



SUPPLIER DATABASE FORM

The Drop of Life®
www.dols.co.za

SUPPLIERS SEEKING REGISTRATION AS APPROVED SUPPLIER ON THE DATABASE OF THE DROP OF LIFE®

The Phangas Trust trading as the Drop of Life® (DOL) was established in 2002. The Drop of Life® is governed in terms of In terms of section 6(1) of the Trust Property Control Act, 1988 (Act 57 of 1988) as amended.

Suppliers are herewith invited to register as an approved supplier on the database of The Drop of Life®.

In order to comply with the procedures set out in the Supply Chain Management guidelines and the company finance regulations, the DOL has to develop a supplier database to be used by the Supply Chain Management Unit for acquisition of goods and services.

Although preference will be given to suppliers on the database, it does not necessarily follow that suppliers who are not yet on the database will be totally exempted from quoting for the supplying of goods or services to DOLS. It is envisaged however, that this database will contribute to the efficient administration and compliance with finance regulations.

Should you require further clarification please contact:

The Finance Manager
0832078417
info@dols.co.za

The Drop of Life
81 De Villiers Street
Barberton, 1300
South Africa

IMPORTANT NOTES

Please read carefully:

This questionnaire must be completed by all vendors seeking registration as an approved supplier on DOLS database and it must be signed by an authorized person in the vendor's organization. A company profile may accompany the registration form, but will not be accepted as a substitute for the application form.

Applicants will in most cases, be contacted via fax and must therefore submit an operating fax number.

It should be noted that DOLS reserves the right to accept or reject any application without being obliged to give any reasons in this respect.

SUPPLIER DETAILS:

NAME OF BUSINESS:

TRADE NAME (If different from above):

REGISTRATION NUMBER:

VAT REGISTRATION NUMBER:

INCOME TAX REGISTRATION NUMBER:

PHYSICAL ADDRESS:

POSTAL ADDRESS

MAIN CONTACT PERSON:

POSITION HELD:

TELEPHONE NUMBER:

FAX NUMBER:

CELL NUMBER:

E-MAIL ADDRESS:

+

SUPPLIER GROUPING DETAILS: TYPE OF FIRM (PLEASE TICK THE RELEVANT BOX)

1	Public company (ltd)	
2	PRIVATE COMPANY (PTY) LTD	
3	CLOSE CORPORATION CC	
4	JOINT VENTURE	
5	CONSORTIUM	
6	SOLE PROPRIETOR	
7	FOREIGN COMPANY	
8	PARTNERSHIP	
9	TRUST	
10	SECTION 21 COMPANY	
11	GOVERNMENT/ PARASTATALS	
12	COOPERATIVE	
13	OTHER (specify)	

NATURE OF GOODS SUPPLIED:

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(Please tick the relevant box)

LIST OF COMMODITIES FOR DOLS

ADVERTISING		CONFERENCE AND EVENTS	
ADVISORY SERVICE		INFORMATION TECHNOLOGY	
AIR CONDITIONING SERVICES AND REPAIRS		COURIER SERVICES	
AUDIO VISUAL EQUIPMENT		CURTAINS, RAILS AND ACCESSORIES	
BOOKS		EMBROIDERY SERVICES AND LOGO	
BRANDING AND PUBLICATION		EVENTS MANAGEMENT	
RESEARCH INSTITUTIONS		FACILITIES MANAGEMENT	
BOOKKEEPING		FINANCIAL: ADVISORS	
BUILDING MAINTENANCE		FLOORING CONTRACTS	
BUS TRANSPORT		FLORISTS	
CALL CENTRE SERVICES		FOOTWEAR	
CARPET CLEANING SERVICES		FORENSIC AUDIT SERVICES	
CARTRIDGES		INTERNAL AUDIT SERVICES	
CATERING SERVICES		RISK ASSESSMENT	
CELLULAR TELEPHONE (PREPAID AND CONTRACT)		FURNITURE	
CLEANING CHEMICALS AND SERVICES		FURNITURE REMOVALS	
COFFEE AND VENDING MACHINES		GRAPHIC DESIGNERS	
COMPUTER PROGRAMMERS		HYGIENE AND PEST CONTROL	
COMPUTER CABLING SYSTEMS		LANGUAGE SERVICES	
COMPUTER TRAINING		HUMAN CAPITAL MANAGEMENT SERVICES	
CONSULTING SERVICES:		INFORMATION SERVICES	
LEGAL SERVICES		INTER COMMUNICATION SYSTEMS	
SIGNAGE		LOCKSMITHS	
STATIONERY		CROCKERY	
SYSTEMS DEVELOPMENT		ENGRAVING	
STRATEGIC PLANNERS		MAGAZINE SUPPLIERS/NEWSPAPER SERVICES	
TELECOMMUNICATIONS EQUIPMENT		MAILING SERVICES	
TRANSLATION SERVICES		MEDIA LIAISON	

