



**SUPPLIER
DECLARATION
FORM (2024
DATABASE
APPLICATION)**

PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	02 June 2024
TENDER CLOSING DATE/TIME	[03 September 2024] (12h00 – Local SA Time)
SITE VISIT DATE & TIME	N/A
VENUE FOR SITE VISIT	N/A
TENDER SUBMISSION ADDRESS	EMAIL Applications must be submitted via an email
HPCSA TENDER REPRESENTATIVES	Ms. L Makhanthisa email: Tenders@hpcsa.co.za

Health Professions Council of South Africa

This form must be completed and submitted with proposal:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED
FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

TYPE OF BUSINESS

Indicate the sector by ticking the appropriate block in column.

	TYPE OF SERVICE	YES	NO
1	Translation services		
	Recruitment Services		
	Florist		
	Catering Services		
	Document examiner		
2	Building Maintenance and Repairs (Refer to Service Requirements Attached under Annexure A)		
	• Landscaping, gardening, and irrigation		
	• Generator Services		
	• Concrete, formwork and reinforcing		
	• Waterproofing		
	• Asphalt maintenance		
	• Roof covering		
	• Timber roof trusses		
	• Carpentry & joinery		
	• Vanity tops		
	• Ceilings and partitions		
	• Floor coverings		
	• Ironmongery (supply & installation)		
	• Signage, road markings		
	• Drapes and blinds, Awnings		
	• Plumbing and drainage (Wet services)		
	• Metalwork		
	• Handrails		
	• Aluminium work, glazing,		
	• Curtain walls and shop fronts		
	• Roller shutter doors		
	• Fire protection services		
	• Plastering		
	• Tiling		
	• Guttering		
	• Painting		
	• Alterations		

	<ul style="list-style-type: none"> • Paving 		
	<ul style="list-style-type: none"> • CCTV and Access control 		
	<ul style="list-style-type: none"> • Demolitions 		
	<ul style="list-style-type: none"> • Gates & Security perimeter fence 		
	<ul style="list-style-type: none"> • Electrical 		
	<ul style="list-style-type: none"> • Fire detection & installation + fire signage 		
	<ul style="list-style-type: none"> • Epoxy applications 		
	<ul style="list-style-type: none"> • Brick work 		
	<ul style="list-style-type: none"> • HVAC 		
	<ul style="list-style-type: none"> • Lift Installation 		
	<ul style="list-style-type: none"> • Fire doors 		
	<ul style="list-style-type: none"> • UPS System 		
	<ul style="list-style-type: none"> • Office furniture 		
	<ul style="list-style-type: none"> • PPE 		
	<ul style="list-style-type: none"> • Waste management 		
	<ul style="list-style-type: none"> • Disposal of chemical 		
	<ul style="list-style-type: none"> • Architects Consultation Services 		
	<ul style="list-style-type: none"> • Quantity Surveying Consultation Services 		
	<ul style="list-style-type: none"> • Electrical Engineer Consultation Services 		
	<ul style="list-style-type: none"> • Civil and Structural Consultation Services 		
	<ul style="list-style-type: none"> • Mechanical Engineer Consultation Services 		
	<ul style="list-style-type: none"> • Locksmith Services 		
	<ul style="list-style-type: none"> • Window cleaning services 		
	<ul style="list-style-type: none"> • Fumigation and Pest control 		
	<ul style="list-style-type: none"> • Occupational Health and Safety services 		
	<ul style="list-style-type: none"> • Water testing 		
	<ul style="list-style-type: none"> • 		
3	Stationery, Copy Paper and HP Laser Jet Cartridges		
4	Human resource services		
	<ul style="list-style-type: none"> • Wellness services 		
	<ul style="list-style-type: none"> • Education and training services 		
	<ul style="list-style-type: none"> • Personnel Placement (Recruitment agencies) 		
	<ul style="list-style-type: none"> • Organisational Psychological Services 		
5	Public Relations Services		

