

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 <u>quotations</u> 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:

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 num	nbe	er:															
Web Address:																	
E-Mail Address:																	
Telephone Number:																	
Fax Number: (compulsory)																	
Toll Free Number:																	
Number of full time employees:																	

Postal Address: (compulsory))	Physical Address: (compulsory)																
Ρ	osi	tal	Со	de	:																					

Comp	any/Sup	olier Clas	sification: (F	Please 🖌	the relev	ant box or	boxes)	
ISO	Importer	Services	Manufacturer	Repairer	Black	Distributor	Exporter	Sales

Listed Owned

(Please ✓ the relevant box)

Tax Clearance Certificate Attached yes no													
Expiry	Expiry date:												
Suppli	Supplier Grouping Detail: Type of Firm: (Please - the relevant box)												
1 Public Company (Ltd)													
2	Private company (Pty) Ltd												
3	Closed Corporation (cc)												
4	Other (specify)												
5	Joint Venture												
6	Consortium												
7	Sole Proprietor												
8	Foreign Company												
9	Partnership												
10	Trust												
11	Section 21 Company												
12	Government / Parastatals												

• Main contact person in your company:

Name:																				
Company Po	osi	tio	n:																	
Cell phone N	Jui	mb	er:																	
Fax Number	:																			
E-mail addre	ess	s:																		
Conta	act	ре	rsc	on ((sa	les	s) ir	۱y	our	CC	om	par	ny:				_			
Name:																				
Position in co	mp	ban	y:																	
Cell Phone	Nu	mb	er:																	
Fax Number	:																			
E-mail addre	ess	s:																		

E-mail address: <u>Trade names</u>: Maximum of 10 will be registered

Trade names (Example: Brother)	Description (Example: Cartridge)

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. F	ull time p	oaid employe	es	C. A	nnual Tu	rnover (millio	ons)			ross asset va cluded) (mill	
	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
Communication s	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	Citizenship	ID Number
		• · · · • • · · · · · · · · · ·	
	occupied in the		
	. ' .		
	occupied in the enterprise		

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:

- **<u>Commodities</u>**: The commodities the company wishes to be registered for as a supplier to the Department.
- <u>Trade Names</u>: The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- <u>Owned</u>: 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

LIST OF COMMODITIES (MARK WITH AN X)	×
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 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 Interior Design Services Chatter d Accountants Legal Services Chattered Services Locksmiths Cleaning Chemicals Locksmiths Cleaning General/ Protective & Uniforms Mailing Equipment & Services Clothing General/ Protective & Uniforms Mailing Equipment & Services Clowns Office Furniture Computer Markers Computer Markers & Printers Painting	Business Advisory Services (BAS)	First Aid Supplies & Equipment
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Consulting: Advertising Signs		
Consulting: Business Management Stationery Office Basic		Signs
Consulting: Civil Engineering Storage Services & Facility		
	Consulting: Personal Development	

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	