agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

The Department of Agriculture, Land Reform and Rural Development hereby invites suitably experienced service providers to submit quotations for the following RFQ for the Directorate: Spatial Planning and Land Use Management office in KwaZulu-Natal:

BID NUMBER / CIDB GRADING	DESCRIPTION	CLOSING DATE
SS-KZN 5/2/1 (922) 3P	**INVITATION TO SERVICE PROVIDERS TO SUBMIT QUOTATIONS TO RENDERSERVICE FOR FUMIGATION, RODENT AND PEST CONTROLSERVICE FOR THE PERIOD 4 TIMES FOR THE NEWCASTLE SATELLITE OFFICE IN KZN.**	**27 January 2025** At 11:00 (Telkom time)

The physical address for collection of quotation documents is:
1st floor, Department of Agriculture, Land Reform and Rural Development Offices, 270 Jabu Ndlovu Street, Pietermaritzburg.

Documents can be downloaded on the Departmental website.

Queries relating to the issue of these documents may be addressed to the following:

Supply Chain Management Queries:

Ms. T. Dlungwana
Provincial Shared Service Centre Office, 270 Jabu Ndlovu Street, Pietermaritzburg
Tel: 033 264 9535
Email: Thokozile.dlungwana@dalrrd.gov.za

OR

Technical Queries:

Ms S. Buthelezi
Tel: 082 699 4111
Email: Thembelani.Nzimande@dalrrd.gov.za

Quotes may only be submitted on the bid documentation that is issued.

Quotes are to be completed in accordance with the attached documents and must be sealed and endorsed with the relevant reference number and must be personally deposited in the official bid box in the foyer of:
The Department of Agriculture, Land Reform and Rural Development Offices
1st Floor, 270 Jabu Ndlovu Street, PIETERMARITZBURG or be emailed to quotations23@dalrrd.gov.za no later than **11h00 on 06 March 2024 (Telkom time)**

Quotations shall be valid for a period of 30 days.

The Department of Agriculture, Land Reform and Rural Development does not bind itself to accept the lowest quotations.

agriculture, land reform
& rural development
Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200
Tel (033) 264 9500 Fax (033) 342 3904 / 342 1991

SUPPLY CHAIN MANAGEMENT

REQUEST FOR QUOTATION SS-KZN 5/2/1 (922) 3N

ENQUIRIES: Mr S Mthuimkhulu / Ms. T. Dlungwana

To: The Managing Director

You are hereby invited to submit your quotation for the following goods/assets/service to the Department of Agriculture, Land Reform and Rural Development, quotations to be submitted at 270 Jabu Ndlovu Street, 1st floor on the quotation box or via email to quotations23@dalrrd.gov.za

NB. Failure to submit your quotation to the indicated email, your proposal will not be considered. No other emails must be used when submitting your quotation.

Description
Invitation to service providers to submit quotations to render service for fumigation, rodent and pest control service for the period 4 times for the Newcastle satellite office in KZN. **Delivery Address: : NEWCASTLE SATELLITE OFFICE 46 VOORTREKKER STREET NEWCASTLE 2940.** **COMPULSORY SITE BRIEFING: 21 January 2025** **Time : 12H00** **SCM related enquiries — Mr S Mthimkhulu — 033 264 9575** **Technical Enquiries — Ms S Buthelezi — 082 699 2842** **Specifications attached – no deviations will be accepted** **Sample can also be viewed**

CLOSING DATE: 27 January 2025 **CLOSING TIME:** 11h00am Telkom time

Please submit your quotation on your company letterhead and **indicate:**

- **Quotation inclusive / exclusive of vat**
- **Proof of CSD registration**
- **Warranty and Guarantee period (if applicable)**
- **Valid tax clearance certificate / Tax Compliance Status Pin**
- **Confirmation of inclusion of delivery timeframe and cost**
- **Quotation validity to be 30 days**

Please include the following documents to claim points on SBD 6.1:

- **Certified ID copy for the board of directors**
- **Proof of CSD registration (CSD Summary)**
- **Company registration documentation**

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REPUBLIC OF SOUTH AFRICA

N.B. Only service providers / companies invited by the Department will be considered for this request. Delivery to be made within one (01) month from date of appointment.

Yours Faithfully

SIGNATURE: _____ DATE: 15/01/2025

For: Department of Agriculture, Land Reform and Rural Development

OFFICE OF THE DISTRICT DIRECTOR
VRYHEID REGIONAL SHARED SERVICES CENTRE
PO BOX 2431, Newcastle, 2940 146 Voortrekker Street, Newcastle,2940
Tel: 034 – 981 2122; E-mail: Sizile.Mthalane@dalrrd.gov.za; Website: www.dalrrd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER FUMIGATION, RODENT AND PEST CONTROL SERVICES FOR THE PERIOD 4 TIMES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – NEWCASTLE SATELLITE OFFICE – KWAZULU NATAL.

