

Mining Qualifications Authority  
7 Anerley Road  
Parktown, Johannesburg  
Private Bag X118, Marshalltown, 2107  
Tel: 010 593 1916  
Email: [info@mqa.org.za](mailto:info@mqa.org.za)



## **REGISTRATION AS AN ACCREDITED SERVICE PROVIDER ON THE DATABASE OF THE MINING QUALIFICATIONS AUTHORITY**

Prospective service providers are herewith invited to register as accredited service providers on the official supplier database of the Mining Qualifications Authority (MQA).

In order to comply with the procedures set out in the Supply Chain Management guidelines the Public Finance Management Act 1 of 1999 (PFMA), and the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) the institution has to develop a supplier database to be used by the Supply Chain Management Unit for the acquisition of goods, services and works .

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

It is envisaged that this database will contribute to the efficient administration and compliance with legislation governing Supply Chain Management.

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

**All applications for registration as a service provider must be accompanied by the following certified documents where applicable:**

- a) A concise company profile (max 5 pages)
- b) Company registration documents
- c) Company Certificate or Shareholding(s) agreements
- d) Original and valid Tax Clearance Certificate
- e) VAT registration certificate (for VAT vendors only)
- f) ID copies for all members/partners/directors
- g) BBBEE certificate issued by SANAS accredited supplier
- h) Declaration of Interest Form: SBD 4 (attached)
- i) *Any other certificate pertaining to your relevant industry*

**The following important information should be read carefully before the completion of the form**

The registration form must be completed by all businesses seeking to conduct business with the MQA.

All fields on the application form **MUST** be completed by the applicant. If the space provided is left blank, it will be regarded as information that is still outstanding and the company will not be registered.

This form must be completed in full (blank ink only) and signed by the owner(s), manager or administration head.

No alterations to the forms shall be allowed and all the pages of the form must be returned with the required documents.

If the information required is not applicable to your business, clearly insert "N/A" in the appropriate space.

Mark the appropriate commodity with an "X" where it is applicable to you.

**The service provider must have reliable and working telephone, fax line or e-mail address.**

The front page of the form must be clearly marked "DATABASE" and be posted to the postal address provided or hand delivered to the MQA offices.

Please note that un-signed, faxed or e-mailed forms will not be accepted.

A business registered on the database must notify the Department within 14 (fourteen) days of any changes to the information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.

Businesses providing information intentionally incorrect or fraudulent will be disqualified.

Applicants who have been declared insolvent and wish to do business with the MQA must have been rehabilitated and provide the necessary proof thereof.

Businesses blacklisted by any organ of state\* must first be removed or cleared before registration.

The MQA has the right to visit the business premises to verify the information provided in the application form.

Members / directors / partners / owners in service with any organ of state\* management must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.

This is only a registration form for database and does not guarantee any award of bid/contract.

The database will be updated on a quarterly basis. A summary of the supplier's information on the database will be posted for verification.

It is the responsibility of the service provider to notify MQA of any changes relating to the company's details.

The MQA reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.

The duly completed form can either be posted or hand-delivered to:

**The Mining Qualifications Authority**  
**No. 7 Anerley Road**  
**Parktown**  
**Johannesburg**

**Private Bag x 118**  
**Marshalltown**  
**2107**

**For Attention: Ms Tsholo Delape**  
**Supply Chain Management Specialist**  
**E-mail: [TsholoD@mqa.org.za](mailto:TsholoD@mqa.org.za)**



## Supplier Account Details

(Please note that this account **MUST** be in the name of the supplier. No 3<sup>rd</sup> party payments allowed. Supplier must also attach **original** cancelled cheque or **original** bank statement).

Account Name

Account Number 



  
 Branch Name 



  
 Branch Number

**Account Type**

Cheque	<input type="checkbox"/>	Account	<input type="checkbox"/>
Savings	<input type="checkbox"/>	Account	<input type="checkbox"/>
	<input type="checkbox"/>	Transaction Account	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Account	<input type="checkbox"/>
Others	<input type="checkbox"/>	(Please specify)	<input style="width: 200px;" type="text"/>
	<input type="checkbox"/>		<input type="checkbox"/>

ID Number

Passport Number

Company Registration Number

**\*CC Registration**



  
 \*Please include CC/CK where applicable

**Practise Number**

**Payment Terms:**  
 Payments shall be made to the supplier by the MQA within (30) days from the date of the supplier's delivery of an invoice.

**Contact Details**

	Area Code	Extension	
Business	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	
Cell	<input type="text"/>	<input type="text"/>	

Cell Code

Email Address

Contact person

Supplier Signature	
Print Name	
	Rank
<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**



**Trade names:** Maximum of 8 will be registered

- **Trade Names:** The trade names that the company **own or distribute**, which you wish to be registered for as a supplier to the Department
- This is **not** references with whom you are doing business or your company's registered name

<b>Trade names</b> (Example: iQual)	<b>Description</b> (Example: Sole supplier of iQual Database Software)



**SMME status of your enterprise:**

- Please use this table to determine the SMME Status of your enterprise
- Please ✓ the relevant box in each column

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
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, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & 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

**SMME status of your enterprise:** (Please ✓ the relevant box)

(According to SMME table) (Compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

**List all partners, proprietors and shareholders** (compulsory)

- Where owner are themselves a company or partnership, owners of the holding firm must be identified
- Population Group \*
  - Asian = A
  - Black = B
  - Coloured = C
  - White = W
- **Proof of Disability** must be attached \*\*
- If not SA Citizen, state country of origin - if not SA citizen from birth, please indicate date when SA citizenship was acquired \*\*\*

Name	Position Occupied In the enterprise	Date RSA Citizenship Obtained ***	ID Number	Gender F/M	Population Group *	Physical address

## Instructions and Definitions

### Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to a State Department and Public Entities.

