



***DEPARTMENT OF
COMMUNITY SAFETY AND LIAISON
“Building A United Front Against Crime”***

Supplier Database
Form

SUPPLIERS SEEKING REGISTRATION AS APPROVED SUPPLIER ON THE DATABASE OF THE DEPARTMENT COMMUNITY SAFETY AND LIAISON

Suppliers are herewith invited to register as an approved supplier on the database of Department Community Safety and Liaison.

In order to comply with the procedures set out in the Supply Chain Management guidelines and the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Agency has to develop a supplier database to be used by the Supply Chain Management Unit for acquisition of goods and services.

Although preference will be given to suppliers on the database, it does not necessarily follow that suppliers who are not yet on the database will be totally exempted from quoting for the supplying of goods or services to The Department Community Safety and Liaison. It is envisaged however, that this database will contribute to the efficient administration and compliance with the PFMA.

Should you require further clarification please contact:

Ms TB Ngcobo
(033) 3419393

SUPPLIER REGISTRATION FORM 2009

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

Supplier/Provider 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:

Postal Code:														

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

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please ✓ the relevant box) **NB. Original**

Tax Clearance Certificate (Please attach to application form)	Attached	To Follow
Expiry date:		

Supplier Grouping Detail: Type of Firm: (Please ✓ the relevant box)

1	Public Company (Ltd)			7	Sole Proprietor	
2	Private company (Pty) Ltd			8	Foreign Company	
3	Closed Corporation (cc)			9	Partnership	
4	Other (specify)			10	Trust	
5	Joint Venture			11	Section 21 Company	
6	Consortium			12	Government / Parastatals	

Main contact person in your company:

Name:																				
Company Position:																				
Cell phone Number:																				
ID Number :																				
e-mail address:																				

Contact person (Sales) in your company:

Name:																				
Position in company:																				
Cell Phone Number:																				
ID Number:																				
E-mail address:																				

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.

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
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 (Compulsory) (according to SMME table above)

Please ✓ the relevant box

Micro		Very Small		Small		Medium		Large	
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Trade names : Maximum of 10 will be registered

Trade names (Example: Lexmark)	Description (Example:Toner)

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 the Agency.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Agency. **Only 8 will be registered** – be sure to select your core business activities.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Agency.
- **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 Agency, 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)	%
Youth (18 to 35 years old)	%
Disabled Individuals (DE)	%

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

Comments / Notes:

LIST OF COMMODITIES

(Only 8 will be registered – tick on
left side)

	ABRASIVES		CARPET CLEANING SERVICES		OFFICE AUTOMATION HIRE
	ACCOMODATION		CARTRIDGES		OFFICE CONSUMABLES
	ACCOUNTING & BOOKKEEPING SERVICES		CATERING SERVICES		OFFICE EQUIPMENT
	ACCOUNTING SYSTEMS SOFTWARE		CELLULAR TELEPH NETWORK PROVIDERS		OFFICE FURNITURE
	ADVERTISING		CELLULAR TELEPH SALES & CONTRACTS		OFFICE FURNITURE REQUISITES
	ADVERTISING AND PRINTING		CORPORATE GIFTS & PRODUCTS		OFFICE LAYOUT DESIGN SERVICES
	BUSINESS MANAGEMENT		COURIER SERVICES		OFFICE MACHINES & EQUIPMENT
	BUSINESS PLANS		CLEANING SERVICES		PRINTING & DESIGN SERVICES
	BUSINESS SOLUTIONS		COMPUTER CABLING SYSTEMS		PRINTING CONSUMABLES
	BUSINESS STRATEGY DEVELOPMENT		COMPUTER COMPONENTS		PRINTING SERVICES
	BUSINESS SYSTEMS SOFTWARE		COMPUTER CONSUMABLES		PUBLICATIONS
	BUSINESS TRAINING AND SKILLS SERVICES		COMPUTER HARDWARE & PRINTERS		RECORDING SERVICES SOUND & CONFERENCE
	ALARM SYSTEMS AND EQUIPMENT		COMPUTER NETWORKING		REFRIGERATION EQUIPMENT & REPAIRS
	ARCHIVING SERVICES & SYSTEMS		COMPUTER REPAIRS		SEMINARS
	AUDIO VISUAL AIDS & EQUIPMENT		COMPUTER SERVICES		SERVICE PROVIDERS CELLULAR TELEPHONE
	AUDIO VISUAL EQUIPMENT		COMPUTER SOFTWARE		SIGNS
	AUDIO VISUAL EQUIPMENT HIRE		COMPUTER SOLUTIONS		STATIONERY OFFICE BASIC
	AUDIO VISUAL EQUIP REPAIRS & SERVICES		CONFERENCE ACCESSORIES		STORAGE SERVICES & FACILITY
	AUDIO VISUAL PRODUCTIONS		CONFERENCE CENTRES & FACILITIES		STORAGE SYSTEMS (DOCUMENT & COMPUTER)
	AUDIO-VISUAL PRESENTATIONS		CONFERENCING SYSTEMS		SAFES & SAFE REMOVAL SERVICES
	AUDITING SERVICES		EVENT & CONFERENCING MANAGEMENT		SECRETARIAL SERVICES
	BACKUP SERVICES COMPUTER DATA		EXHIBITION CENTRES		SECURITY & ACCESS CONTROL EQUIPMENT
	BADGES CONFERENCE, EMBROIDERED, METAL		FACILITATION GENERAL SERVICES		SECURITY & ACCESS CONTROL SERVICES
	BAGS CONFERENCE / TRAVEL / PROMOTIONAL		FACILITATION SERVICES CONFERENCE		SECURITY & ACCESS CONTROL SYSTEMS
	BAR CODE LABELS		FIRE EXTINGUISHING		VEHICLES HIRING

