



APPLICATION FOR REGISTRATION SUPPLIER DATABASE

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

BY HAND:

The procurement Officer
South African National AIDS
Council
2nd Floor – Block E, Hatfield Gardens
333 Grosvenor Street
Pretoria, 0001
www.sanac.org.za

BY POSTAL ADDRESS:

P. O. Box 13912,
HATFIELD,
0028

ENQUIRIES:

Procurement Officer- Tel: 27 (0)12 748 1009 or Email
Beullah@sanac.org.za

IMPORTANT NOTES

Please read carefully before completion of registration form

- To be completed by all vendors seeking registration as an approved supplier.
- The supplier registration form must be completed in full, and signed. Failure to complete the * mandatory fields, will lead to the application not being processed.
- Please note that Registration on the SANAC Supplier Database does not guarantee business for your company. All procurement will be subjected to the procurement policy of SANAC.
- Successful applicants will be contacted via fax and /or email, it is therefore imperative to submit an operating fax number and/or email address. Failure to comply with this requirement will result in your application not approved for registration in the database,
- Only successful suppliers will be notified in writing if their application has been accepted.
- No faxed or e-mailed application forms will be accepted
- Business blacklisted by any organs of state* must first be removed or cleared from blacklist before registration.
- Certified copies of the following documents must be attached to this application form: (Certified not more than 3 month ago)

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

Company registration details

Company Name:			
Trading Name			
Reg.No: <small>e.g. 2004/140566/23</small>		Vat No.:	
Income Tax No.:		Number of full time employees:	

Accreditation / Certification

*Cidb Number			Prof.Reg.Date		
*Contractor Grade <small>e.g SCE PE</small>	CE	GB	EE	SW	ME
PE Status	Yes	No			
**SAACE Reg. No./ other prof. reg. n.o.					
<small>*Note: Cidb info. for contractors only</small>	<small>**Note: SAACE No. for professionals only</small>				

Company Details

Website Address:						
Email Address:						
Telkom area code:		<small>e.g. 012,011 ect.</small>				
Telephone No.				Fax No:		
Toll free No						
Postal Address:						
City / Town:				Postal Code:		
Physical Address:						
City / Town				Postal Code:		

Classification of Business: Please ✓ all the relevant boxes

<input type="checkbox"/> ISO Listed	<input type="checkbox"/> Importer	<input type="checkbox"/> Services	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Repairer	<input type="checkbox"/> Black owned	<input type="checkbox"/> Distributor	<input type="checkbox"/> Exporter	<input type="checkbox"/> Sales
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Supplier Grouping detail: (type of firm) Please ✓ the relevant box

Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/Parastatels/Organ of State	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>		

Contact Person Details

Contact Person:- Title: First Name:

Surname: ID No.:

Cell No.: Work No.:

Fax No.: Position:

E-mail:

Please complete Annexure 5: List of Owners / Proprietors / Partners / Sole Proprietors / Trustees (page 10)

HDI Ownership Status:

Historically Disadvantage Individuals (HDI)	<input type="text"/>	% of ownership
Women Equity (WE)	<input type="text"/>	% of ownership
Disabled Individuals (DA)	<input type="text"/>	% of ownership

BB-BEE Certificate:

Contributing Level	<input type="text"/>
Expiry date	<input type="text"/>

SBD Goals Information:

Skills Empowerment	<input type="text"/>	% of turnover
Human Resources	<input type="text"/>	% of turnover
Upliftment of Communities	<input type="text"/>	% of turnover

Locality Province No Yes If "Yes" please define:

Locality GSDM Region No Yes If "Yes" please define:

Locality Municipal Area No Yes If "Yes" please define:

Locality Rural Area No Yes If "Yes" please define:

SMME Status

- * Please use the table per Annexure 1 (page 5) to determine the SMME status of your enterprise
- * Please ✓ the relevant box

