

SUPPLIER DATABASE REGISTRATION FORM



To all suppliers seeking registration as an approved supplier on the database of TIA

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

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)), the TIA 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 the TIA.

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 the TIA. 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. Please note that a valid Tax Clearance Certificate must be attached and posted to

**The Technology Innovation Agency
P O Box 172
Menlyn
0063**

Or alternatively can be delivered to

**The Technology Innovation Agency (TIA)
83 Lois Avenue
Menlyn
0181**

Procurement Unit

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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;
- It should be noted that the TIA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notified** whether application was accepted or not but will be advised of the outcome if telephonically 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 / Supplier Name:																			
Company / CC Registration Number:																			
VAT Registration Number (If Applicable):																			
Income Tax Reference Number (compulsory):																			
Web Address:																			
E-Mail Address:																			
Telephone Number:																			
Fax Number (Compulsory):																			
Toll Free Number:																			
Number of Full Time Employees:																			
Number of years in business																			

Postal Address: (Compulsory)																			
Code																			

Physical Address: (Compulsory)																			

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

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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Tax Clearance Certificate Attached (Compulsory)	YES	NO
Expiry Date of Tax Clearance Certificate		

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MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
	Computer & Printer maintenance	
	Photocopying, Scanning, Printing Services	
	Printing	
Logistics	Driver (casual & part time)	
	Messenger/Delivery Services	
	Courier Services	
	Offsite Storage	
	Photocopying services	
	Transcription Services	
Catering	Catering Services	
	Supply of Meeting refreshments	
Facilities	Upholstery	
	Flower supplier	
	Electrical services	
	Fire systems	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detectors	
	Asset Tracking System	
	Building Construction	
	Furniture Repairs	
	Furniture Procurement	
Marketing & Communications	Advertising	
	Exhibitions	
	Billboard Advertising	
	Corporate Gifts	
	Layout and design of corporate publications	
	Photography	
Travel	Flights & Accommodation Agents	
	Venue Hirers	
	Facilitators: Teambuilding & Strategic Planning	
	Car Hire	
	Visa applications	
Professional	Economic Analysts	
	Forensic Investigators	
	Legal Services/Advisors	
	Competition Lawyers	
	Labour Lawyers	
	Dispute Resolution	
Brokers	Medical Aid Brokers	
	Pension Fund Brokers	
	Travel Agencies	
Sector Specific	Please specify	

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MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Analysts and Experts		
Other	<i>Please specify</i>	

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 the TIA.

Terminology:

- Commodities:** The commodities the company wishes to be registered for as a supplier to the TIA.
- Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the TIA.
- 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 TIA, 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 an 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.

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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

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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

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COMMISSIONER OF OATHS :

SIGNATURE : _____

DATE : _____

STAMP : _____

**SUPPLIER DATABASE
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CHECKLIST FOR DATABASE REGISTRATION FORM		
No.	Support documentation	Tick box
1	Original Valid Tax Clearance Certificate	
2	Company Registration Documents(CK/CM)	
3	Certified Valid BBBEE Certificate	
4	Company's Banking Details (letter of confirmation from the bank)	
5	Certified ID Documents for Shareholders/Members/Directors	
7	Company Profile	
8	SBD forms for declaration of interest (also attached)	
9	Last page of the database stamped and signed by Commissioner of Oath.	

NB: In order for the supplier to be registered on Technology Innovation Agency's database, Database forms should be accompanied by the above mentioned supporting documents. The onus is on the supplier to fully complete and submit the database with the required documentation; incomplete database will not be captured on the system.