



PRIVATE BAG X897 PRETORIA 0001

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

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

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 Department.

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 Department. 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.

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

1. Registration form to be completed by all businesses seeking to render services to the Department. A **company profile / BEE profile** will **not be accepted** as for the application form.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. Full signature is required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
5. Mark the appropriate square with an 'X' where it is applicable to you.
6. All fields on application form **MUST** be completed by applicant; If the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.
7. The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to the Department.
8. Please note that no unsigned faxed or e-mailed forms will be accepted.
9. A business registered on the database must notify the Department

within 14 (Fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.

10. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
11. Applicants who have been declared insolvent and wish to do business with the Department must have been rehabilitated and provide the necessary proof thereof,
12. Businesses blacklisted by any organs of state must first be removed or cleared from blacklist before registration.
13. **The following documents must be attached to the application form:**
 - a) **A concise company profile (max 2 pages)**
 - b) **Company/CK documents**
 - c) **Original Tax Clearance Certificate**
 - d) **Income Tax Certificate (For sole proprietorship)**
 - e) **Certified copies of ID for all members/partners/directors**
 - f) **Entity maintenance form (must be stamped by the bank)**

Failure to submit all the above documents will result in non-registration.

14. Fronting will result in a business being blacklisted.
15. The Department has the right to visit the business premises to verify the information provided in this form.
16. Members / directors / partners / owners in service with any organ of state must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
17. This is only a registration form for database and does not guarantee any award of bid / contract.
18. Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally excluded from quoting for the supply of goods or services to the Department.
19. The database will be updated on biannual basis. A summary of the supplier's info on the database will be posted for verifying. Changes can be made on the summary and faxed back to the Department. Only on receipt of a **signed** changed summary, updates will be added to the database.
20. The Department reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
21. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents / information, the declined supplier may be re-evaluated for registration.
22. 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

Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

The completed this questionnaire, must be sent to

:

**Private Bag X897
PRETORIA
0001**

For attention: The Supplier Database Administrator

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)

- Where owner are themselves a company or partnership, owners of the holding firm must be identified
- Population Group
 Asian = A
 Black = B
 Coloured = C
 White = W
- **Proof of Disability** must be attached
- If not SA Citizen, state country of origin - if not SA citizen from birth, please indicate date when SA citizenship was acquired

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. Please define your principal business to a maximum of 10 commodities.
- **Trade Names:**
The trade names that the company own or distribute, which you wish to be registered for.
- **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.
- **Historically Disadvantaged Individuals (HDI):**

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 Historically 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.
- **Disability:**
In respect of a person, a permanent impairment of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.
- **Establishment of HDI / 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.
- **Fronting**
Companies with **no** Black Economic Empowerment (BEE) status **illegally** claiming to be headed by **previously disadvantaged individuals** and claim false BEE credentials in order to win tenders/contracts.

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)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%
SMME	%
Skills empowerment	
Human resources	
Locality	
Rural area	
Community upliftment	

List of all partners, proprietorship and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID number

Declaration of any conflict of interest:

Are you currently working as an employee in any organ of state?

Yes	No
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If "Yes", give details: _____

Have you worked in any organ of state for the past 12 months?

Yes	No
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If "Yes", give details: _____

Do you have any relative working for an organ of state?

Yes	No
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If "Yes", give details: _____

Do you have any close relationship with any official working in our establishment (except of the above)?

Yes	No
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If "Yes", give details: _____

Is there any other relevant information that you would like to disclose?

Yes	No
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If "Yes", give details: _____

Terminology:

- **Organ of state:**
 - a) A national or provincial department as defined in the Public Finance Management Act No. 1 of 1999;
 - b) A Municipality as contemplated in the Constitution;
 - c) Parliament;
 - d) A Provincial legislature;
 - e) A Constitutional institution listed in schedule 1 of the Public Finance Management Act.

- **Joint Venture / Consortium:** An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge for execution of contract

- **Relative** in means of this document means: Your first degree relative that is, wife, husband, son, daughter, father, mother, brother, sister.

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

EXTENSIVE LIST OF COMMODITIES

Please mark in column on the right hand side of each selected commodity. Only the first 10 will be registered therefore, please define your principal business to a max of 10 commodities.