Micro
Very Small
Small
Medium
Large

Business Information

Please indicate your appropriate sector with ✓

Agriculture	<input type="checkbox"/>	Wholesale Trade, Commercial	<input type="checkbox"/>
Mining and Quarrying	<input type="checkbox"/>	Catering, Accommodation, Other	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>	Transport and Storage	<input type="checkbox"/>
Electricity, Gas and Water	<input type="checkbox"/>	Finance and Business Services	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Community, Social and Personal	<input type="checkbox"/>
Retail, Motor Trade and Repair	<input type="checkbox"/>		

Declaration of any Conflict of Interest

Are you currently working as an employee in any organ of state? Yes No

If "Yes", give details:

Have you worked in any organ of state for the past 12 months? Yes No

If "Yes", give details:

Do you have any relative working for an organ of state? Yes No

If "Yes", give details:

Do you have any close relationship with any official working in our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Are you currently servicing on any structures of our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorized to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then **SANAC** may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by **SANAC** as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which may suffer by favorable arrangements after such cancellation and/or;
 - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier **MUST** notify Finance Unit of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20____ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

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Area

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Commissioner of Oaths Signature

Commissioner of Oaths Full Name

Annexure 1 - SMME table

Values of following items dependent on most recent Financial Statement

Item	Value
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				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	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

For office use only	
Summary of results	SMME Status as per above (✓ appropriate block)
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please indicate with ✓

Please note: only 5 commodities will be registered

Construction			
Air-conditioning Systems	<input type="checkbox"/>	Hauling/Heavy	<input type="checkbox"/>
Alarm/Security/Access Control	<input type="checkbox"/>	Equip/Transport Hot Water	<input type="checkbox"/>
Autoclaves	<input type="checkbox"/>	Installations	<input type="checkbox"/>
Brickwork/Masonry	<input type="checkbox"/>	Landscaping/Earthworks	<input type="checkbox"/>
Cabinet/Furniture Making	<input type="checkbox"/>	Lift & Escalator	<input type="checkbox"/>
Concrete works	<input type="checkbox"/>	Equipment Mechanical	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Contracts Metalwork &	<input type="checkbox"/>
Electrical Contracts	<input type="checkbox"/>	Burglar Bars Painting	<input type="checkbox"/>
Fencing	<input type="checkbox"/>	Paving	<input type="checkbox"/>
General Building Work	<input type="checkbox"/>	Plasteri	<input type="checkbox"/>
Glazing	<input type="checkbox"/>	Plumbi	<input type="checkbox"/>
		Pumping Installations	<input type="checkbox"/>
		Road Marking &	<input type="checkbox"/>
		Signage Roadwork's &	<input type="checkbox"/>
		Cleaning Roofing &	<input type="checkbox"/>
		Waterproofing	<input type="checkbox"/>
		Sewerage Installations/Reticulations	<input type="checkbox"/>
		Steam Installations & Ancillary	<input type="checkbox"/>
		Equipment Steel Fabrication & Erection	<input type="checkbox"/>
		Storm water Draining	<input type="checkbox"/>
		Water installations/reticulations	<input type="checkbox"/>