PHYSICAL ADDRESS:
NEWCASTLE SATELLITE OFFICE
46 VOORTREKKER STREET
NEWCASTLE
2940

1. BACKGROUND AND OBJECTIVE

1.1 The Newcastle Satellite Office is currently housed at no. 46 Voortrekker Street, Newcastle Central.

The responsibility for pest control and fumigation as per the lease agreement falls within the scope of the tenant/user-department and as such the Department intents to appoint a suitably qualified service provider to render pest control services for the period of four quarters.

2. TABLE OF QUANTITIES

SERVICE AREA	QUANTITIES	COMMENTS
Office Space	1 Floor	Approximate size +/-550 m2
Number of floors	01	Carpeted, Tiled
Registry	01	Carperted
Boardrooms	01	Carperted Floors
Number of toilets	03	Tiled

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER FUMIGATION, RODENT AND PEST CONTROL SERVICES FOR THE PERIOD 4 TIMES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – NEWCASTLE SATELLITE OFFICE – KWAZULU NATAL.

Kitchens	01	Tiled floors
Entrance	03	Main Entrance and outbuilding
Passages	02	Concrete floors
Server Rooms	01	Carperted
Closed Offices	11	12
Open plan/ Offices	02	Wooded Floor
Strongrooms	01	

3. SERVICES REQUIRED

Provide full complement of pest control for inside and outside, fumigation, gel, sprays and tablets to eradicate rodents, cockroaches, fish moths, ants and bees.

3.1 Provide pest control / fumigation service x 4 (once off)

3.2 Provide 24 x rodent control cardboard bait stations in all offices / passages / open plan areas (once off) and must be included in the quotation.

4. Service provider must submit the following documents:

- Material Safety Data sheet for the Chemicals to be used for pest control fumigation.
- Valid Pest Control Operator (PCO) certificate containing a P-number for structural, or fumigation as issued by the Department of Agriculture, Land Reform and Rural Development.

5. MANDATORY REQUIREMENTS

5.1 The appointed bidder will be required to provide a Pest control and Fumigation service as per schedule. If the PCO is employed by the company, then the bidder must submit a signed letter on the company letterhead stating such and attached a copy of the PCO certificate.

5.2 If the bidder is not registered to provide the service, the service should be outsourced to an accredited and registered Pest Control operator.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER FUMIGATION, RODENT AND PEST CONTROL SERVICES FOR THE PERIOD 4 TIMES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – NEWCASTLE SATELLITE OFFICE – KWAZULU NATAL.

5.3 The bidder must submit a signed quotation or a signed confirmation letter from the outsourced complaint service provider for this bid with a valid copy of the registration certificate containing a P-number as a Pest Control Operator (PCO) for structural or fumigation as issued by the Department of Agriculture, Land Reform and Rural Development. Should you have any pest control operator database queries, contact the technical advisor: RupertH@darrrd.gov.za (012 319 7187). The certificate must indicate a P-number for compliance.

6. Compulsory Site viewing details:

Department of Agriculture, Land Reform and Rural Development
46 Voortrekker Street
Newcastle
2940

Compiled by:

Sithokozile Buthelezi
ASD: Newcastle Office

13 January 2025
Date

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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2 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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 the Competition Commission 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and

(f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -

- Before 27 April 1994; or
- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

2.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

2.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system)**	**Percentage ownership equity (To be completed by the tenderer)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

(I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:

- **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:

- **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:

- **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

(IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:

- **Percentage ownership equity** x 3 + 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/ documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(***Tick applicable box***)

YES		NO	

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: .....%

ii) The name of the sub-contractor: .....

iii) Points claimed for HDI by the sub-contractor: .....

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm: .....

6.2. Company registration number: .....

6.3. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

....

agriculture, land reform & rural development
Department: Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

SUPPLIER MAINTENANCE

System User Only
Captured By:
Captured Date:
Authorised By:
Date Authorised:
Safety Web Verification
☐ YES ☐ NO

BAS ☐ **LOGIS** ☐

Office

The Director General: Department of Agriculture, Land Reform and Rural Development

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.
I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.
This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.
I/We understand that bank details provided should be exactly as per the records held by the bank.
I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail	
Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail

☐ New Supplier Information ☐ Update Supplier Information

Supplier Type ☐ Individual ☐ Department Department Number

☐ Company ☐ Trust

☐ CC ☐ Other Other Specify

☐ Partnership

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name	
Account Number	
Branch Name	
Branch Number	
Account Type	☐ Cheque Account ☐ Savings Account ☐ Transmission Account ☐ Bond Account ☐ Other (Please Specify)
ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

* Please include CC/CK where applicable

Practise Number	
When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.	Bank stamp It is hereby confirmed that this details have been verified against the following screens **ABSA**-CIF screen **FNB**-Hogans system on the CIS4 **STD** Bank-Look-up-screen **Nedbank**- Banking Platform under the Client Details Tab

Contact Details

Business	*Area Code*	*Telephone Number*	*Extension*
Home	*Area Code*	*Telephone Number*	*Extension*
Fax	*Area Code*	*Telephone Number*	
Cell			
	Cell Code	*Cell Number*	
E-mail Address			

Contact Person	Supplier details	Departmental sender details
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address *of Agriculture, Land Reform and Rural Development Office where form is submitted from*: