

SECTION A

INVITATION TO REGISTER ON COASTAL KZN TVET COLLEGE SUPPLIER DATABASE FOR 2026

Coastal KZN TVET College hereby invites Prospective Service Providers to apply to be registered and included in our Supplier Database. The purpose of this database is to ensure fair, transparent, and efficient procurement processes and to enable the College to source quotations from compliant and reliable suppliers across various goods and services.

Please note that the College may ONLY do business with service providers already registered on Government Central Supplier Database (CSD) and in possession of a "MAAA" reference number.

Service providers are requested to submit the following documents:

Service providers interested to be included in our database to "SUPPLY" the college with different commodities must submit the following documents

1. Coastal KZN TVET College Supplier database registration form
2. CSD registration summary report
3. Company registration documents
4. SARS Tax compliance status pin letter
5. BBBEE certificate or Sworn affidavit
6. Bank letter with ratings (A,B or C)
7. Certified ID document for the directors

Service providers interested to be included in our database to provide "Electrical Services" to the college must submit the following documents:

1. Coastal KZN TVET College Supplier database registration form,
2. CSD registration summary report,
3. Company registration documents,
4. SARS Tax compliance status pin letter,
5. Electrical Contractor Registration Certificate or Proof of membership of Electrical Contractors Association (ECA)
6. Qualified Electrician Credentials or wireman's license
7. Electrical Certificates of Compliance (CoC)
8. Bank letter with ratings (A,B or C)
9. CIDB grading (EB) or (EP) at least grade 2
10. Certified ID document for the directors

Service providers interested to be included in the database to provide "Plumbing Services" to the college must submit the following documents:

1. Coastal KZN TVET College Supplier database registration form
2. CSD registration summary report
3. Company registration documents

4. SARS Tax compliance status pin letter
5. BBBEE certificate or Sworn affidavit
6. Bank rating letter with ratings (A,B,C)
7. Qualified Plumber with Trade Test. Must be registered with relevant bodies such as (Pirb, Isopa, etc)
8. CIDB with grading (SO) at least grade 2
9. Certified ID documents for the directors

Service providers interested to be included in our database to provide “General Maintenance” to the college must submit the following documents:

1. Coastal KZN TVET College Supplier database registration form,
2. CSD registration summary report,
- 3 Company registration documents,
4. SARS Tax compliance status pin letter,
5. Bank letter with ratings (A,B or C)
6. CIDB grading (GB) or (CE) grade 2
7. Certified ID document for the directors

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- **Supplier database registration form is downloadable from our website:** www.coastalkzn.co.za (under tenders)
 - For enquiries, please contact Mr.P.N Khanyile on 031 905 7000 or email: Phineasnhlakanipho.khanyile@coastalkzn.edu.co.za.
 - All prospective suppliers are required to ensure that the commodities and services selected on this application form are exactly the same as those registered on their Central Supplier Database (CSD) profile.

Failure to register and select matching commodities on both this database form and the CSD will result in the automatic disqualification of the supplier from the registration and any subsequent procurement processes.

- **THE CLOSING DATE IS 13 March 2026**
- **Completed forms with attachments must be submitted in a sealed and clearly marked envelope (2026 Coastal KZN College database). They must be physically submitted at the SCM Manager’s Office (Mr P.N Khanyile) located at 50051 Mfundu Mngadi Drive, KwaMakhutha Township, 4126.**

SECTION B

COMMODITIES- (Tick ONLY a maximum of TWO)

Service providers are required to select no more than two (2) commodities they are interested to supply the college with.

Supply Chain Management Commodity list:

(Tick the box)

Commodity Supply					
Air-conditioning consumables		Computer and IT related suppliers			
Alarm/Security/Access control supplies		Cleaning Materials			
General Building Supplies		Stationery items			
Plumbing Materials		Uniform and Protective Clothing			
Electrical Engineering Consumables		Timber and Roofing Material Supplies			
Civil Engineering consumables					
Textbook supplies		Other (specify):			
Carpentry supplies					
partitioning and fittings					
Mechanical consumables					
Hospitality food supplies					
Kitchen equipment and utensils					
Equipment supplies					
Toilet paper consumables					
Services					
Accommodation		Fire extinguishers and refills		Other (specify):	
Advertising/public relations		Food and beverage			
Auto repairs and services		Fumigation services			
Plumbing Services		Entertainment			
Electrical Services		Garden services			
Machinery and Equipment Servicing		Document Printing and Binding Services			
IT Maintenance		Hygiene Cleaning			
Cleaning Services		Courier Services			
Training and development Services		IT related Services			
Transport Services		General Maintenance			

Professional Services				
Accountants/Financial Advisory Services	EAP Consultants			
Architects	Medical practitioners			
Attorneys/Legal services	Town Planners			
OHS consultants	Quantity Surveyors			
Business information management	Land surveyors			
Consulting Engineers (Geotechnical)	Debt Collectors			
Consulting Engineers (Civil/Structure)				
Consulting Engineers (Electrical)	Other (specify):			
Consulting Engineers (Mechanical)				
Consulting Engineers (Multidisciplinary)				
Contractors				
Summary: Core Business				
In your own words, please state your <u>core</u> business:				

SECTION C

Supplier Database Application Form

Coastal KZN TVET College

Please complete all sections in clear block letters. Attach all required supporting documents.

Section 1: Company Details

Registered Company Name: -----

Trading Name (if different): -----

CIPC Registration Number: -----

VAT Number (if applicable): -----

Central Supplier Database (CSD) Number: -----

Industry / Service Category: -----

Section 2: Contact Details

Physical Address: -----

Postal Address:-----

Telephone:-----

Mobile:-----

Email:-----

SECTION D

SBD4 Declaration of Interest

Any legal person, including persons employed by the “college¹, or persons having a kinship with persons employed by the college, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favoritism, should the resulting quote, or part thereof, be awarded to persons employed by the college, 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 quote(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 quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

2.1. Full Name of bidder/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:

2.7. 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.

[TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state?

yes		no	
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2.8.1. If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:

.....Name of state entity at which you or the person connected to the bidder is employed: Position occupied in the state institution:Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

[TICK APPLICABLE]

yes		no	
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2.8.2.1. If yes, did you attach proof of such authority to the quote document?

(Note: Failure to submit proof of such authority where applicable, may result in
The disqualification of your quote

yes		no	
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2.8.2.2. If no, furnish reasons for non-submission of such proof:

2.9. Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the college in the previous twelve months?

[TICK APPLICABLE]

yes		no	
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2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the college and who may be involved with the evaluation and or adjudication of this quote?
[TICK APPLICABLE]

yes		no	
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2.10.1. If so, furnish particulars:.....

2.11. 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 college who may be involved with the evaluation and or adjudication of this quote?

[TICK APPLICABLE]

yes		no	
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2.11.1. If so, furnish particulars:.....

2.12. 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?

[TICK APPLICABLE]

yes		no	
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2.12.1. If so, furnish particulars:.....

3. Full details of directors / trustees / members / shareholders. NB: Coastal College will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME) CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE COLLEGE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....			
Name of Bidder	Signature	Position	Date