TRANSPORT SERVICES		OFFICE CONSUMABLES	
TRAVEL COUNCIL		OFFICE MACHINES/EQUIPMENT	
UNIFORMS AND PROTECTIVE CLOTHING		PAINTINGS	
WAREHOUSING SERVICES		PERSONNEL AGENCIES	
WORKSHOP FACILITATORS		POLICY DEVELOPMENT	
PROMOTION MATERIAL		PRINTING AND BINDING SERVICES	
ACCOUNTING FIRMS		INDUSTRIAL HYGIENE	
INDUSTRIAL THEATRE		OCCUPATIONAL HEALTH	
HEALTH PROMOTION		LEGAL SERVICES	
BATH SOAPS		ALCOHOL BEVERAGES	
SHOWER/ BATH GELS		REFRIGERATION AND REPAIR	
SHOWER/ BATH SPONGES		HARDWARE	
SHOWER/ BATH SCRUBS		HEALTH PROFESSIONALS	
FACE WASH		RAIN COATS	
FACE CLOTHS		CULTURAL CLOTHING	
TOWELS		TRAVEL MONEY	
CLOTHING (STR)		TRAVEL BAGS	
SHOES		TRAVEL MEDICINES	
BODY LOTIONS		TRAVEL AGENCIES	
PERFUMES		TRAVEL VACCINES	
DRINKING WATER		TRAVEL CLOTHING	
REFRESHING DRINKS		TRAVEL PROPHYLAXIS	
RADIO AND MUSIC		TRAVEL EYEWEAR	
DETERGENTS		TRAVEL EQUIPMENT	
CLEANING MATERIAL		COMPETITIONS MANAGEMENT	
CLEANING CLOTHS		TRAVEL PROPHYLACTIC BODY LOTIONS	
DISPOSABLE AND SANITARY WEAR		TRAVEL PERFUMES	
AIRTIME		TRAVEL WATER TREATMENT	
BOOKS		TRAVEL REFRESHING DRINKS	
FOOD		TRAVEL RADIO, MUSIC AND COMMUNICATION EQUIPMENT	
TRAVEL INSURANCE		INTERIOR DESIGNS	
TRAVEL MAPS		INTERIOR DECORATORS	

TRAVEL HEAD GEAR		COURIER SERVICES	
TRAVEL DISPOSABLE AND SANITARY WEAR		CASH MANAGEMENT SERVICES	
TRAVEL AIRTIME		ELECTRICAL ENGINEERS	
TRAVEL BOOKS		WATER ENGINEERS	
TRAVEL FOOD		QUANTITY SURVEYORS	
TRAVEL HARDWARE		VALUOARS	
TRAVEL COMPETITIONS		BEE KEEPERS	
TRAVEL MONEY		DAIRY SUPPLIERS	
TRAVEL EXPERIENCE		MEAT SUPPLIERS	
TRAVEL ADVICE		FISH SUPPLIERS	
FACTORY FLOOR		VEGETABLES SUPPLIERS	
MANUFACTURING MACHINERY		FRUIT SUPPLIERS	
AGROPROCESSING		SEAMSTRESS SERVICES	
BICYCLES		LAUNDRY	
BICYCLE REPAIRS		DRY CLEANERS	
MOUNTANEERING EQUIPMENT		COOPERATE STATIONERY	
ROOFING		SECURITY SERVICES	
BUILDING MAINTENANCE		EMERGENCY MEDICAL SERVICES	
PLUMBERS		AIR RESCUE SERVICES	
PAINTERS		SEA RESCUE	
GLASS FITTERS		BAROCHAMBER	
ELECTRICIANS		OFFICE ACCOMMODATION	
MASONS		HOTEL ACCOMMODATION	
CONSTRUCTION		GUEST HOUSES	
ARCHITECTS		OUTDOOR ACCOMMODATION	
TAXIS		PHOTOCOPIERS	
INTERNET SERVICE PROVIDERS		RECYCLING SERVICES	
FOUNDARIES		FOREIGN EXCHANGE	
WATER SPORTS		EXCURSIONS	
RESEARCH		OTHER	

LIST OF ALL SHAREHOLDERS

HDI Status						
Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship Obtained (RSA ONLY)	No franchise prior to elections	Women	% of business/ enterprise owned

I/ We the undersigned acknowledge(s) that:

The information furnished is true and correct
 Any conflict of interest has been declared in the comment space above.

