



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Enquiries: Ms P Ndlovu, Tel: 012 312 5511, Email: [ndlovu.p@dhet.gov.za](mailto:ndlovu.p@dhet.gov.za)

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

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

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 Department 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 Department.**

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 Department. 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.

### **The following important notes should be read carefully before the completion of this form**

1. Registration form to be completed by all businesses seeking to conduct with the Department. A **company profile / BEE profile** will **not be accepted** as replacement for the application form.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. Full signature is required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
5. Mark the appropriate square with an 'X' where it is applicable to you.
6. All fields on application form **MUST** be completed by applicant; if the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.
7. The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to the Department.
8. Please note that no unsigned faxed or e-mailed forms will be accepted.
9. A business registered on the database must notify the Department within 14 (Fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.
10. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.

11. Applicants who have been declared insolvent and wish to do business with the Department must have been rehabilitated and provide the necessary proof thereof.
12. Businesses blacklisted by any organs of state\* must first be removed or cleared from blacklist before registration.
13. Certified copies of the following documents must be attached to application form:
  - a) A concise company profile (max 2 pages);
  - b) Company Certificate or Shareholder(s) register;
  - c) Tax Clearance Certificate;
  - d) Income Tax Certificate;
  - e) VAT registration certificate (for VAT vendors only);
  - f) ID for all members/partners/directors.

**Failure to submit all the above documents will result in non-registration.**

14. Fronting\* will result in a business being blacklisted.
15. The Department has the right to visit the business premises to verify the information provided in this form.
16. Members / directors / partners / owners in service with any organ of state\* management; must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
17. This is only a registration form for our database and does not guarantee any award of bid / contract.
18. Preference will be given to registered suppliers but it does not necessarily follow that suppliers, who are not yet registered, will be totally excluded from quoting for the supply of goods or services.
19. The database will be updated on quarterly basis. A summary of the supplier's info on the database will be posted for verifying. Changes can be made on the summary and faxed back to the Department. Only on receipt of a signed changed summary, updates will be added to the database.
20. The Department reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
21. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents / information, the declined supplier may be re-evaluated for registration.
22. 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 must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

When completed this questionnaire, please hand deliver to:

**123 Schoeman Street  
PRETORIA  
For Attention: The Supplier Database Administrator  
Procurement Office**

**Private Bag X174  
PRETORIA  
0001  
For attention: The Supplier Database Administrator  
Procurement Office**

## 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:  Vat No.:   
e.g. 2004/140566/23

Income Tax No.:  Number of full time employees:

### Accreditation / Certification

\*Cidb Number  Prof.Reg.Date

\*Contractor Grade  CE  GB  EE  SW  ME   
e.g. 5CE PE

PE Status  Yes  No

\*\*SAACE Reg. No./ other prof. reg. no.

\*Note: Cidb info. for contractors only                      \*\*Note: SAACE No. for professionals only

### Company Details

Website Address:

Email Address:

Telkom area code:  e.g. 012,011 ect.

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

**SBD Goals Information:**

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

<b>Locality Province</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
<b>Locality Region</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
<b>Locality Municipal Area</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
<b>Locality Rural Area</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>

## SMME Status

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

Micro	<input type="checkbox"/>
Very Small	<input type="checkbox"/>
Small	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Large	<input type="checkbox"/>

## 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 authorised 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 the Department of Higher Education and Training 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 the Department of Higher Education and Training as a result of breach of contract;
  - (iii) Cancel the contract and claim any damages which the Department of Higher Education and Training may suffer by favourable arrangements after such cancellation and/or;
  - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management Office 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

Area

\_\_\_\_\_  
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 exluded) (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"/>

**Annexure 2 - Commodity list**

**Higher Education and Training**  
**SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST**

Please indicate with ✓

Please note: only  commodities will be registered

**Construction**

Airconditioning Systems	Electrical Contracts	Plumbing	
Alarm/Security/Access Control	Evacuation Systems	Precast Concrete Manufacture	
Autoclavos	Fencing	Pumping Installations	
Automatic Hanger Doors	General Building Work	Road Marking & Signage	
Automatic Sliding Doors	Glazing	Roadworks & Cleaning	
Auto Sprinkle Fire Protection Systems	Hauling/Heavy Equip/Transport	Roofing & Waterproofing	
Brickwork/Masonry	Hot Water Installations	Sewerage Installations/Reticulations	
Cabinet/Furniture Making	Incinerators	Steam Installations & Ancilliary Equipment	
Carpeting/Tiling/Floor covering	Landscaping/Earthworks	Steel Fabrication & Erection	
Ceilings, Partitioning and Shopfitting	Lift & Escalator Equipment	Stormwater Draining	
Cladding Contracts	Mechanical Contracts	Water installations/reticulations	
Cooking & Related Systems	Metalwork & Burglar Bars	Other (Specify)	
Compressed Air Installations	Painting		
Concrete works	Paving		
Demolition	Plastering		

**Services**

Accommodation	Fire Hydrants	Performance Management	
Advertising/Public Relations	Food & Beverage	Printing/Photography/Graphic Design	
Auto Repairs & Services	Funeral Services	Promotional Material	
Auto Electrical and Hydraulic Repairs	Florist	Publishing	
Bookkeepers	Garden Services	Real Estate	
Carpet Cleaning	Handyman	Radio Publicity/TV Publicity	
Cartridges	Horticultural Services	Road Maintenance	
Catering/Vending/Food Supply	HV Fault Finding, Jointing & Terminations	Recruitment Agencies	
Cleaning Services	Insurance/Employee Benefits	Safety & Security Services	
Computer Supplies/Services	Interior/Industrial Design	Security & Access Control	
Corporate Gifts/Corporate Clothing	IT Maintenance	Services HV&LV	
Copywriting	IT Management	Switchgear/Transformers	
Courier Services	IT Networking	Site Cleaning	
Cleaning Equipment/Materials		Solid Waste Disposal	
Data Backup Services & Software	IT Programming	Telecommunication	
Data Capturing & Management Services	Laundry Service/Dry Cleaning	Transport Services Goods	
Diesel & Petrol Engines	Locksmith Services	Transport Services Passengers	
Debt Collection	Media Liaison	Transportation Services	
Distribution	Mailing/Courier Service	Travel Agencies	
Digging of Graves	Medical/Ambulance/Health Care	Timber Contractor	
Document Binding Services	Municipal Services	Telephone & Data Line Maintenance	
Educational Services	Medical Equipment/Instruments	Training & Development	
Entertainment	Office Maintenance	Upholsterers	
Exhibition Centres	Personnel Services	Web pages & Design	
Fire Extinguishers & Refills	Pest Removal Services	Wind Socks for the Aerodome	
		Other (Specify)	



**Professional Services**

Accountants/Financial Advisory Services	EDMS Consultants	Pre-Employment Assessment Consultants
Architects	EAP Consultants	Project Managers
Attorneys/Legal Services	Economists	Quantity Surveyors
Archival Services Consultants	Industrial Relations Consultants	Statisticians
Business Information Management	Job Description Consultants	Teachers
Consulting Engineers (Geotechnical)	Land Surveyors	Town Planners
Consulting Engineers (Civil/Structure)	Legal Compliance Consultants	Training Providers
Consulting Engineers (Electrical)	Medical Practitioners	Translation Services
Consulting Engineers (Mechanical)	OHS Consultants	Other (Specify)
Consulting Engineers (Multidisciplinary)	Organisation Development Consultants	
Contractors	Pharmacists	

**Wholesalers/Traders**

Automotive Parts	Fuel Supplies	Refuse Bulk Containers
Air Pollution Measuring Equipment	Furniture	Protective Clothing/Uniforms
Books	Fencing	Radio/Radio Equipment
Building Materials/Hardware	Fire Fighting Equipment and Consumables	Supply Plants, Flowers and Seeds
Batteries	Food for Game Animals	Toilet Paper Wrapped/Unwrapped
Cartridges	Generating Sets	Traffic Signs/Materials
Cleaning Supplies/Chemicals/Pesticides	Health Safety and Environmental Suppliers	Vehicles
Clothing	IT Hardware and Software	Vehicles, Equipment, Trailers & Tractors
Computer Equipment/Software	Industrial Catering Equipment	Workshop Equipment
Curtains	Laundry Equipment	Other (Specify)
Consumables	Linen, Pillows & Blankets	
Domestic Appliances	Medical Supplies & Equipment	
Envelopes	Medicines	
Groceries	NGO's/NBO's	
Electrical Supplies & Equipment	Office Consumables	
Fire Extinguishing	Office Equipment	
Fire Protection & Detection	Paint Supplies	
Floor Coverings	Paper & Stationery	
Food Supplies	Recreational Supplies	
Fertilisers	Refridgeration & Air Conditioning	

**Summary: Core Business**

In your own words, please state your 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:

### 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"/>
Other (please specify): _____	<input type="checkbox"/>

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

--

**Cancelled cheque**

AFFIX A CANCELLED CHEQUE HERE

**Annexure 5 - Proprietors/Shareholders/Partners/Sole Proprietors/Trustees/Owners**

Please list all owners (as listed above)

Name	Position	ID No.	Cellular	Share %	HDI	WE	Diabled

## Annexure 6 - General information & Definitions

**HDI Ownership Status:** Please read notes below very carefully

### Instructions and Definitions:

#### 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 a State Department.

#### Terminology:

- **Commodities:**  
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 10 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 Department, 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 with 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.