South Africa

Inspiring new ways

TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE DATABASE OF SOUTH AFRICAN TOURISM

All vendors with the exception of vendors that would like to deliver goods and/or services to an office of South African Tourism (hereinafter referred to as "SAT") outside the borders of South Africa should complete this form in order to be evaluated for inclusion on SAT's list of prospective suppliers.

With Tourism being one of the key priority sectors, preferential procurement is tipped as the key element to drive transformation in the SA economy. In order to comply with Treasury Regulations 16A, SAT developed a Supplier Database to be used by every Business Unit as well as its Supply Chain Management Unit. This database also contributes to better administration and compliance with the PFMA and legal framework.

This database will also give all prospective suppliers an equal opportunity to submit, once registered, quotations to SAT to enhance transparency and equality with regard to SAT's procurement of goods and services. Suppliers who are not yet registered will be excluded from quoting for the supply of goods and services.

Please note that a **valid tax clearance certificate** must be obtained from the South African Revenue Services (SARS) where the supplier is registered for tax purposes. SARS will furnish the supplier with a Tax Clearance Certificate that will be valid for a period of 12 months from the date of issue. The **original Tax Clearance Certificate**, B-BBEE certificate (if applicable), CIPC (formerly known as Cipro) certificate and certified copies of the identity documents of share holders must be submitted together with this application form.

Failure to submit the original and valid Tax Clearance Certificate will invalidate this application. It also remains the responsibility of the vendor to provide SAT's Supply Chain Management Unit with a **new valid tax clearance certificate when the previous one has expired**. Failure to do this will result in de-registration from SAT's Supplier Database.

IMPORTANT NOTES:

1. The questionnaire must be **completed in full** and be **signed**; failure to do so will result in the application being declined. All fields on the application form MUST be completed;
2. A **original valid tax clearance** certificate should be attached to the application;
3. Certified **copies of the identity documents** should be attached to the application;
4. Certified **copy of your company registration** (CIPC (formerly known as Cipro certificate)) should be attached to the application;
5. Certified copy of a valid **B-BBEE verification** / rating certificate should be attached to the application (this will serve as proof of verification in terms of the Generic B-BBEE Charter or the Tourism B-BEE Charter, enterprises which fall under the tourism sector includes Accommodation, Hospitality 7 relates services and Travel distribution services);
6. A company profile (if you have one) must accompany the registration form, but will not be accepted as substitute for the application form;
7. It should be noted that South African Tourism reserves the right to accept or reject any application without being obliged to give any reasons;
8. Applicants will be notified about whether the outcome of their application is positive. If no response is received within 4 (four) weeks, the supplier may accept that the application has been unsuccessful;
9. All quotes to be provided by the vendor must be valid for 31 calendar days;
10. All quotes provided by bidders will be evaluated in line with the provisions of the **Preferential Procurement Regulations 2011.** The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

11. A maximum of six commodities must be reflected on this application form. Reflecting more than six commodities will nullify the application.

12. **Completed registration forms, including all supporting documents, should be delivered or posted in a sealed envelope to:**

    Supply Chain Management
    Supplier Registrations
    South African Tourism
    Bojanala House
    90 Protea Road,
    Chislehurston
    Sandton
    2146

Any questions can be directed	**Mr. William Phadu**	**Tel : 011 895 3030**	**william@southafrica.net**

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

Legal Name of Company / Supplier		
Trading Name		
Company / Close Corporation Registration Number		
Income Tax Reference Number		
VAT No.		
Physical Address		
Physical Address Code		
Physical Address City		
Postal Address		
Postal Address Code		
Postal Address City		
Telephone Number	Code :	
Fax Number	Code :	
Cellular Number		
Main Contact Person	Name and Surname	
	Designation	
	E-Mail Address	
Sales Contact Person	Name and Surname	
	Designation	
	E-Mail Address	
Web Address	http://	

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

Tax Clearance Certificate Attached (tick relevant box)	YES	NO
Tax Clearance Number		
Expiry Date		

Percentage of annual turnover of Outsourced Business to SMME's	
Total number of years the firm has been in business	
Total number of employees	
Full time	
Part time	

Ownership Percentage:	Black Equity Ownership % (includes Coloured and Indian)	
	Black Woman Ownership % (includes Coloured and Indian women)	
	White Women Ownership %	

Percentage of total shares owned by each of the following groups					
Group (should add up to 100%)	Percentage	Group	Percentage	Group	Percentage
African		African Female		African disabled	
Coloured		Coloured Female		Coloured disabled	
Indian		Indian Female		Indian disabled	
White		White Female		White disabled	

Percentage of total number of employees working for the company					
Group (should add up to 100%)	Percentage	Group	Percentage	Group	Percentage
African		African Female		African disabled	
Coloured		Coloured Female		Coloured disabled	
Indian		Indian Female		Indian disabled	
White		White Female		White disabled	

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

B-BBEE compliance indicator	Tick relevant box
Level 1	☐
Level 2	☐
Level 3	☐
Level 4	☐
Level 5	☐
Level 6	☐
Level 7	☐
Level 8	☐
Level 9 (Non-compliant contributor)	☐
Enterprises with an annual turnover not exceeding R5,0 million per annum are deemed to have the status of a B-BBEE level 4 contributor and therefore qualify as Exempted Micro Enterprises (EME). Those with a 50% black shareholding or more are promoted to a Level 3 contributor.	