DISCRPTION OF COMMODITY	X
ACCOMODATION	
ACCOUNTING SYSTEMS SOFTWARE	
ADVERTISING	
ADVERTISING AND PRINTING	
AIR CONDITIONING SERVICES & REPAIRS	
AIR CONDITIONING SYSTEMS & CONTRACTORS	
ARTISTIC DIRECTOR	
ANTI VIRUS SOFTWARE	
ART & CRAFT MATERIALS	
ASSET MANAGEMENT SYSTEMS	
ASSET MANAGEMENT SYSTEMS BARCODE	
AUDIO VISUAL AIDS & EQUIPMENT	
AUDIO VISUAL EQUIPMENT REPAIRS & SERVICES	
AUDIO VISUAL PRODUCTIONS	
AUDIO-VISUAL PRESENTATIONS	
AUDITING SERVICES	
AUTOMATION & CONTROL SERVICES	
BACKUP SERVICES COMPUTER DATA	
BADGES CONFERENCE,EMBROIDERED, METAL	
BAGS CONFERENCE / TRAVEL / PROMOTIONAL	
BAGS REFUSE & PLASTIC	
BANKS & FINANCIAL INSTITUTIONS	
BANQUETING EQUIPMENT	
BAR CODE AND MAGNETIC CARDS	
BARCODE SOFTWARE & PRINTERS	
BLINDS & AWNINGS	
BOOKS	
BUSINESS ADVISORY SERVICES (BAS)	
BUSINESS ANALYSIS AND DESIGN	
BUSINESS MANAGEMENT	
BUSINESS PLANS	
BUSINESS SOLUTIONS	
BUSINESS STRATEGY DEVELOPMENT	
BUSINESS SYSTEMS SOFTWARE	
BUSINESS TRAINING AND SKILLS SERVICES	
CABINET MAKERS	
CABLING CONTRACTORS	
CABLING SYSTEMS & MANAGEMENT	
CABLING SYSTEMS TELEPHONE	
CALL CENTRES & CALL CENTRE SOLUTIONS	
CANDLES	
CARDS IDENTIFICATION	
CARPET CLEANING SERVICES	
CARPETS* CARPETING	
CARTRIDGES	
CATERING EQUIPMENT & EQUIPMENT HIRE	
CATERING SERVICES	
CELLULAR TELEPHONE NETWORK PROVIDERS	

CELLULAR TELEPHONES SALES AND CONTRACTS	
CLEANING CHEMICALS	
CLEANING EQUIPMENT GENERAL	
CLEANING SERVICES	
CLOTHING GENERAL/PROTECTIVE & UNIFORMS	
CLOTHING MANUFACTURERS	
COMPUTER CABLING SYSTEMS	
COMPUTER COMPONENTS	
COMPUTER CONSUMABLES	
COMPUTER HARDWARE & PRINTERS	
COMPUTER NETWORKING	
COMPUTER REPAIRS	
COMPUTER SERVICES	
COMPUTER SOFTWARE	
COMPUTER SOLUTIONS	
CONFERENCE ACCESSORIES	
CONFERENCE CENTRES & FACILITIES	
CONFERCING SYSTEMS	
CONSULTING SERVICES	
CONSULTING:ASSET MANAGMENT	
CONSULTING:ACCESS CONTROL SYSTEMS	
CONSULTING:ACQUISITION MANAGEMENT	
CONSULTING:ADMINISTRATION	
CONSULTING:ADMINISTRATION EMPLOYEE	
CONSULTING:ADVERTISING	
CONSULTING:ASSET MANAGEMENT & BARCODING	
CONSULTING:ASSET SOFTWARE	
CONSULTING:BUSINESS MANAGEMENT	
CONSULTING:BUSINESS SKILLS	
CONSULTING:COMPUTER PROGRAMMING & SOFTWARE	
CONSULTING:COMPUTER SYSTEM & SOLUTIONS	
CONSULTING:CONCEPTUAL	
CONSULTING:CONFERENCE & EVENTS	
CONSULTING:DATABASE	
CONSULTING:DESIGN SERVICES	
CONSULTING:EMPLOYEE BENEFIT & EMPOWERMENT	
CONSULTING:EMPLOYEE DEVELOPMENT	
CONSULTING:EMPLOYMENT EQUITY	
CONSULTING:EMPOWERMENT MODELS	
CONSULTING:EMPOWERMENT WOMEN	
CONSULTING:EVALUATION ASSETS	
CONSULTING:EXHIBITIONS	
CONSULTING:FINANCIAL & SYSTEM INTEGRATION	
CONSULTING:FINANCIAL ADMINISTRATION	
CONSULTING:FINANCIAL PLANNING	
CONSULTING:FINANCIAL SYSTEMS	
CONSULTING:STRESS MANAGEMENT	
CONSULTING:TENDER EVALUATIONS	
COPYWRITING	
CORPORATE GIFTS & PRODUCTS	
CORROSION PROTECTION SERVICES	
COSMETICS	