### Terminology:

- **Commodities:**  
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 3 commodities.
- **Trade Names:**  
The trade names that the company own or distribute, which you wish to be registered for.
- **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 interests as demonstrated by an examination rather than the form of ownership arrangements.

Points awarded for B-BBEE Status Level of Contribution

In terms of the Preferential Procurement Regulations, 13.2.1 preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system) for</b>	<b>Number of points (80/20 system)</b>
<b>1</b>	<b>10</b>	<b>20</b>
<b>2</b>	<b>9</b>	<b>18</b>
<b>3</b>	<b>8</b>	<b>16</b>
<b>4</b>	<b>5</b>	<b>12</b>
<b>5</b>	<b>4</b>	<b>8</b>
<b>6</b>	<b>3</b>	<b>6</b>
<b>7</b>	<b>2</b>	<b>4</b>
<b>8</b>	<b>1</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>	<b>0</b>

A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

**BID DECLARATION**

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF TABLE ABOVE**

B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20 points)

(Points claimed must be in accordance with the table reflected above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by **SANAS** or a Registered Auditor approved by **IRBA** or an **Accounting Officer**).

In terms of Section 38 of the PFMA the accounting officer of a department must ensure that the department has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

**Declaration of any conflict of interest:**

**Are you currently working as an employee in any organ of state?**

Yes  No

If "Yes", give details: \_\_\_\_\_

**Have you worked in any organ of state\* for the past 12 months?**

Yes  No

If "Yes", give details: \_\_\_\_\_

**Do you have any relative working for an organ of state?**

Yes  No

If "Yes", give details: \_\_\_\_\_

**Do you have any close relationship with any official working in our establishment (except of the above)?**

Yes  No

If "Yes", give details: \_\_\_\_\_

**Is there any other relevant information that you would like to disclose?**

Yes  No

If "Yes", give details: \_\_\_\_\_

**Terminology:**

- **Organ of state:**
  - a) A national or provincial department as defined in the Public Finance Management Act No. 1 of 1999;
  - b) A Municipality as contemplated in the Constitution;
  - c) Parliament;
  - d) A Provincial legislature;
  - e) A constitutional institution listed in schedule 1 of the Public Finance Management Act.

- **Joint Venture / Consortium:** An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge for execution of contract
- **Relative** in means of this document means: Your first degree relative that is, wife, husband, son, daughter, father, mother, brother, sister.

**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  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

## LIST OF COMMODITIES

Please define your principal business to a max of 3 commodities as per advert. Mark with X.

	Access Cards
	Accommodation
	Advertising Agencies
	Advert Placements
	Air-Con installations
	Aircon Repairs
	Annual Reports:Concept,Design and Lay-out
	Answering machines
	Audio visual system
	Binding Machines and services
	Canteen equipment
	Carpet Cleaning
	Conference Facilities and Venues
	Car Rental
	Cartridges
	Catering Services
	Cleaning Services and Products
	Courier Services
	Cellular Telephones
	Clothing and Uniform
	Coffee Machine
	Computer Equipment: Hardware
	Computer Equipment:Software
	Computer Repairs,services and maintenance
	Consulting services
	Contractors
	Crockery and Cutlery
	Data Projectors
	Decoder Machine
	Dictaphone Machine
	Digital Cameras
	DSTV Installation and Repairs
	Editorial ServicesElectrical Services
	Electronic Security Systems
	Employee Wellness Services
	Event Management and/or Co-ordinators
	Engraving
	Exhibition Services
	Equipment Removal
	Facilitation Services
	Fax Machines
	Fax Machines, Services/Repairs
	Fire Extinguishers
	Furniture Removal
	Furniture Repairs
	Graphic Designs
	Generators
	Groceries
	Hygiene and Pest Control
	Kitchen Appliance
	Laminating Machine
	Locksmith Services
	Marketing Material

	Newspaper supplies/subscription	
	Office Equipment	
	Office Furniture	
	Office Plants	
	PA Systems	
	PABX Systems	
	Photocopier Machines	
	Photography	
	Photographic Equipment	
	Picture Framing and Hanging	
	Printers	
	Printing and Binding services	
	Professional Services	
	Project Management	
	Promotional Gifts	
	Promotional Material	
	Publications	
	Safes Removal Services	
	Sandblasting	
	Scanners/Scanning Services	
	Security Services	
	Sound and Recording Services	
	Signage	
	Stationery	
	Training Services	
	Transport and Shuttle services	
	Travel Arrangements	
	Telecommunications services	
	Telephone Equipments	
	Television sets and installation	
	Transport Services(Shuttles)	
	Vending Machine	
	Water Bottles-Aqua Cooler	
	Writing and Editing Services	
	<b><i>Pls: Specify/describe Other Goods,Services or Works not listed above</i></b>	



**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, shareholder<sup>2</sup>, member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

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 / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“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.

<sup>2</sup>“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:

.....

.....

.....

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.**

Full Name	Identity Number	Personal Income 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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder