



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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TO ALL SUPPLIERS SEEKING APPROVED REGISTRATION AS A SUPPLIER ON THE DATABASE OF TSHWANE SOUTH TVET COLLEGE

All suppliers are herewith invited to register as an approved supplier on the database of Tshwane South Technical and Vocational Education and Training College.

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 college 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 college.

The main objective of this process is to use the database as an empowerment tool, which can be maintained whilst at the same time we enhance transparency and equality.

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

Suppliers list on a rotational basis suppliers are selected from the supplier database according to their products and/or skills, hereafter referred to as commodities.

When the need for a commodity arises the top three suppliers hereof are selected from the database list and will each receive a Request for quotation (RFQ). Having been approached for a RFQ these suppliers will move to the bottom of the list. Therefore, the next time the need for a commodity arises the following three suppliers will receive RFQ's.

PLEASE NOTE: Each enterprise is responsible to maintain and/or update its own information. If it comes to our attention that information is not valid or relevant at the date the RFQ is generated, the college may, without NOTICE remove the supplier from the database.

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 a valid Tax Clearance certificate with VAT registration (if registered) must be obtained from Receiver of Revenue where the supplier is registered for tax purposes. The Receiver of Revenue will furnish the supplier with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue.

FAILURE TO SUBMIT THE FOLLOWING COMPULSORY DOCUMENTS WILL INVALIDATE THE APPLICATION:

1. Original and valid Tax Clearance Certificate
2. Company Profile clearly stating line of business
3. Copies of company registration (CK/CC) forms
4. ID copy / copies of owner(s) / shareholder(s)
5. Bank letter with stamp of not older than 6 months confirming banking details
6. B-BBEE Certificate issued by Verification Agencies Accredited the South African National Accreditation System (SANAS) or B-BBEE Certificate issued by Registered Auditors approved by the Independent Regulatory Board of Auditors
7. Latest Municipal Account not older than 6 months confirming business premises

ONLY HAND DELIVERED OR POSTED FORMS WITH NECESSARY DOCUMENTS WILL BE ACCEPTED:

Physical Address:
85 Francis Baard Street
Pretoria
0001

Postal Address:
P.O. Box 151
Pretoria
0001

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** prospective vendors seeking registration as approved suppliers
- The questionnaire must be completed in **full** and be **signed**
- A **company profile** may accompany the registration form but will **not be accepted** as substitute for application form – all areas on the application form **MUST** be completed by applicant;
- Applicants will be contacted via Fax/Email and MUST therefore submit a **valid fax number**
- It should be noted that **Tshwane South TVET College** reserves the right to accept or reject any application without being **obliged to give any reason** in this respect;
- Suppliers will not be notified whether application was accepted or not but will be advised of the outcome if telephonically if requested
- Supplier must comply with all the **registration-criteria** for registration to be finalized – **failure** to do so may result in the application being declined.

Supplier Detail

Company Name: _____

Company / Close corporation Registration Number:	
VAT Registration Number:	
Income tax reference Number:	
Web Address (if applicable)	
Email Address:	
Telephone Number : (Compulsory)	
Fax Number: (Compulsory)	
Toll Free Number:	
Number of full time employees:	

Postal Address (compulsory)

Physical Address (compulsory)

Postal Code:	Postal Code:

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

(Please cross(X) the relevant box)

Tax Clearance Certificate Attached	Yes	No
Expiry Date:		

Supplier Grouping Details: Type of Firm: (Please Cross (x) 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 Position:	
Cell Phone Number:	
Fax Number:	
Email Address	

Contact Person (Sales) in your company

Name:	
Company Position:	
Cell Phone Number:	
Fax Number:	
Email Address	

NB. Tick a maximum of five (5) relevant commodity group(s) to your business.