COURIER SERVICES
CROCKERY & CUTLERY
CURTAINING, RAILS & ACCESSORIES
DATA BACKUP SERVICES & SOFTWARE
DATA CAPTURING & MANAGEMENT SERVICES
DATA INTEGRATION & ANALYSIS
DEVELOPMENT:ASSET SOFTWARE
DEVELOPMENT:BUSINESS MANAGEMENT
DEVELOPMENT:BUSINESS SKILLS
DEVELOPMENT:COMMUNICATION STRATEGIES & SYSTEMS
DEVELOPMENT:CORPORATE ID
DEVELOPMENT:DATABASE
DEVELOPMENT:E-BUSINESS STRATEGIES
DEVELOPMENT:EMPLOYMENT EQUITY
DEVELOPMENT:EMPOWERMENT WOMEN
DEVELOPMENT:ENTREPRENEURIAL SKILLS
DEVELOPMENT:FINANCIAL SYSTEMS
DEVELOPMENT:PERFORMANCE MANAGEMENT
DEVELOPMENT:PERSONAL DEVELOPMENT
DEVELOPMENT:PERSONNEL
DEVELOPMENT:PROJECT MANAGEMENT
DEVELOPMENT:PROMOTIONS & ADVERTISING
DEVELOPMENT:SKILLS
DEVELOPMENT:SMALL BUSINESS (SMME)
DEVELOPMENT:SOFTWARE BUSINESS
DEVELOPMENT:STRATEGIES
DEVELOPMENT:STRESS MANAGEMENT
DEVELOPMENT:TECHNOLOGY
DISPLAY SERVICES
DISTRIBUTION SERVICES
DRAIN CLEANING SERVICES
DRAWING OFFICE EQUIPMENT
DRAWING OFFICE SUPPLIES
DRESSMAKING
DRUMS COPIERS
DUPLICATING EQUIPMENT
EDITING SERVICES
EDUCATIONAL SERVICES
ELECTRICAL APPLIANCES
ELECTRICAL APPLIANCES HOUSEHOLD
ELECTRICAL COMPONENTS & EQUIPMENT
ELECTRICAL CONTRACTORS
ELECTRONIC APPLIANCES
ELECTRONIC COMPONENTS & EQUIPMENT
ELECTRONIC CONTRACTORS
EMBROIDERY SERVICES (& LOGO)
ENCODING
ENCRYPTION SOFTWARE & SYSTEMS
ENGRAVING SERVICES
ENGRAVING SERVICES & EQUIPMENT
ENTERTAINMENT (PERFORMERS)
ENTERTAINMENT FACILITIES
ENTERTAINMENT SERVICES (TOURISTS)
ENTERTAINMENT VENUES & THEATRES
EVENT & CONFERENCING MANAGEMENT
EXHIBITION CENTRES
FACILITATION GENERAL SERVICES
FACILITATION SERVICES CONFERENCE
FIRST AID SUPPLIES & EQUIPMENT
FLAGS & MAPS

FLORISTS
FOOTWEAR
FRAMING SERVICES
FURNITURE
FURNITURE REMOVALS (OFFICE FURNITURE)
GARDENING SERVICES
GIFTS PROMOTIONAL
GRAPHIC DESIGN SERVICES
HARDWARE & BUILDING SUPPLIES
HEATERS & HEATING EQUIPMENT
HOSPITALITY SERVICES CORPORATE
ID CARD PERSONALISATION SYSTEMS
ILLUSTRATION SERVICES
IMAGING SERVICES
INFORMATION SERVICES
INTERCOMMUNICATION SYSTEMS
INTERIOR DECORATORS
INTERIOR DESIGN SERVICES
INTERPRETATION SERVICES MAGNETIC SURVEYS
INTERPRETING SERVICES LANGUAGE
INVESTIGATION SERVICES
LABELS & LABELING SERVICES
LIBRARY SERVICE CONSULTANTS
LOCKSMITHS
LOGO : CROCKERY
LOGO : DESIGN SERVICES
LOGO : ENGRAVING
MAGAZINE PUBLICATION
MAGAZINES SUPPLIER
MAILROOM EQUIPMENT
MULTI MEDIA SERVICES
MULTIMEDIA PRODUCTS & AIDS
NETWORK SOLUTIONS
NETWORKING
NETWORKING SOFTWARE
OFFICE AUTOMATION EQUIPMENT
OFFICE AUTOMATION EQUIPMENT REPAIRS
OFFICE AUTOMATION HIRE
OFFICE CONSUMABLES
OFFICE EQUIPMENT
OFFICE FURNITURE
OFFICE LAYOUT DESIGN SERVICES
OFFICE MACHINES & EQUIPMENT
OILS & LUBRICANTS
PACKAGING MATERIALS
PAINT SUPPLIES
PAINTING CONTRACTORS
PAINTINGS
PEST CONTROL SERVICES
PRINTING & DESIGN SERVICES
PRINTING CONSUMABLES
PRINTING SERVICES
PUBLICATIONS
PUBLISHERS
RECORDING SERVICES SOUND & CONFERENCE
RECREATION CENTRES
RECRUITMENT AGENTS
REFRIGERATION EQUIPMENT & REPAIRS
REMOVAL SERVICES FURNITURE
REMOVAL SERVICES REFUSE

