



**APPLICATION TO BE REGISTERED
ON THE SASSETA
SUPPLIER DATABASE**



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

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

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA), SASSETA developed a supplier database to be used by the Procurement section.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to SASSETA.

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 SASSETA. 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.

The following documents must be attached to the application form:

- a) **A concise company profile (max 3 pages)**
- b) **Company registration documents**
- c) **Tax clearance certificate (Original)**
- d) **VAT registration certificate (for VAT vendors only)**
- e) **ID for all shareholders**

Completed forms must be delivered to:

**For Attention: Mr. Johannes Radebe
Procurement Officer**

**SASSETA
Level 3 East
Gallagher House
Gallagher Estate
19 Richards Drive
Midrand**

Supplier Grouping detail: Type of Firm: (Please tick 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:																				
E-Mail Address:																				

Sales Contact Person in your Company:

Name:																				
Company Position:																				
Cell Phone Number:																				
Fax Number:																				
E-Mail Address:																				

TRACK RECORD

LIST THE FOUR LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS	CONTRACT FEE

PDI OWNERSHIP STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY

Instructions and Definitions:

(Please read carefully before completing PDI Ownership Status)

Legislation:

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Public Finance Management Act, 2003 (PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to SASSETA.

Terminology:

- Commodities:** The commodities the company wishes to be registered for as a supplier to SASSETA.

- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to SASSETA.
- **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 SASSETA, the rebuttable 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.
- **Woman:** 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.

List all Partners, Proprietors and Shareholders: (Compulsory)

Name	Position in Company	Occupation	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

EQUITY OWNERSHIP

% Shares owned by the following groups: (Compulsory)

	MALE	FEMALE	DISABLED
AFRICAN			
COLOURED			
INDIAN			
WHITE			

PDI Ownership Status:

(Failure to complete this section will result in the application being rejected)

Previously Disadvantaged Individuals (PDI)		%
Women Equity (WE)		%
Disabled Individuals (DA)		%

SMME Status of Your Enterprise:

- Please use this table to determine the SMME status of your enterprise
- Please tick the relevant box in each column

A. Sector	B. Full Time Paid Employees				C. Annual Turnover (R millions)				Total Gross Asset value (R millions)			
	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro
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(e.g Travel Agent)	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services (e.g Consulting Services)	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME Status of your Enterprise: (Please tick the relevant Box)

Micro	
Very Small	
Small	
Medium	
Large	

Declaration of any Conflict of Interest:

Comments / Notes:

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

Suppliers of the following products/services are required to register on the database. Please mark the main services your company supplies: -

SERVICE / GOODS	TICK RELEVANT BOX
Accounting & Bookkeeping Services	
Air Conditioning Services & Repairs	
Air Conditioning Systems & Contractors	
Alarm Systems and Equipment	
Anti Virus Software	
Archiving Services & Systems	
Art & Craft Materials	
Asset management systems	
Asset management systems barcode	
Associations & federations	
Assurance companies	
Auctioneers	
Audio visual aids & equipment	
Audio visual equipment	
Audio visual equipment hire	
Audio visual equipment repairs & services	
Audio visual productions	
Audio-visual presentations	
Backup services computer data	
Badges conference, embroidered, metal	
Bags conference/travel/promotional	
Bags refuse & plastic	
Blinds & awnings	
Books	
Breakdown services	
Brokers labour	
Business advisory services	
Cabinet makers	
Cabling contractors	
Cabling systems & management	
Candles	
Call centres & call centre solutions	
Cards identification	
Carpet cleaning services	
Cartridges	
Catering services	
Chartered accountants	
Closed circuit tv	
Clothing manufacturers	
Computer cabling systems	
Computer components	
Computer consumables	

SERVICE / GOODS	TICK RELEVANT BOX
Computer hardware & printers	
Computer networking	
Computer repairs	
Computer services	
Computer software	
Computer solutions	
Conference accessories	
Conference centres and facilities	
Consulting services	
Consulting: asset management	
Consulting: access control systems	
Consulting: Acquisition management	
Consulting: Actuaries & remuneration service	
Consulting: Administration	
Consulting: Asset management & Barcoding	
Consulting: Asset management software	
Consulting: Communication	
Consulting: Employee development	
Consulting: Employment equity	
Consulting: Forensic	
Consulting: Governance	
Consulting: human resources	
Consulting: insurance	
Consulting: Internet	
Consulting: legal services	
Consulting: logistics systems	
Consulting: organizational dynamics	
Consulting: performance management	
Consulting: personal development	
Consulting: personnel	
Consulting: project management	
Consulting: quality control	
Consulting: risk management	
Consulting: taxation	
Consulting: telecommunications	
Consulting: tender evaluations	
Containers & packaging	
Corporate gifts & products	
Crockery & cutlery	
Cupboards built in	
Data backup services & software	
Data capturing & management services	
Data integration & analysis	
Development: asset software	
Development: database	