Please Tick Relevant Box	
Description of commodity group	Description of commodity group
Access Control Services	Intercom Systems
Accommodation	Interior Decorating & household services
Accommodation Hire	Irrigation
Advertising	Installations Maintenance & Repair Services
After Events Cleaning	IT Hardware Consumables, Sales & Repair
Artist Management	IT Services Accessories & Consumables
Ambulances	Land Development Planning Services
Air conditioners	Land Reform Restitution & Land Tenure Programme Services
Building Contractor	Learning Material
Building Maintenance	Legal Services
Building Material	Library Materials
Car Wash	Cleaning Chemicals & Laundry
Catering	Marketing Services
Civil Works	Medical
Cleaning Materials and Equipment	Network Setup & Maintenance
Cleaning Services and Supplies	Office Consumables Refreshments
Clothing	Office Equipment & Furniture
Computer Equipment Software Sales & Repair	Office Flowers
Communication & Information Management Support Services	Office Material
Construction Material	Panel Beating Consumables
Consumables	Plumbing
Corporate Gifts / Promotional Material	Professional Services
Cosmetology / Make - Up	Protective Clothing
Courier Services	Protective Equipment

Domestic Appliances		Publications	
Distribution of Goods and Services		Refuse Removal	
Electrical, Hardware Supplies & Equipment		Repairs and Maintenance	
Embroidery		Reprographic Services	
Engineering Services		Safety Health & Environmental Services	
Equipment Supply		Signage	
Event Management		Sounds and PA Systems	
Fencing		Stationery	
Fleet Management		Steel Material	
Financial Services		Supply Goods and Services	
Florists		Supply of Medical Consumables	
Gas		Telecommunication Services	
Gardening Equipment and Accessories		Textbooks	
Garden Services		Toners	
General Building & Maintenance		Tools Equipment and General Machinery	
General Construction		Tours Organizer	
General Electric Services		Training and Consultancy	
General Printing		Training & Development Services	
Graduation Gowns		Training & General Skills Development	
Graphic Design		Translation	
Hiring Tents, Chairs & Toilets		Travelling, Transport Re-location & Freight Services	
Human Resource Consulting		Uniform & Protective Clothing	
Human Resource Support & Services		Vehicle Maintenance & Services	
Hygiene Services		Venue Hire	

**Attach a page with other commodities supplied / services rendered if not specified in the above table.
SMME status of your enterprise:**

- Please use this table to determine the SMME status of your enterprise
- Please cross (x) 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	50	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	5	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	2	2.5	0.5	0.1

SMME status of your enterprise: (please cross (x) 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	Date RSA Citizenship obtained	ID Number	%owned by HDI	% owned by women	% owned by disabled individuals

Financial Information (compulsory)

Indicate your business enterprise's Turnover over the past 3 years

Previous Financial Year (Specify Period):	
Last Financial Year (Specify Period):	
This Financial Year (Specify Period):	

Kindly provide your business enterprise banking details below (Please submit original verified by bank with stamp)

a) Name of Bank						
b) Name of Branch						
c) Account Number						
d) Branch Code						
e) Account Holder						
f) Type of Account	Cheque / Current		Transmission		Savings	Others (specify)

FOR BANK USE:

Date stamp of bank certified as correct:

Initials and Surname of (Bank Official) _____

Signature (Bank Official) _____

Telephone Number (Bank) _____

FOR BUSINESS ENTITY USE:

Signature: _____
(of business enterprise employee duly authorized to sign on behalf of your business)

Name of business entity employee: _____

Designation of employee: _____

Name of business entity: _____

Telephone No. of business entity _____

Date: _____

PLEASE NOTE:

I/We will not hold Tshwane South College liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to TSC prior to payment.

Signature: _____ **Date:** _____
(of business enterprise employee duly authorized to sign on behalf of your business)

HDI Ownership Status: Please read notes below very carefully

Instruction 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.

Terminology:

- **Commodities:** the commodities the company wishes to be registered for as a supplier to the College
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for a supplier to the college
- **Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risk and profits commensurate with the degree of ownership interest as demonstrated by an examination rather than form of ownership arrangements.
- **Historically Disadvantaged Individuals (HDI):** means a South African citizen 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, 1993, (Act No 200 of 1993)
- **Women:** A female person who is a South African citizen
- **Establishment of HDI / Woman Equity Ownership in a enterprise:** Equity ownership shall be equal 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)

	Maximum Points	% Equity Ownership	HDI Points Claimed
Historically Disadvantaged Individual (HDI)	10	%	
Woman Equity (WE)	7	%	
Disabled Individuals (DA)	3	%	

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:
