

## **APPLICATION TO REGISTER ON ESWATINI MOBILE DATABASE**

**TO ALL SUPPLIERS AND SERVICE PROVIDERS SEEKING REGISTRATION AS AN APPROVED  
SUPPLIER OR SERVICE PROVIDER ON THE DATABASE OF ESWATINI MOBILE.**

All suppliers are herewith invited to register as an approved supplier on the database of Eswatini Mobile.

**The purpose of the supplier database is to select a preferred panel of suppliers and service providers as well as to provide them with an equal opportunity to submit quotations to Eswatini Mobile.**

Preference for quotations will be given to those suppliers and service providers registered on the database unless there are no suppliers on the database that can supply that commodity or service.

Attached, please find an official registration form to assist us with creating our database.

**NOTES:**

- 1. A company profile may accompany the registration form but will not be accepted as a substitute for the application form.**
- 2. Once the database applications have been closed, we will not accept new database applications for a period of one (1) year from the closing date**

## APPLICATION TO REGISTER ON EM DATABASE

This application form must be completed by suppliers and service providers in order to register on the supplier database.

In order for your application to be processed, the following documentation **MUST** accompany this form, failing which, your application will not be considered. Please **DO NOT** submit CDs or video tapes with this form.

<b>DOCUMENT REQUIRED</b>	<b>CATEGORY OF SUPPLIER</b>	<b>TICK THE RELEVANT BOX INDICATING SUBMISSION OF THE REQUIRED DOCUMENTS</b>
Business Profile	All suppliers	
Full names and contact details of Directors and Shareholders	All suppliers	
Certified copies of the ID documents of directors and shareholders	All suppliers	
A valid and certified tax clearance certificate	All suppliers	
Certified copy of certificate of incorporation	All suppliers who are registered companies	
Certified Copy of current Form J	All suppliers	
Valid registration with Construction Industry council	All suppliers whose services constitute construction and/or engineering works.	
Certified copy of Form C	All suppliers	
Proof of professional registration or a copy of any other registration certificate pertaining to your relevant industry.	All suppliers, where applicable	
Certified copy of ENPF Employer's Compliance Certificate	All Suppliers	
Certified copy of Labour Compliance Certificate	All Suppliers	
Certified copy of Trading License	All Suppliers	
Confirmation of Banking details	All Suppliers	

**SECTION A: GENERAL**

Trading as "name of business:

(Contracts/orders will be placed on this name and invoices must reflect this)

Registered name of business:

Physical address of business:

Building/ complex name: \_\_\_\_\_

Street name : \_\_\_\_\_

City : \_\_\_\_\_

Postal address of business:

P O Box/Private Bag: \_\_\_\_\_ City/Town: \_\_\_\_\_ Code: \_\_\_\_\_

Telephone numbers of business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Alternative number of business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Sales representative fax number: Code: \_\_\_\_\_ Number: \_\_\_\_\_

*(used by for electronic faxing of request for Quotation, contracts and Purchase orders)*

Business e-mail: \_\_\_\_\_ (This is the address to which an invitation to bid/enquiry and orders/ contracts will be sent to)

Tax number of business:

VAT registration number: (if applicable)

**SECTION B: DECLARATION OF INTERESTS**

Are you or other person who holds interest in your business (i.e. shareholder, a director, or a member or partner, a line manager, or a fellow employee), employed by or serves as a director at , or was previously employed by or served as a director in Eswatini Mobile ?

Y/N \_\_\_\_\_

If yes, state particulars.

Are you, or any other person who holds an interest in your business, a close family member (i.e. related by birth, marriage, domestic partnership, adoption, guardianship or the like) to or an associate (i.e. a friend, rival, business partner, neighbour etc) of an employee and /or director?

Y/N \_\_\_\_\_

If yes, state particulars.

Have you, or any other person who holds an interest in your business, given a business courtesy to or received a business courtesy from an employee and/or director over the last 12 (twelve) months?

Y/N \_\_\_\_\_

If yes, state particulars

**DECLARATION:**

I, the undersigned [*insert full name of signatory*] \_\_\_\_\_, duly authorised to complete this application form in my capacity as applicant [*insert capacity, i.e., member, director, partner, etc*] \_\_\_\_\_ on behalf of the applicant [*insert full name of the business entity*]\_\_\_\_\_ herein is true and correct. I accept that Eswatini Mobile reserves its right to act against the applicant or me personally in terms hereof, should this declaration prove to be false.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

***NOTE TO ALL SUPPLIERS AND SERVICE PROVIDERS:***

Eswatini Mobile reserves the right to verify and confirm any of the information provided on this application form. Eswatini Mobile may request additional information during its evaluation process. Eswatini Mobile reserves the right to conduct site visits where deemed necessary.

**Incomplete submissions will not be processed. An incomplete submission will include failure to provide any supporting documentation required to be submitted with this form.**

**NB: Bank information:**

In all instances payment will be made via ETF directly into your bank account as per the banking details provided on this application form.

Should you change your banking details, you will once again be required to submit an original cancelled cheque or stamped letter from the bank, verifying these banking details.