Office Services & Administration			
Accommodation	<input type="checkbox"/>	Fire Hydrants	<input type="checkbox"/>
Air-conditioning & refrigeration	<input type="checkbox"/>	Food & Beverage	<input type="checkbox"/>
repairs Advertising/Public Relations	<input type="checkbox"/>	Garden Services	<input type="checkbox"/>
Auto Repairs & Services	<input type="checkbox"/>	Handyman	<input type="checkbox"/>
Carpet Cleaning	<input type="checkbox"/>	Horticultural	<input type="checkbox"/>
Catering/Vending/Food Supply	<input type="checkbox"/>	Services	<input type="checkbox"/>
Cleaning Equipment/Materials	<input type="checkbox"/>	Insurance/Employee	<input type="checkbox"/>
Cleaning Services	<input type="checkbox"/>	Benefits Interior/Industrial	<input type="checkbox"/>
Computer Supplies/Services	<input type="checkbox"/>	Design	<input type="checkbox"/>
Copywriting	<input type="checkbox"/>	IT	<input type="checkbox"/>
Corporate Gifts/Corporate Clothing	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
Courier Services	<input type="checkbox"/>	IT	<input type="checkbox"/>
Debt Collection	<input type="checkbox"/>	Management	<input type="checkbox"/>
Distribution	<input type="checkbox"/>	IT Networking	<input type="checkbox"/>
Educational Services	<input type="checkbox"/>	IT	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Programming	<input type="checkbox"/>
Fire Extinguishers & Refills	<input type="checkbox"/>	Laundry Service/Dry	<input type="checkbox"/>
Florist	<input type="checkbox"/>	Cleaning Locksmith	<input type="checkbox"/>
Funeral Services	<input type="checkbox"/>	Services Mailing/Courier	<input type="checkbox"/>
		Performance Management	<input type="checkbox"/>
		Printing/Photography/Graphic Design	<input type="checkbox"/>
		Pannelbeating & Spray painting	<input type="checkbox"/>
		Services Personnel Services	<input type="checkbox"/>
		Pest Removal	<input type="checkbox"/>
		Services Promotional	<input type="checkbox"/>
		Material Publishing	<input type="checkbox"/>
		Radio Publicity/TV	<input type="checkbox"/>
		Publicity Real Estate	<input type="checkbox"/>
		Recruitment Agencies	<input type="checkbox"/>
		Safety & Security	<input type="checkbox"/>
		Services Security &	<input type="checkbox"/>
		Access Control	<input type="checkbox"/>
		Telecommunication	<input type="checkbox"/>
		Telephone& Data Line	<input type="checkbox"/>
		Maintenance Training &	<input type="checkbox"/>
		Development	<input type="checkbox"/>
		Travel Agencies	<input type="checkbox"/>
		Vehicle Maintenance & Repairs	<input type="checkbox"/>

Professional Services			
Accountants/Financial Advisory Services	<input type="checkbox"/>	Consultants EDMS	<input type="checkbox"/>
Architects	<input type="checkbox"/>	Consultants EIP	<input type="checkbox"/>
Attorneys/Legal Services	<input type="checkbox"/>	Consultants	<input type="checkbox"/>
Business Information Management	<input type="checkbox"/>	Geohydrological	<input type="checkbox"/>
Consultants Supply Chain Man.	<input type="checkbox"/>	Consultants HR &System	<input type="checkbox"/>
Consultants WSDP	<input type="checkbox"/>	development Consultants IGR	<input type="checkbox"/>
Consulting Engineers (Civil/Structure)	<input type="checkbox"/>	Consultants Industrial	<input type="checkbox"/>
Consulting Engineers (Electrical)	<input type="checkbox"/>	Relations Consultants Job	<input type="checkbox"/>
Consulting Engineers (Geotechnical)	<input type="checkbox"/>	Description Consultants Legal	<input type="checkbox"/>
Consulting Engineers (Mechanical)	<input type="checkbox"/>	Compliance Consultants OHS	<input type="checkbox"/>
Consulting Engineers (Multidisciplinary)	<input type="checkbox"/>	Consultants Organization Development	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Consultants Pre-Employment Assessment	<input type="checkbox"/>
Consultants EAP	<input type="checkbox"/>	Economics Development & Planning	<input type="checkbox"/>
		Enviromental	<input type="checkbox"/>
		Planners Land	<input type="checkbox"/>
		Surveyors Medical	<input type="checkbox"/>
		Practitioners	<input type="checkbox"/>
		Pharmacists	<input type="checkbox"/>
		Project Managers	<input type="checkbox"/>
		Quantity	<input type="checkbox"/>
		Surveyors	<input type="checkbox"/>
		Statisticians	<input type="checkbox"/>
		Teachers	<input type="checkbox"/>
		Town & Regional	<input type="checkbox"/>
		Planners Training	<input type="checkbox"/>
		Providers Translation	<input type="checkbox"/>