	<ul style="list-style-type: none"> Promotional Items/Gifts 		
	<ul style="list-style-type: none"> Event Management 		
	<ul style="list-style-type: none"> Magazines 		
	<ul style="list-style-type: none"> Design of Electronic Newsletters/Bulletins 		
	<ul style="list-style-type: none"> Design and Printing of Bulletins/Newsletters 		
	<ul style="list-style-type: none"> Design and Printing of pamphlets and books 		
	<ul style="list-style-type: none"> Crew news 		
	<ul style="list-style-type: none"> Newspaper advertisements 		
	<ul style="list-style-type: none"> Photographer/Videographer services 		
	<ul style="list-style-type: none"> Design and Printing of Annual Report 		
	<ul style="list-style-type: none"> Customer Satisfaction Survey 		
6	IT Services		
	<ul style="list-style-type: none"> HP Computers and computer Peripherals 		
	<ul style="list-style-type: none"> Network switches 		
	<ul style="list-style-type: none"> License Renewals for Microsoft & Symantec 		
	<ul style="list-style-type: none"> Network routers 		
	<ul style="list-style-type: none"> EMC or Dell storage area network solution servers 		
	<ul style="list-style-type: none"> IP – Telephone office devices 		
	<ul style="list-style-type: none"> Enterprise WiFi (Extreme Networks) 		
	<ul style="list-style-type: none"> Enterprise Networking Devices (Dell, Palo Alto Networks, Cisco, etc.) 		
	<ul style="list-style-type: none"> Next Generation Firewalls (Palo Alto Networks, Checkpoint, etc.) 		
	<ul style="list-style-type: none"> Penetration Testing / Breach and Attack Simulation 		
	<ul style="list-style-type: none"> Cybersecurity (Rapid7 SIEM, Sentinel One EDR, Qualys VMDR, Symantec SEPM, Oracle / Microsoft cloud security, Email Security Gateway) 		
	<ul style="list-style-type: none"> Storage Area Network (Futjitsu, NetApp) 		
	<ul style="list-style-type: none"> IP Telephony 		
	<ul style="list-style-type: none"> VMware 		
	<ul style="list-style-type: none"> Oracle EBS, OCI, OSvC, OVM 		
	<ul style="list-style-type: none"> Access Management 		
	<ul style="list-style-type: none"> Disaster Recovery and Backup (Commvault, Endpoint Backup) 		
	<ul style="list-style-type: none"> Internet Services Provider 		

Where applicable under mentioned documents must be attached with proposals

Please tick box

	Y	N	NA
BEE/B-BBEE Status – A valid B-BBEE Verification Certificate/Affidavit			
CSD Report			
Other applicable legislated certificates (Certified)			
Valid Workman's compensation certificate (certified)			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
Valid Tax clearance certificate/Pin			
Proof of banking document			
Comprehensive company profile			
SBD Forms 4, 8 & 9			
SBD 6.1			

BUSINESS PARTICULARS

Name of Business

Physical address

City

Province

Postal address (if not same as above)

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Province

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cell no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

Web page address

Contact person for correspondence address

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cell no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FINANCIAL DETAILS (BANKING)

Accounts Department

Banking institution name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town/City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banking account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account type

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account holder's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NB: Documentary proof of banking institution must be supplied (cancelled cheque/ bank statement)

HDI INFORMATION

Explanation of abbreviations used in the following tables:

Capacity		HDI status	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

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

NB: certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being)

Are you actively involved in the management and daily business operations of the business? (please provide a written breakdown e.g company profile)

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being)
Are you actively involved in the management and daily business operations of the business? (Please provide a written breakdown e.g company profile)

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being)

Are you actively involved in the management and daily business operations of the business? (Please provide a written breakdown e.g company profile)

CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

- 1. The information supplied is correct.
- 2. All copies of relevant information are attached.
- 3. Take note that payment will be effected 30 days after delivery was effected if delivered with an original invoice

PERSONAL INFORMATION IN BLOCK LETTERS

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

Capacity

On behalf of the (supplier's Name)

Signed and sworn to before me at _____ on this the _____ day of 2024 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oath

Signature: Applicant on behalf of supplier

Authorization for electronic transfer of funds (EFT)