	BLINDS & AWNINGS		FIRST AID SUPPLIES & EQUIPMENT		TEAM BUILDING
	BUSINESS ANALYSIS AND DESIGN		FLAGS & MAPS		TRACKING SERVICES SECURITY
	CONSULTING:EXHIBITIONS		FLORISTS		TRACKING SYSTEMS
	CONSULTING:EXPORT & IMPORT		FLOWERS		TRACKING SYSTEMS VEHICLE
	CONSULTING:FINANCIAL ADMINISTRATION		FRAMING SERVICES		TRAINING SERVICES
	CONSULTING:FINANCIAL PLANNING		FRANKING MACHINES		TRANSCRIPTION SERVICES
	CONSULTING:FORENSIC		FREIGHT SERVICES (AIR, LAND, SEA)		TRAVEL AGENCY
	CONSULTING:HUMAN RECOURCES		FURNITURE		OTHER SERVICES (PLEASE SPECIFY):
	CONSULTING:LEGAL SERVICES		FURNITURE REMOVALS (OFFICE FURNITURE)		
	CONSULTING:MARKETING & ADVERTISING		GIFTS PROMOTIONAL		
	CONSULTING:ACCESS CONTROL SYSTEMS		GRAPHIC DESIGN SERVICES		
	CONSULTING:ACQUISITION MANAGEMENT		DEVELOPMENT:MANAGEMENT		
	CONSULTING:ACTUARIES & REMUNERATION SERVICE		DEVELOPMENT:MANAGEMENT TOOLS		
	CONSULTING:ADMINISTRATION		DEVELOPMENT:PERFORMANCE MANAGEMENT		
	CONSULTING:ADMINISTRATION EMPLOYEE		DEVELOPMENT:PERSONAL DEVELOPMENT		
	CONSULTING:ASSET MANAGEMENT SOFTWARE		DOCUMENT BINDING SERVICES		
	CONSULTING:BUSINESS MANAGEMENT		EMBOSSING SERVICES		
	CONSULTING:PERFORMANCE MANAGEMENT		EMBROIDERY SERVICES (& LOGO)		
	CONSULTING:PERSONAL DEVELOPMENT		ENGRAVING SERVICES		
	CONSULTING:PERSONNEL		ENTERTAINMENT (PERFORMERS)		
	CONSULTING:PROMOTIONS & ADVERTISING		ENTERTAINMENT FACILITIES		
	CONSULTING:PROJECT MANAGEMENT		LOCKSMITHS		
	CONSULTING:PROPERTY DEVELOPMENT		MAGAZINE PUBLICATION		
	CONSULTING:PUBLIC RELATIONS & SERVICES		MAGAZINES SUPPLIER		
	CONSULTING:QUALITY CONTROL		MAPS		

	CONSULTING:RISK MANAGEMENT		MULTI MEDIA SERVICES		
	CONSULTING SERVICES		MULTIMEDIA PRODUCTS & AIDS		
	CONSULTING:SKILLS ANALYSIS & DEVELOPMENT		NETWORK SOLUTIONS		
	CONSULTING:SMALL BUSINESS DEVELOPMENT		NETWORKING		
	CONSULTING:STRATEGIC PLANNING & DEVELOPMENT		NETWORKING SOFTWARE		
	CONSULTING:STRESS MANAGEMENT		OFFICE AUTOMATION EQUIPMENT		
	CONSULTING:BUSINESS SKILLS		OFFICE AUTOMATION EQUIPMENT REPAIRS		

Checklist of document required

(Please ✓ the relevant box in each column)

Yes No

	Yes	No
❖ Company profile		
❖ Tax clearance		
❖ BEE certificate		
❖ CK certificate		
❖ Certified ID copies		
❖ Proof of residential		
❖ And Other		

Comments