**All information provided by suppliers will be treated as strictly confidential**

## ANNEXURE A

Please tick *your core business only*:

<b>Advertising, Marketing and Promotions</b>				
Billboards		Marketing		Brand Design
Print Media		Corporate Gifts		Promotional Material
Electronic Media		Communications		Public Relations
Exhibition design/build up		Website Design		Publications
Billboard Lighting		Website Maintenance		Billboard construction & maintenance

<b>Air-conditioning and Refrigeration</b>				
Sales and Installations				
Maintenance				

<b>Building &amp; Maintenance</b>				
General Building		Thatching		Electrical
Renovations/Painting		Building Material		Carpentry
Tiling		Plastering		Glazing
Maintenance		Gutter Specialists		Paving
Plumbing		Sewer		Roller Shutter Doors
Roofing Specialists		Ceilings		Partitioning
Shop Fitting		Construction		Road Works

<b>Catering</b>				
Catering Services		Catering supply		Catering hire

<b>Chemicals</b>				
Water treatment		Herbicides		Pesticides

<b>cleaning</b>				
Cleaning Services		Detergents		Sanitary Ware
chemicals				
Cleaning Companies				

<b>Communication</b>				
Telecommunication		Electronic		Internet Service Providers

<b>Computers</b>				
Laptops and Desktops		Software		Printers & Tonners/Cartridges
Network Cabling & Network Equipment setup		Computer Accessories		Servers

<b>Delivery Services</b>				
Removal		Courier		

<b>Event &amp; Functions</b>				
Event Management		Video Filming		Entertainment/Refreshments
Sound Hire		Floral arrangements		Marquee/equipment hire
Portable toilets		Speakers		Master of Ceremonies
Gift Bags, boxes, specialized paper, frames and accessories				

<b>Financial Services</b>				
Cash Management/ In Transit		Banking Services		Insurance

<b>Fencing</b>				
Fencing Services		Fencing Material (Electrical)		Fencing Material (Non-Electrical)

<b>Fuel &amp; Lubricants</b>				
Fuel and Lubricants		Gas		Installations – Fuel and Lubricants

<b>Furniture &amp; Equipment</b>				
Office Furniture		Outdoor/Camp Furniture		Household Appliances
Household Furniture				

<b>Gardening</b>				
Gardening Services		Alien Plant Evasion		Tree Felling
Tools & Equipment's		Service of Pot Plants		

<b>Health &amp; Safety</b>				
Health & Safety		First Aid Kits		Protective Clothing/gear
Fire Equipment		Fire Equipment Maintenance and Service		
Fire protection systems				

<b>Language Services</b>				
Language Interpretation		Document Editing		Document Translation
Transcribing				

<b>Mobile Units</b>				
Park Homes		Containers		Kiosk

<b>Office Automation</b>				
Office Hardware		Office Maintenance		Audio Visual Equipment

<b>Pest Control</b>				
Pesticides		Insecticides		Fumigation

<b>Printing &amp; Publication</b>				
Book Publishing		Printing Services		Document Solutions

<b>Professional Services</b>				
Land surveyors		Quantity Surveyors		HR Development
Brokerages		Aviation		Interior Designers
Graphic Designers		Legal		Architects
Auditors/Accountants		Environmental Consultants		Project Management
Business Solutions (information Technology)		Property Development/Evaluations		Business Management Services i.e. Performance Management Review, Policy Development, etc
Market Research		Property Auctioneers		
Photography Services		Revenue assurance consultant		
Information security services		Telecommunication engineering consultancy services		

<b>Recruitment</b>				
Recruitment Agencies				

<b>Security</b>				
Security Services		Alarms & Safes		Surveillances
Tracking Equipment		Locksmith		CCTV and Access Control
Door Automation		Time Delays		

<b>Signage</b>				
Billboards		Road Marking		Information Signs

<b>Soft Furnishing</b>				
Linen		Décor		Carpeting
Blinds & Curtains				

<b>Solar Panels</b>				
Manufacturing/ Supply		Installations		

<b>Sport &amp; Recreation</b>				
Equipment Supply		Recreation Facilities		

<b>Stationery</b>				
Printing Paper		Office Stationery		Printing

<b>Training</b>				
Legislative Compliance		Computers/IT		Defensive and 4x4 driving skills
Employee Development		Management Development		Leadership Development
Team Building		Industrial Relations		
		Wellness		



<b>Travel</b>				
Car/Bus Hire		Accommodation		Airport Shuttle
Flight		Conferencing		Tours

<b>Uniform</b>				
Foot ware		Corporate Wear		Field wear

<b>Vehicles</b>				
Vehicles Maintenance		Vehicle supply		Vehicle Spares
Trailers				

<b>Waste Services</b>				
Waste Supplies		Toxic waste		Non-Toxic Waste
Waste removal				

<b>Specialist Engineering Services</b>				
Civil engineering/Consultants (water sanitation)		Chemical engineering/consultants		Mechanical engineering/Consultants
Civil engineering/Consultants (roads)		Electrical (light) engineering/Consultants		Electrical (Heavy) Engineering/consultants
Civil engineering/consultants (Building)		Structural (Steel & Metal) Engineering/ Consultants		Structural (concrete) Engineering/Consultants
Civil (Geotechnical) Engineering /Consultants		Civil Works		

<b>Generators</b>				
Maintenance		Supply generators		