

## SUPPLIER / VENDOR DATABASE REGISTRATION FORM

### Company registered name:

(In block letters)

### Core Business (Service):

(Select one only from the List of Services provided on Page 11 of this document)

### Delivery address:

**The Procurement Department  
IBG Building, Ground Floor, North Wing  
International Business Gateway  
C/o New and 6<sup>th</sup> Road  
Midrand  
Gauteng  
1685**

# SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH PRODUCTIVITY SA

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

1. It should be noted that Productivity SA reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on Productivity SA's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.
5. Mark the appropriate square with a "✓" where it is applicable to you.
6. If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.
9. A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
10. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish Productivity SA with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure the Productivity SA is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate accredited by SANAS. **Suppliers whose tax clearance certificates and / or BEE certificates have expired will be blocked from Productivity SA's database until such time as valid documents are submitted.**
13. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
14. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by Productivity SA. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with Productivity SA.
15. Please read notes below very carefully:

**Services:** The commodity the business wishes to register for as a supplier. (Only one service)

**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 arrangements.

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.
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**Historically Disadvantaged Individual (HDI)** means a South African citizen

- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution); and/or
- (2) who is a female; and/or
- (3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI.

**Black people** is a generic term which means: African, Coloured and Indian.

**Youth** refers to persons between the ages of 18 to 35, both inclusive.

16. "Except for the specific goods or service procured by the Productivity SA, service providers are required not to offer any gift, hospitality or other benefit to any Productivity SA official. To avoid doubt, branded marketing material is considered to be a gift. Furthermore, should any Productivity SA official request a gift, hospitality or other benefit, the service providers is required to report the matter to our toll free fraud line at 08600 22 194."
17. Verification prior approval as prospective service provider:
  - Kindly note that all prospective goods / service providers seeking business opportunities with the Productivity SA are subjected to verification of company's directors. The verification process entails security checks on registration with Companies Intellectual Property Commission (CIPC), Blacklisting of Companies and or its Directors by National Treasury.
  - As a result we are compelled to obtain consent from you to proceed with the verification failure to which will result in non-compliance and subsequently to the company not recognised as a prospective goods / service provider with the Productivity SA. Kindly complete the consent form attached on the website and forward to the address indicated on the cover page.
  - This organization reserves the right to institute any further action to satisfy itself on the suitability of prospective goods / prospective provider.
18. **The front page of the envelope must be clearly marked "Supplier / Vendor Database Registration". The envelope must be hand delivered or posted via registered mail to one of the following addresses:**

**Physical Addresses:**

**Supplier / Vendor Database Registration**  
**Productivity SA: Procurement Department**  
IBG Building, Ground Floor, North Wing  
International Business Gateway  
C/o New and 6<sup>th</sup> Road  
Midrand  
1685

**Postal Address:**

**Supplier / Vendor Database Registration**  
**Productivity SA: Procurement Department**  
Private Bag 235  
Midrand  
1685

19. Please mark the back of the envelope with Sender (*Business Name*), Contact Person, Telephone Number and the Core Business (Service) for ease of reference.
20. I have read and understood the important notes on pages 2 and 3

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Authorised signatory

1. Business Profile **(Please complete or tick where applicable)**

Registered Company Name: \_\_\_\_\_

Trading Name (if different): \_\_\_\_\_

Business Type:

- |   |   |
|---|---|
| <input type="checkbox"/> Sole Trader            | <input type="checkbox"/> Partnership                  |
| <input type="checkbox"/> Close Corporation      | <input type="checkbox"/> Company (Private/Public)     |
| <input type="checkbox"/> Government Institution | <input type="checkbox"/> Other (please specify) _____ |

Business Registration Number: 

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(Please attach certified copy of proof of registration)

Income Tax Number: 

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Vat Number: 

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PAYE Number: 

--	--	--	--	--	--	--	--	--	--

UIF number: 

--	--	--	--	--	--	--	--	--	--

Skills Development number: 

--	--	--	--	--	--	--	--	--	--

Compensation for Occupational Injuries and Diseases (COID) number: 

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Original Tax Clearance Certificate Attached 

YES	NO
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Expiry Date: 

Y	Y	Y	Y	/	M	M	/	D	D
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Valid BEE Certificate Attached 

YES	NO
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Expiry Date: 

Y	Y	Y	Y	/	M	M	/	D	D
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Enterprise Profile Attached 

YES	NO
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Share certificates / Cipro documents attached 

YES	NO
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Number of Years in Business 

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Postal Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Toll Free Number: \_\_\_\_\_ Switchboard Number: \_\_\_\_\_

Web Address: \_\_\_\_\_

## **CONTACT PERSONS**

### **Finance Department**

Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Sales Department**

Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Documentation to be attached to this application form**

<b>Item No</b>	<b>Documentation required</b>	<b>Included</b>	<b>If not included provide reason</b>
1	Original certified copy of company registration forms		
2	<b><u>Original</u></b> valid tax clearance certificate		
3	Original certified copies of shareholder certificates / CIPRO documents		
4	Original certified copies of shareholders / directors / owners / members identity documents.		
5	Original certified copy of accreditation certificate for relevant industry		
6	<b>Current</b> BBBEE Certificate issued by SANAS accredited rating agency or letter from auditor/accountant confirming annual turnover or Affidavit for SMMES and Emerging Suppliers		
7	Company Profile		
8	Audited financial statements for the past 3 years		
9	<b><u>Original</u></b> Cancelled cheque/ <b><u>Original</u></b> bank stamped letter confirming bank details		
10	Declaration of interest (SBD 4)		

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, 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 bid(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 bid.

