

SUPPLIER / VENDOR DATABASE REGISTRATION FORM

Company registered name:
(In block letters)

Core Business Service:
(Select ONLY one from the List of Services provided on Page 11 of this document)

Please tick the division you wish to apply for
(Select ALL that apply)

- Lenkoe Bulk Carriers Lenkoe Consulting Lenkoe Mining

Delivery address:
The Procurement Department
5550 Maritz Streets
Johannesburg
Gauteng
ZA

SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH LENKOE GROUP OF COMPANIES

The following important notes should be read carefully before the completion of this form

1. It should be noted that Lenkoe Group reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on Lenkoe Group's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
5. Mark the appropriate square with a "X" where it is applicable to you.
6. If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. No faxed applications will be accepted. Suppliers may also email signed applications to procurement@lenkoeigroup.co.za
9. A company profile MUST accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
10. Applicants will be contacted via telephone or e-mail and must therefore submit an operating telephone number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish Lenkoe Group with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure that Lenkoe Group is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate accredited by SANAS/SARS/CIPC. Suppliers whose tax clearance certificates and / or BEE certificates have expired will be blocked from Lenkoe Group's database until such time as valid documents are submitted.
13. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
14. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by Lenkoe Group. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with Lenkoe Group.
15. Please read notes below very carefully:

Services: The commodity the business wishes to register for as a supplier.

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 arrangements.

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

Historically Disadvantaged Individual (HDI) means a South African 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 Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 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 South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI.

Black people is a generic term which means: African, Coloured and Indian.

Youth refers to persons between the ages of 18 to 35, both inclusive.

16. “Except for the specific goods or service procured by the Lenkoe Group , service providers are required not to offer any gift, hospitality or other benefit to any Lenkoe Group official. To avoid doubt, branded marketing material is considered to be a gift. Furthermore, should any Lenkoe Group official request a gift, hospitality or other benefit, the service providers is required to report the matter to our fraud desk at 0135192718.”
17. Verification prior approval as prospective service provider:
 - Kindly note that all prospective goods / service providers seeking business opportunities with Lenkoe Group are subjected to verification of company’s directors. The verification process entails security checks on registration with Companies Intellectual Property Commission (CIPC), Blacklisting of Companies and or its Directors by National Treasury.
 - As a result we are compelled to obtain consent from you to proceed with the verification failure to which will result in non-compliance and subsequently to the company not recognised as a prospective goods / service provider with Lenkoe Group . Kindly complete the consent form attached on the website and forward to the address indicated on the cover page.
 - This organization reserves the right to institute any further action to satisfy itself on the suitability of prospective goods / prospective provider.
18. **The front page of the envelope must be clearly marked “Supplier / Vendor Database Registration”. The envelope must be hand delivered or posted via registered mail to one of the following addresses:**

Physical Addresses:

ESD / Supplier Database Registration

Lenkoe Mining Group: Procurement Department
5550 Maritz Street
Johannesburg
Gauteng
ZA

Postal Address:

ESD / Supplier Database Registration

Lenkoe Mining Group: Procurement Department
5550 Maritz Street
Johannesburg
Gauteng
ZA

19. Please mark the back of the envelope with Sender (*Business Name*), Contact Person, Telephone Number and the Core Business (Service) for ease of reference.

20. I have read and understood the important notes on pages 2 and 3

Authorised signatory

CONTACT PERSONS

Finance Department

Name: _____
Surname: _____
Designation: _____
Tel: _____
Cell: _____
Fax: _____
Email: _____

Sales Department

Name: _____
Surname: _____
Designation: _____
Tel: _____
Cell: _____
Fax: _____
Email: _____

Documentation to be attached to this application form

Item No.	Documentation required	Included	If not included, provide reason
1	Original certified copy of company registration documents / COR14.3		
2	Original valid tax clearance certificate		
3	Original certified copies of shareholder certificates / CIPRO documents		
4	Original certified copies of shareholders / directors / owners / members identity documents		
5	Original certified copy of accreditation certificate for relevant industry		
6	Current BBBEE Certificate issued by SANAS accredited rating agency or letter from auditor/accountant confirming annual turnover or Affidavit for SMMES and Emerging Suppliers		
7	Company Profile		
8	Audited financial statements for the past 3 year or period available		
9	Original Cancelled cheque/ Original bank stamped letter confirming bank details		
10	Declaration of interest (DoI4)		

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the company¹, or persons having a kinship with persons employed by the company, including a blood relationship, may make an offer or offers in terms of invitations to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the company, 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 company; 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, shareholder²): _____

2.4 Company Registration Number: _____

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 / personnel numbers must be indicated in paragraph 3 below.