Three Commercial references	Contact Person	Telephone numbers

Detail required to facilitate payment of invoices	
Account Holder Name	
Bank	
Branch Name	
Branch Code	
Account Number	
Cheque Account	☐ **(If cheque account is utilised, attach copy of cancelled cheque)**
Savings Account	☐ **(If savings account is utilised, obtain official stamp from bank or letter from bank)**
Bank Stamp	

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

PLEASE MARK THE SERVICES (with an X) FOR WHICH YOU ARE REGISTERING FOR.

NB: You may only register to provide goods /services relevant to the principle business for which you are legally registered to trade in.

LIST OF COMODOTIES	X	LIST OF COMODOTIES	X
ACCESS CARDS		PARTITIONING	
ACCOMMODATION **(Only TGCSA Star Graded Establishments will be considered)**		PHOTOCOPIER MACHINE : REPAIRS & SERVICES	
ADVERTISEMENT PLACEMENTS		PHOTOCOPIER MACHINES	
AIRCON INSTALLATION		PHOTOGRAPHERS	
AIRCON REPAIRS		PHOTOGRAPHIC EQUIPMENT	
ANNUAL REPORTS : CONCEPT, DESIGN & PRODUCTION		PICTURE FRAMING & HANGING	
AUDIO VISUAL EQUIPMENT		POSTAGE SERVICES	
CANTEEN EQUIPMENT		PRINTER CARTRIDGES	
CANTEEN SERVICES		PRINTER REPAIRS	
CAR RENTAL		PRINTER SERVICE	
CATERING SERVICES		PRINTERS	
CLEANING SERVICES & PRODUCTS		PRINTING : ADVERTS	
CLOTHING & UNIFORM		PRINTING : BANNERS	
COERIER SERVICES		PRINTING : BOARDS	
COFFEE MACHINES		PRINTING : BRAILLE	
COLLATERAL STORAGE & DISTRIBUTION		PRINTING : BROCHURES	
COMPUTER EQUIPMENT		PRINTING : BUSINESS CARDS	
COMPUTER REPAIRS, SERVICES & MAINTENANCE		PRINTING : CAPS	
COMPUTER SOFTWARE: INSTALLATION		PRINTING : MAGAZINES9	
COMPUTER SOFTWARE: LICENSES		PRINTING : NEWSLETTER	
COMPUTER SOFTWARE: TRAINING		PRINTING : PAMPHLETS	
CONFERENCE FACILITIES & VENUES		PRINTING : PENS	
CONSULTING:AUDITORS		PRINTING : SCREENS	
CONSULTING:CHANGE MANAGEMENT		PRINTING : T-SHIRTS	
CONSULTING:COLLECTIVE BARGAINING (LABOUR)		PROFESSIONAL SERVICES	
CONSULTING:ECONOMIC / FINANCIAL		PROJECT MANAGEMENT SERVICES	
CONSULTING:FACILITATORS		PROMOTIONAL GIFTS	
CONSULTING:HR SOLUTIONS(ELECTRONIC SYSTEMS)		PROMOTIONAL MATERIAL : BAGS	
CONSULTING:HR SOLUTIONS(TRADITIONAL SYSTEMS)		PROMOTIONAL MATERIAL : CAPS	
CONSULTING:LABOUR RELATIONS		PROMOTIONAL MATERIAL : T-SHIRTS	
CONSULTING:LEGAL		PSHYCOMATRIC TESTING	
CONSULTING:MONITORRING		PUBLICATIONS	
CONSULTING:ORGANISATIONAL DEVELOPMENT		RENOVATIONS	
CONSULTING:PERFORMANCE MANAGEMENT		RESEARCH SURVEYS / STUDIES	
CONSULTING:REMUNERATION SYSTEMS		SANDBLASTING	
CONSULTING:TRAINING & DEVELOPMENT		SCANNER	
CONTENT WRITERS		SCREEN PRINTING	
CONTRACTORS PRINTING : BAGS		SECURITY SERVICES / SYSTEMS	
CORPORATE CLOTHING		SHUTTLE SERVICES	
CROCKERY & CUTLERY		SHUTTLE TRANSFERS	
DATA PROJECTORS		SOUND AND RECORDING SERVICES	

