000000	Sports, Recreational Equipment, Supplies, Accessories	
13000000	Plastic, rubber, Foam, Film, elastomeric Materials		50000000	Food Beverage, Tobacco Products	
51000000	Drugs, Pharmaceutical Products		14000000	Paper Materials, Products	
52000000	Domestic Appliances, Supplies, Consumer Electronic Products		15000000	Fuels, Fuel Additives, Lubricants, Anti Corrosive Materials	
53000000	Apparel, Luggage, Personal Care Products		20000000	Mining, well Drilling Machinery, Accessories	
54000000	Timepieces, Jewelry, Gemstone Products		55000000	Published Products	
21000000	Farming, Fishing, Forestry, Wildlife Machinery, Accessories		52000000	Furniture, Furnishings	
22000000	Machinery and Accessories for Building and Construction		49000000	Musical Instruments, Games, Toys, Arts, Crafts, Educational	
23000000	Industrial Manufacturing, Processing Machinery, Accessories		70000000	Farming, Fishing, Forestry, Wildlife Contracting Services	
24000000	Material Handling, Conditioning, Storage Machinery, their Accessories and Supplies		71000000	Mining Oil, Gas Services	
72000000	Maintenance Services for Building Industry		25000000	Commercial, Military, Private Vehicles, their Accessories, Components	
73000000	Industrial Production, Manufacturing Services		76000000	Industrial Cleaning Services	
26000000	Power Generation, Distribution Machinery, Accessories		77000000	Environmental Services	
27000000	Tools, General Machinery		78000000	Transportation, Storage, Mail Services	
30000000	Structures, Building, construction, Manufacturing Components		80000000	Management, Business Professionals, Administrative Services	
31000000	Manufacturing Components, Supplies		32000000	Electronic Components, Supplies	
81000000	Research and Science Based Services		39000000	Electrical Systems, Lighting, components, Accessories, Supplies	
82000000	Editorial, Design, Graphic, Fine Art Services		83000000	Public Utilities, Public Sector Related Services	
84000000	Financial, Insurance Services		40000000	Distribution, Conditioning Systems, Equipment, Components	
85000000	Healthcare Services		86000000	Education, Training Services	
41000000	Laboratory, Measuring, Observing, Testing Equipment		42000000	Medical Equipment, Accessories, Supplies	
90000000	Travel, food, Lodging, Entertainment Services		43000000	Information Technology Communication, Computer Equipment	
91000000	Personal, Domestic Services		92000000	National defense, Public Order, Security, Safety Services	
44000000	Office Equipment, Accessories, Supplies		45000000	Printing, Photographic, Audio, Visual Equipment, Supplies	
93000000	Politics, Civic Affairs Services		94000000	Organisations, Clubs	
46000000	Defense, Law Enforcement, Security, Safety Equipment, Supplies		95000000	Sale of Redundant or Obsolete Items and Scrap	
91000000	Consultants				