



**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE
DATABASE OF THE AGENCY**

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

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the Department developed a supplier database to be used by the procurement office.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Corporation.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Corporation. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it. Please note that an original valid Tax Clearance Certificate, CK (Company Registration Documents), Bank Details, Company Profile and Certified Copy of ID copy of the members of the business must be attached.** You will be informed of the outcome of your application.

When completed please hand deliver to:

1st Floor, 253 Howick Close
Waterfall Office Park
Bekker Road
Midrand
1685

**For Attention: The Finance Administration
Finance Division**

or alternatively send it to:

**P O BOX X 6341
Halfway House
1685**

**For attention: The Supplier Database Administrator
Procurement Office**

**SUPPLIER
APPLICATION FORM**

IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A **company profile must** accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax and **must** therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that the RTIA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **be notified** whether their application was accepted or not;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined;
- A valid tax clearance certificate must accompany all quotations above R15 000.00.

Supplier detail:

Company / Supplier Name:

Company / Close Corporation Registration Number																								
VAT registration number (if applicable):																								
Income tax reference number:																								
Web Address:																								
E-Mail Address:																								
Telephone Number:																								
Fax Number: (compulsory)																								
Toll Free Number:																								
Number of full time employees:																								

Postal Address: (compulsory)

Physical Address: (compulsory)

Postal Code:																								

Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO	Importer	Services	Manufacturer	Repairer	Black	Distributor	Exporter	Sales
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SMME status of your enterprise:

- Please use this table to determine the SMME Status of your enterprise
- Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (Please ✓ the relevant box)

(According to SMME table) (Compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

(please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **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 interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:** A female person who is a SA citizen.
- **Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

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.

HDI Ownership Status:

(failure to complete this section will result in the application being declined)

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE _____

SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE _____

Comments / Notes:

LIST OF COMMODITIES

NB: only **5** commodities can be selected by service provider/Supplier. More than 5 commodity selection **will not** be registered

<i>LIST OF COMMODITIES (MARK WITH AN X)</i> ✕			
Web Pages & Design		Data Capturing & Management Services	
Accounting & Bookkeeping Services		Dry Cleaning Services	
Advertising & Printing Services		Electrical Appliances	
Air Conditioning Systems & Contractors		Electrical Contractors	
Architects & Architectural Services		Electronic Appliances	
Archiving Services & Systems		Electronic Contractors	
Asset Management: Barcode and Magnetic Cards		Embroidery Services & Logo's	
Asset Management Systems		Emergency Medical Supplies & Equipment	
Auctioneers		Employee Wellness Programme Facilitators (e.g. Psychologist, HIV Aids & Management)	
Audio Visual Equipment Hire		Encryption Software & Systems	
Audio Visual Presentations		Engraving Services & Equipment	
Audio Visual Productions		Entertainment (Artist)	
Audio Visuals Repairs & Services		Entertainment Venues & Theatres	
Auditing Services		Entertainment Facilities	
Banks & Financial Institutions		Evacuation Systems & Equipment	
Bicycles		Event & Conference Management	
Blinds & Awnings		Exhibition Centres	
Books		Facilitation Services: Team Building	
Brand Development, conceptualisation and management.		Financial Services	
Building Services		Fire Extinguisher	

Business Advisory Services (BAS)	First Aid Supplies & Equipment	
Business Analysis & Design	Flags & Maps	
Business Management	Flooring Contractors	
Business Plans and Solutions	Florists	
Business Re-Engineering	Footwear	
Business Strategy Development	Framing Services	
Business Training and Skills Services	Franking Machines & Equipments	
Cabling Systems & Management	Furniture Removals (Office Furniture) & Storage	
Cabling Systems Telephone	Glazing Contractors	
Call Centres & Call Centre Solutions	Governance Policy Development	
Candles	Graphic Designs Services	
Catering Services	Hotels	
Ceiling Contractors	Interior Design Services & Decorators	
Cellular Telephones Sales & Contractors	Interpreting & Translation Service Language	
Change Management	Investigation Services	
Chartered Accountants	Learnership & Skills Programmes	
Chattered Service Aircraft	Legal Services	
Cleaning Chemicals	Locksmiths	
Cleaning Services	Logo: Crockery/Design Services/ Embroidery & Engraving Services	
Closed Circuit TV	Magazine Suppliers	
Clothing General/ Protective & Uniforms	Mailing Equipment & Services	
Clowns	Motivational Speakers	
Colleges/ Universities	Occupational Health & Safety Consultants	
Computer Cabling Systems	Office Equipment: (e.g. Photocopy Machine, etc)	
Computer Consumables/ Cartridges	Office Furniture	
Computer Hardware & Printers	Painting	
Computer Repairs	Partitioning Contractors	
Computer Service Development Software & Upgrading	Pest Control Services	
Conference Centre & Facilities	Plumbing Contractors	
Conference Venue And Facilities	Policy Development Strategies Services	
Consulting: Media Relations	Printing & Design Services	
Consulting: Performance Management	Publications	
Consulting: Project Management	Records Management	
Consulting: Public Relations & Services	Recruitment Agencies	
Consulting: Risk Management	Recycling Services	
Consulting: Road Engineers	Research Services	
Consulting: Secretarial	Restaurants	
Consulting: Skills Analysis & Development	Road Construction	
Consulting: Strategic Planning & Development	Safes & Safes	
Consulting: Stress Management	Sanitary ware	
Consulting: Telecommunications	Security System & Access Control Systems	
Consulting: Actuaries & Remuneration Services	Shuttle Services	
Consulting: Advertising	Signs	
Consulting: Business Management	Stationery Office Basic	
Consulting: Civil Engineering	Storage Services & Facility	
Consulting: Personal Development	Telecommunications Systems & Equipment	

Containers & Packaging	Training: Conflict Management	
Corporate/ Gift Promotional Items	Training: Office Administration	
Courier Services	Training: Supply Chain Management	
Crockery & Cutlery	Training: Financial Management	
Curtaining, Rails & Accessories	Training: Leadership Management	
Industrial Theatre	Training: Management development	
	Training: Mentees & Mentors	
	Training: Negotiation Skills	
	Training: Stakeholders	
	Training: Writing Skills	
	Training: Project Management	
	Training: PFMA	
	Transport Services (Bus, Mini Bus & Taxis)	
	Travel Agencies	
	Venue Finders	