¹“the company” means –

(a) Lenkoe Group and

(b) any entity affiliated or associated with the company; including Lenkoe Bulk Carriers, Lenkoe Consulting, Lenkoe Mining and LenteQ,

“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 company?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member _____

Name of company at which you or the person connected to the bidder is employed:

Position occupied in the company: _____

Any other particulars:

2.7.2 If you are presently employed by the company, did you obtain the appropriate authority to undertake remunerative work outside employment in the private 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 company or its affiliated entities 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 company 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 company 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 Names	Identity Number	Personal Tax Reference Number	Name of company of current employment

4. **DECLARATION**

I, THE UNDERSIGNED (FULL NAME AND SURNAME)

_____ CERTIFY THAT THE INFORMATION FURNISHED
IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE COMPANY MAY REJECT THE BID OR ACT AGAINST ME IN
SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Position

Date

Name of bidder

COMPANY BANKING DETAILS
INDEMNITY FORM

Company registered name

Payments will be transferred into this account:

Bank Name

Branch Name

Account Number

Controlling Branch Code

Type of Account

*COMPULSORY
Bank Stamp Confirming banking details
are correct.
Ignore if you have attached e-stamped
bank letter*

Bank Official Name & Surname

Signature

Date

FOR OFFICE USE ONLY

Received By		Initial	Date	
Processed By		Initial	Date	
Checked By		Initial	Date	
Approved By		Initial	Date	

Please mark (x) to all that are applicable

	Industry Category	Servic Scope	Mark [X]
1	Mining-Specific Services	Drilling and blasting services	
2		Ore transportation and hauling	
		Geological surveying and mapping	
		Mine planning and design consultation	
		Ventilation and dust control solutions	
		Mineral processing equipment and maintenance	
		Explosives supply and management	
		Environmental impact assessment and management	
	Construction and Civil Engineering Services	Heavy machinery leasing and maintenance (excavators, bulldozers)	
		Site preparation and earthmoving	
		Road and infrastructure development	
		Concrete and aggregate supply	
		Construction safety equipment and signage	
		Scaffolding, rigging, and hoisting services	
		Electrical and plumbing installations	
		Welding and fabrication services	
	Logistics and Transport Services	Bulk haulage and materials transport	
		Fuel supply and management services	
		Vehicle maintenance and repair	
		Import-export facilitation and customs brokerage	
		Warehousing and stockpile management	
		Fleet management and tracking solutions	
		Freight forwarding and courier services	
	Agriculture-Related Services	Land clearing and preparation	
		Irrigation system installation and maintenance	
		Agricultural machinery supply and service	
		Seed, fertilizer, and soil supply	
		Pest control and vegetation management	
		Crop protection and advisory services	

Health, Safety, and Environmental Services	PPE (Personal Protective Equipment) supply	
	Environmental monitoring and waste management	
	Emergency response and firefighting equipment	
	Occupational health and safety training	
	Industrial cleaning and waste disposal	
	Safety audits and risk assessments	
	First aid training and medical support	
Administrative and Professional Services	Project management and consulting	
	Security and surveillance services	
	Marketing and communication support	
	Legal and compliance services	
	Financial auditing and accounting	
	Recruitment and staffing services	
	IT support and software solutions	
Miscellaneous Supplies and Consumables	Office supplies and stationery	
	Small tools and hand-held equipment	
	Welding and cutting consumables	
	Lubricants and oils for machinery	
	Diesel and other fuel supplies	
	Catering and food supply	