SERVICE / GOODS	TICK RELEVANT BOX
Development: employee benefits	
Development: human resources	
Development: IT services & strategies	
Development: promotions & advertising	
Display services	
Distribution services	
Document binding services	
Document duplicating services	
Drums printers	
Dry cleaning services	
Editing services	
Electrical appliances	
Embroidery services (& Logo)	
Engraving services	
Entertainment (performers)	
Entertainment facilities	
Entertainment venues & theaters	
Envelopes	
Exhibition centres	
Facilitation general services	
Facilitation services conference	
First aid supplies & equipment	
Flags & maps	
Florists	
Flowers	
Framing services	
Furniture	
Furniture removals (Office furniture)	
Gifts promotional	
Glazing contractors	
Graphic design services	
Guesthouse, inns & lodges	
Heaters & heating equipment	
Hospitality services corporate	
Hotels	
ID card personalization systems	
Illustration services	
Imaging services	
Information services	
Interior Decorators	
Interior Design Services	
Interpreting Services Language	
Investigation Services	
Labels and Labelling Services	
Leather Products General	

SERVICE / GOODS	TICK RELEVANT BOX
Locksmiths	
Logo: Crockery	
Logo: Design Services	
Logo: Engraving	
Magazine Publication	
Mailroom Equipment	
Maps	
Market Research	
Media Liaison	
Multimedia Services	
Network Solutions	
Networking	
Network Software	
Office Automation Equipment	
Office Automation Equipment Repairs	
Office Automation Hire	
Office Consumables	
Office Equipment	
Office Furniture	
Office Furniture Requisites	
Office Machines and Equipment	
Packaging Materials	
Paintings	
Pest Control Services	
Photography Equipment	
Plantscaping Services Indoor	
Printing Consumables	
Procurement Services	
Publications	
Publishers	
Quality Control Services	
Radio Equipment	
Recording Services Sound & Conference	
Recruitment Agencies	
Recycling Services	
Refrigeration equipment and Repairs	
Removal Services Furniture	
Restaurants	
Retail Stores	
Safes & Safe Removals Services	
Secretarial Services	
Security and Access Control Equipment	
Security and Access Control Services	
Security and Access Control Systems	
Seminars	

SERVICE / GOODS	TICK RELEVANT BOX
Shuttle Services	
Signs	
Sound & Music System/Equipment	
Stationery Office Basic	
Storage Services & Facility	
Storage Systems	
Storage Systems (Document & Computer)	
Team Building	
Telecommunication Equipment	
Telecommunication System	
Training: Business Management	
Training: Business Skills	
Training: Communication	
Training: Communication Strategies & Systems	
Training: Computer Literary	
Training: Computer Programming & Software	
Training: Computer System & Solutions	
Training: Conference & Events	
Training: Customer Interactions	
Training: E-Business Strategies	
Training: Economic Strategy	
Training: Employee Development	
Training: Empowerment Models	
Training: Financial Administration	
Training: Financial Planning	
Training: Financial Systems	
Training: Health Care	
Training: Human Resources	
Training: Information Management	
Training: International Trade	
Training: Internet	
Training: Services & Strategies	
Training: Labour	
Training: Logistics Systems	
Training: Management	
Training: Management Tools	
Training: Multimedia	
Training: Performance Management	
Training: Personal Development	
Training: Personnel	
Training: Project Management	
Training: Public Relations & Services	
Training: Risk Management	
Training: Secretarial	
Training: Security Systems	

SERVICE / GOODS	TICK RELEVANT BOX
Training: Skills Development	
Training: Software Business	
Training: Stress Management	
Training: Technical Skills	
Transcription Services	
Translation Services	
Transport Services Goods	
Transport Services Passengers	
Transportation Services	
Universities	