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**Signature of owner OR
 Authorized Representative_**

.....
Date

TERMINOLOGY

Commodities: These are goods and services the company wishes to register for as a supplier to The Drop of Life.

Ownership: Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits corresponds with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

Historically Disadvantaged Individuals (HDI): For the purpose of registering as a supplier for DOLS, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of 1983 and 1993 constitution are Historically Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.

Women: A female person who is a SA citizen (RSA Only).

Disability: permanent impairment of a physical, intellectual, or sensory function which results in restricted, or lack of ability to perform an activity in the manner, or within the range, considered normal for a human being.

Establishment of HD/Women Equity Ownership in an enterprise: Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company the percentage share that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, corresponding with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise's correspondence with their degree of ownership, equity ownership may not be claimed.

DECLARATION OF INTEREST

Any person, including persons in the employ of the State; or persons acting on behalf of the State, performing business as a sole proprietor or in partnership; or persons acting in the capacity of a trustee/s of a trust; or any legal entity, including legal entities and trusts, of which the members, directors, shareholders, trustees and/or beneficiaries are in the employ of the State or act on behalf of the State, may **NOT** make an offer or offers in terms of this tender / bid invitation.

In view of the possible allegations of favouritism, should the resulting tender / bid, or part thereof, be awarded to persons employed by the DOL; or to persons who act on behalf of the DOL; or to persons connected or related to them, the bidder / tenderer or the bidder / tenderer's duly authorized representative shall disclose herein any relationship and/or kinship, including blood relation, which he/she; his/her employer; the bidder / tenderer's management; members; directors; partners; shareholders; trustees; and/or beneficiaries may have with any person or persons in the employ of the DOL and/or with any person or persons acting on behalf of the State and who may directly or indirectly be involved in, and/or may be in a position to influence the adjudication and/or evaluation and/or award of this bid / tender.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the tender / bid. Failure to furnish the information requested in the questionnaire below may render the tender / bid submission not to be considered at all.

(In answering the questions below, indicate the applicable answer with a and cross the other out)

1. Is the bidder / tenderer and/or the duly authorized representative in the employ of the State?

YES NO

If yes, state the full particulars of such person/s, together with their current position held as an employee of the State.

2. Is the bidder / tenderer and/or the duly authorized representative in the employ of the person/s or legal entity acting on behalf of the DOL, and who may directly or indirectly be involved in, and/or may be in a position to influence the adjudication and/or evaluation and/or award of this tender / bid?

YES NO

If yes, state the full particulars of such person/s, together with their current position held as an employee of such person/s or legal entity acting on behalf of the DOL.

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3. Does the bidder / tenderer, the bidder's / tenderer's duly authorised representative, and/or any of the bidder's / tenderer's employees, management, partners, members, directors, shareholders, trustees and/or beneficiaries have any relationship (family, friend, business- or financial interest) with a person, or persons in the employ of the DOL and/or in the employ of the person/s or legal entity acting on behalf of the DOL, and who may directly or indirectly be involved in, and/or may be in a position to influence, the adjudication and/or evaluation and/or award of this tender / bid?

YES NO

If yes, state the full particulars of the persons between whom the relationship exists, the nature of the relationship and the current position/status of such employee/s of the DOL and/or of the person/s and/or legal entity acting on behalf of the DOL herein.

4. Do the bidder / tenderer have access or potential access to information on a Bid emanating from the business unit who will be directly contracted to management information by virtue of their appointment in the Drop of Life?

YES NO

If yes, state full particulars for your current position.

Does the bidder / tenderer share premises with any service provider contracted to the Drop of Life?

YES NO

If yes, state particulars on premises.

5. Do the bidder / tenderer have any previous involvement in the execution of this project?

YES NO

If yes, state details of previous involvement in this project.

6. Do the bidder / tenderer have any subcontracting relationship with any service provider that is rendering a service to the Drop of Life?

YES NO

If yes, state the relationship.

I, the undersigned, _____
 (Name of the person duly authorized to sign the bid / tender documents on behalf of the bidder / tenderer) hereby certify that the information, furnished above, is correct in all respects. I accept and understand the Drop of Life, as representative of the Phangas Trust in the Republic of South Africa in this bid / tender, may act against me and the bidder / tenderer, jointly and severally, should this declaration prove to be false.

Duly signed at _____ on this the _____ day of _____(month) _____(year)

 Full name of signatory

 Name of Bidder / Tenderer

 Capacity of Signatory

 Signature