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

2.1 Full Name of bidder or his or her representative: \_\_\_\_\_

2.2 Identity Number: \_\_\_\_\_

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_

2.4 Company Registration Number: \_\_\_\_\_

2.5 Tax Reference Number: \_\_\_\_\_

2.6 VAT Registration Number: \_\_\_\_\_

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?  
**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member \_\_\_\_\_

Name of state institution at which you or the person connected to the bidder is employed:

\_\_\_\_\_

Position occupied in the state institution: \_\_\_\_\_

Any other particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

**YES / NO**

Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

**YES / NO**

2.8.1 If so, furnish particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1 If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.10 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 state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**



2.10.1 If so, furnish particulars.

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2.11 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?

**YES/NO**

2.11.1 If so, furnish particulars:

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**3. Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Tax Reference Number</b>	<b>State Employee Number / Personnel Number</b>

**4. DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23  
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

May 2011

**COMPANY BANKING DETAILS  
INDEMNITY FORM**



Company registered name		
<b>Payments will be transferred into this account:</b>		
Bank Name		<b>COMPULSORY Bank stamp confirming banking details are correct</b>
Branch Name		
Account number		
Controlling Branch Code		
Type of account		
<hr/> <b>Bank Official Name &amp; Surname</b>		<hr/> <b>Signature</b>
		<hr/> <b>Date</b>

*In addition submit original cancelled cheque / Original bank stamped letter confirming bank details.*

**GLUE ORIGINAL CANCELLED CHEQUE HERE**

<b>OFFICE USE ONLY</b>				
Captured by		<b>Initial:</b>	<b>Date</b>	
Checked by		<b>Initial:</b>	<b>Date</b>	
Confirmed by		<b>Initial:</b>	<b>Date</b>	

**List of Services**

Please mark clearly with a “✓” the entity’s **Core Business** below (**select only one**) and write the selection on the cover page of this application form and on the back of the envelope.

<b>Advertising (Placement of Advertisements)</b>	
	Electronic Media
	Outdoor Media
	Print Media
	Other (Please specify)
<b>Archiving &amp; Related Services</b>	
	Archiving & Related Services
<b>Assets &amp; Goods</b>	
	Audio & Video Systems
	Electronic Equipment (Projectors, Cameras, etc.)
	Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.)
	Motor Vehicles
	Office Equipment
	Office Furniture
	Other (Please specify)
<b>Assets Services</b>	
	Audio & Video Systems (Maintenance & Support)
	Refrigeration Equipment Repairs
	Repair of Office Furniture
	Repair of Electrical Equipment
	Other (Please specify)
<b>Corporate Clothing &amp; Gifts</b>	
	Corporate Clothing, Promotional Items & Gifts
	Flowers
	Framing of Certificates / Awards
	Other (Please specify)
<b>Document Services</b>	
	Courier Services (incl. Postal Services)
	Franking Machine Services
<b>HR &amp; Related Services</b>	
	Change Management Consultants
	Executive Search Consultants
	Performance Management Consultants
	Personal Development Consultants

	Recruitment Agencies
	Remuneration & Salary Structuring Consultants
	Skills Analysis & Development Consultants
	Staff Wellness Services
	Team Building (Venue, Events & Organisers)
	Transcription Services
	Voluntary Counselling & Testing
<b>IT &amp; Related Services</b>	
	IT Hardware & Network Equipment – preferably Hewlett Packard
	IT Hardware & Network Maintenance & Support
	IT Network Cabling
	IT Professional Services (Consulting & Contracting)
	IT Security Services
	IT Software (Server, Operating, Antivirus & Other) – currently Microsoft house
	Specialist IT Services, Architecture, Security, etc.
	Unified Communications and Telephony
	Virtual Data Centre and Hosting
	Website Design (Joomla CMS)
	Other (please specify)
<b>Logistics Household Items Goods</b>	
	Soft drinks
	Carpets / Carpeting Installation
	Crockery, Cutlery, Table Cloths, Doilies
	Dry Goods (Tea, Coffee, Sugar, etc.)
	Fresh Milk
	Household Cleaning Materials
	Protective Clothing
	Shelving (Steel & Wood)
	Uniforms
<b>Logistics Household Items Services</b>	
	Catering
	Cleaning (General and Specialised, incl. Exterior Window Cleaning)
	Dry Cleaning Services
	Fire Detection, Prevention and Security Systems
	First Aid Supplies / Equipment / Kits (OHASA)
	Pest Control / Fumigation
	Pot Plant Servicing