Wholesalers/Traders			
Air Pollution Measuring Equipment	<input type="checkbox"/>	Fencing	<input type="checkbox"/>
Batteries	<input type="checkbox"/>	Fire Fighting Equipment and	<input type="checkbox"/>
Books	<input type="checkbox"/>	Consumables Food Supplies	<input type="checkbox"/>
Clothing	<input type="checkbox"/>	Fuel Supplies	<input type="checkbox"/>
Consumables	<input type="checkbox"/>	Furniture	<input type="checkbox"/>
Curtains	<input type="checkbox"/>	Generating	<input type="checkbox"/>
Domestic Appliances	<input type="checkbox"/>	Sets	<input type="checkbox"/>
Electrical Supplies & Equipment	<input type="checkbox"/>	Groceries	<input type="checkbox"/>
Fertilizers	<input type="checkbox"/>	Health Safety and Environmental	<input type="checkbox"/>
Fire Extinguishing	<input type="checkbox"/>	Suppliers IT Hardware and Software	<input type="checkbox"/>
Fire Protection & Detection	<input type="checkbox"/>	linen, Pillows & Blankets	<input type="checkbox"/>
Floor Coverings	<input type="checkbox"/>	Medical Supplies &	<input type="checkbox"/>
		Equipment NGO's/NBO's	<input type="checkbox"/>
		Office Equipment	<input type="checkbox"/>
		Paint Supplies	<input type="checkbox"/>
		Paper &	<input type="checkbox"/>
		Stationery	<input type="checkbox"/>
		Protective Clothing/Uniforms	<input type="checkbox"/>
		Radio/Radio Equipment	<input type="checkbox"/>
		Refrigeration & Air Conditioning	<input type="checkbox"/>
		Refuse Bulk Containers	<input type="checkbox"/>
		Supply Plants, Flowers and Seeds	<input type="checkbox"/>
		Toilet Paper Wrapped/Unwrapped	<input type="checkbox"/>
		Vehicles, Equipment, Trailers &	<input type="checkbox"/>
		Tractors	<input type="checkbox"/>
		Workshop Equipment	<input type="checkbox"/>

Summary: Core Business

In your own words, please state your core business:

1	
2	

Trade Name (= sole supplier of specific brand name)

Fill the specific **brand names** that the company **own** or **solely distribute**, which you wish to register:

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Annexure 3 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.
 All documentation is to be provided in its original format and/or certified.
 Please ✓ submitted documents

Document Name	Attached
Original Valid Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Director's ID's	<input type="checkbox"/>
Certified Copy of Accreditation Certificates	<input type="checkbox"/>
Cancelled Cheque / Verification Letter of Bank	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsement	<input type="checkbox"/>
Proof of Disability (Doctor's Letter)	<input type="checkbox"/>
BAS Form	<input type="checkbox"/>
LOGIS Form	<input type="checkbox"/>
Proof of Ownership/Shareholding Certificate	<input type="checkbox"/>
Certified copy of your valid BB-BEE Certificate	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>

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Captured by: _____			
Date: _____	New <input type="checkbox"/>	Update <input type="checkbox"/>	
Status: Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting Approval <input type="checkbox"/>			
Done VAT Checked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason if "No": _____
Send Summary Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason if "No": _____

Annexure 4 - Banking Information

AFFIX OFFICIAL BANK
STAMP HERE

Bank Name:
Bank Location:
Branch Name:
Branch Code:
Account Holder:
Account Number:
Account Type:

Bank Official Name:
Designation:
Signature:

Reference Number / Description to be used:

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Cancelled cheque

AFFIX A CANCELLED CHEQUE HERE

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Annexure 6 - General information & Definitions

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

Legislation:

- The Constitution of South Africa S217, PFMA, PPPFA, CIBD, SETAs, Treasury Regulations, Instruction & Practice Notes, PAJA, POPI, BBB-EE and other relevant applicable legislations.

Terminology:

- **Commodities:**
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 5 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 SANAC, 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 w i t h 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 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.