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

DECODER MACHINE		STAFF RECRUITMENT	
DICTAPHONE MACHINE		STATIONERY	
DIGITAL CAMERAS		STORAGE	
DJ SERVICES		SUBSCRIPTION	
DOCUMENT STORAGE		TELECOMMUNICATION SERVICES	
DSTV INSTALLATION		TELEPHONE EQUIPMENT	
DSTV REPAIRS		TELEPHONE INSTALLATION	
ELECTRICAL MAINTENANCE		TELEVISION REPAIRS	
ENGRAVING		TELEVISION SETS & INSTALLATION	
ENTERTAINMENT SERVICES (PERFORMERS)		TOUR OPERATORS	
EVENT COORDINATORS		TRAINING	
EVENT MANAGEMENT		TRANSCRIPTION SERVICES	
EXHIBITION STAND BUILDING		TRANSLATION SERVICES	
EXHIBITION STAND DESIGN		TRANSPORT SERVICES (SHUTTLES)	
EXHIBITIONS MANAGEMENT SERVICES		TRAVEL AGENT	
FACILITATION SERVICES		TRAVEL MANAGEMENT SERVICES	
FISH POND MAINTENANCE & CLEANING		UPHOLSTERY	
FLORIST		VENDING MACHINE	
FURNITURE REMOVAL		VIDEO MACHINE	
FURNITURE REPAIRS		WATER BOTTLES	
HIRING OF EVENT / CONFERENCE EQUIPMENT		WEBSITE DEVELOPMENT & MAINTENANCE	
INSURANCE		WINDOW / GLASS INSTALLATION	
INTERNET SERVICE PROVIDER		WINDOW / GLASS REPAIRS	
KITCHEN APPLIANCES		WINDOW CLEANING	
KITCHEN APPLIANCES REPAIRS			
LAMINATING MACHINE			
LEGAL ADVISORS			
LOCKSMITH SERVICES			
MICROWAVE REPAIRS			
MOTOR VEHICLE SALES			
NEWSPAPER SUPPLIERS			
OFFICE CLEANING			
OFFICE EQUIPMENT			
OFFICE FURNITURE			
OFFICE PLANTS			
PA SYSTEMS			
PABX SYSTEM			

SUPPLIER REGISTRATION

(Tab to highlighted area to fill details)

SIGNED AT		Date	
RESPONSIBLE PERSON NAME			
Declaration of any conflict of interest: I/we the undersigned acknowledge(s) that: ▫The information furnished is true and correct. ▫The B-BBEE claimed is in accordance with the new Preferential Procurement Policy Framework Act 2000 (PPPFA).			
SIGNATURE			

Confirm Attachments:	☐ **Original Valid Tax Clearance Certificate** ☐ **Certified copies of Company Registration (Issued by CIPC/CIPRO)** ☐ **Certified copies of ID doc of directors/owners/members/ shareholders** ☐ **Certified copies of B-BBEE verification/rating certificate**[1] ☐ **Certified copies of B-BBEE verification / Tourism Charter rating certificate**[2]

B-BBEE Tourism Charter (For suppliers providing the following services)

- **Accommodation** : Hotels, B&B, Guest houses, Game lodges, Backpackers, Resorts and Timeshare
- **Hospitality and related services** : Restaurants, Conference venues, Professional catering, Attractions, Consulting and professional services companies
- **Travel distribution services** : Tour wholesalers/operators, Travel agents, Tourist guides, Car rental companies and Coach Operators

Terminology:

• **Commodities**	The commodities the company wishes to be registered for as a supplier to the department
• **Trade Names**	The trade names that the company owns or distributes, which you wish to be registered for as supplier to the department.
• **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.
• **B-BBEE Status Level of Contribution**	The B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
• **Exempted Micro Enterprise (EME)**	Any enterprise with Annual total revenue of R5 million or less.

[1] Enterprise outside the Tourism Sector
[2] Enterprise within the Tourism Sector **(For a list of accredited verification agencies go to : (www.thedti.gov.za/bee/beeverification.htm)**

DECLARATION OF INTEREST (SBD4)

1 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should be the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is self employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1	Full name of bidders or his or her representative:	
2.2	Identity Number:	
2.3	Position occupied in the company (director, trustee, shareholder):	
2.4	Company registration number:	
2.5	Tax reference number:	
2.6	Vat registration number:	

2.7 Are you or any person connected with the bidder presently employed by state? YES / NO

2.7.1 If so, furnish the following particulars:

2.7.1.1	Name of person / director / trustee / shareholder / member:	
2.7.1.2	Name of state institution at which you or the person connected to the bidder is employed:	
2.7.1.3	Position occupied in the state institution:	

2.7.1.3	Any other particulars:	

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid)

2.7.2.2	If no, furnish reasons for the non-submission of such proof:	

2.8 Did you or your spouse, or any of the company's directors/trustees/shareholders/members of their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1	If yes, furnish particulars:	

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation of this bid? YES / NO

2.9.1	If yes, furnish particulars:	

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the sate who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.10.1	If yes, furnish particulars:	

2.11 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES / NO

2.11.1	If yes, furnish particulars:	

3 Full details of directors/trustees/members/shareholders

	Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number
3.1				
3.2				
3.3				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				
3.10				

4 **DECLARATION**

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOBE IS CORRECT.

I ACCEPT THAT THE STAE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 3 OF THE GENEREAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

FOR SAT OFFICIAL USE

Vendor Number allocated	

Checked By :	**Print name:**	
	Date:	
	Signature:	
Approved by :	**Print name:**	
	Date:	
	Signature:	