	Sanitation
	Supply of Newspapers, Journals, Publications, etc.
<b>Maintenance &amp; Related Services</b>	
	Air Conditioning Specialist
	Building Contractor
	Carpet / Upholstery Cleaning
	Construction Maintenance Services
	Electrical (Globes, Plugs, Wire, etc.)
	Fire Extinguisher Service
	Furniture (Castors, Screws, Brackets, etc.)
	Furniture Removals
	Hardware
	Mechanical Services
	Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting)
	Plumbing (Toilet Seats, Washers, Taps, etc.)
	Recycling Services
	Repair of Printer / Copier / Scan / Fax Machines
	Access control systems (Biometrics and Card)
	CCTV systems (Network Cameras, DVR, Backups)
	Fire Fighting systems (Fire extinguishers, Fire hoses, gas, fire mimic)
<b>Printing &amp; Related</b>	
	Copying Services
	Printing, Layout & Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.)
	Signage

<b>Professional Services: Conference &amp; Seminars</b>	
	Event Management (incl. Chairs, Décor, Screens, Stage, Podium, Catering)
<b>Professional Services: FORENSIC INVESTIGATIONS</b>	
	Investigations
	IT Forensic Specialists
	Technical Surveillance Specialists
	Other (please specify)
<b>Professional Services: Other</b>	
	Accounting & Auditing Services
	Actuarial Services
	Attorneys (Corporate, Commercial & Labour)
	Business Advisory Consultants
	Business Analysis & Design Consultants
	Business Assessments (Financial and Organisational Assessments)
	Business Management Consultants
	Business Process Re-Engineering Consultants
	Business Solutions Consultants
	Commercial Property Agents
	Entertainers (Performers)
	Financial & System Integration Consultants
	Financial Administration Consultants
	Financial Systems Consultants
	Governance Consultants
	Insurance Brokers
	Knowledge Management Solutions Consultants
	Lean Management and Productivity Improvement
	Market Research Consultants
	Marketing Consultants
	Media Liaison Consultants
	Media Monitoring (Print & Electronic Media)
	Monitoring and evaluation specialist (special focus on public sector programmes)
	Organisational Dynamics Consultants
	Procurement Advisory Services
	Professional Photographers / Photography Equipment
	Project Management Consultants
	Public Relations & Consulting Services
	Quantity Surveyors

	Turnaround and Business Rescue specialist
	Risk Management Consultants
	Stakeholder Perception Survey Services
	Strategic Planning & Development Consultants
	Strategic Planning Facilitation
	Videographer
<b>Rental</b>	
	Audio-visual Systems
	Crockery & Cutlery
	Décor
	Furniture
	Office Equipment
	PC's, Laptops, Other Computer Equipment
	Screens
	Toilets
	Vending Machines
<b>SAFETY &amp; Security</b>	
	Background Checks / Verification Services
	Biometrics Access Systems Installations
	CCTV Systems Installations
	Security Risk Assessment
	Information security
	Firefighting systems Installations
	First aid boxes
	First aid contents (bandage, scissor)
	Locks & Keys
	PA systems
	Vehicle Tracking Systems
	Alarm systems
	OHS Compliance assessment
	Occupational Health and Safety
<b>Stationery &amp; Related</b>	
	Barcode Labels
	Printer Cartridges and Other Consumables
	Recycling of Empty Toner Cartridges
	Stationery

<b>Telecommunications</b>	
	Voice & Data Cabling
<b>Training (SETA Accredited, etc.)</b>	
	Assessor Training
	Business Process Mapping & Modelling Training
	Business Writing Skills
	Career Management
	Change Management Training
	Communication Skills
	Conflict Management Training
	Corporate Secretariat Training
	Customer Care Training
	Diversity Training
	Employee Wellness Programmes
	Employment Equity Training
	Etiquette Training
	Facilitation Skills
	Facilities Management Training
	Financial Management Training
	Governance Training
	Health & Safety Programmes (CPR)
	HIV / AIDS Training
	Human Resource Development Training
	Human Resource Management Training
	Internal Audit Training
	Interpersonal Skills Training
	IT Development Training
	ITIL v3 Management Training
	Labour Law Training
	Leadership Development Programmes
	Management Development Programmes
	Mentorship Training
	MS Office Training
	Negotiation Skills
	Occupational Health & Safety Training (First Aid Training, etc.)
	Organisational Development Training
	Performance Management Training



	Personal Assistant Training
	Policy Management Training
	Prevention & Detection of Procurement & Contract Fraud Training
	Prince 2 Project Management Training
	Project Management Training (incl. Project Admin)
	Report Writing Skills
	Shop Stewards Training
	Skills Development Facilitator Training
	Strategic Planning Training
	Supervisory Development Programmes
	Time Management Training
<b>Travel, Accommodation &amp; Related</b>	
	Accommodation
	Car Hire
	Conference Facilities / Venues
	Transport Services (Busses, Shuttles, Other)
	Travel Agencies
<b>OTHER (Please specify)</b>	