

SUPPLIER DATABASE REGISTRATION 2013/2014

NAME OF SERVICE PROVIDER: _____
(To be completed by supplier)

PROVINCE(S) APPLYING FOR: _____
(To be completed by supplier)

FOR OFFICIAL PURPOSES

Name of Evaluator from SCM: _____

Designation: _____ **Signature:** _____

Date: _____

Captured by: _____ **Designation:** _____

Signature: _____ **Date:** _____

APPLICATION ACCEPTED	APPLICATION REJECTED

USAASA SUPPLIER NUMBER

Verified on Supplier Database by: _____

Designation: _____ **Signature:** _____

Date: _____

Ref: 2013/2014

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

In order to comply with the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Preferential Procurement Policy Framework Act (5/2000) (PPPFA) and the revised Preferential Procurement Regulation, 2011, USAASA invites all relevant service providers for goods, services and works to register on the supplier database. USAASA promotes B-BBEE initiatives and would urge all SMME's to apply.

Suppliers will be required to register per Province; if a supplier wants to register more than one province it must be stated on the database form cover. The provinces are: Gauteng (GP), KwaZulu-Natal (KZN), Mpumalanga (MP), Eastern Cape (EC), Western Cape (WC), Northern Cape (NC), Free State (FS), Limpopo (LP) and North West (NW). Original Tax Clearance Certificate and B-BBEE Verification Certificate must be provided with every completed registration document. Suppliers must register in provinces where they have physical presence, i.e. if a supplier registers for Mpumalanga they must have a physical address and presence in that province.

All suppliers are herewith invited to register as an approved supplier on the database of the Universal Service and Access Agency of South Africa (USAASA).

In order to comply with Treasury Regulations 16A, the department developed a supplier database.

The purpose of this database is to give all prospective suppliers opportunity to submit quotations to the department and to enhance transparency and equity.

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 USAASA. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA and PPPFA.

Suppliers will not be notified of the outcome but will be advised of the outcome if telephonically requested.

USAASA reserves the right to accept or reject any application without being obliged to give any reasons in this respect.

Suppliers must comply with all the registration criteria for registration to be finalized.

Attached please find an official registration form to assist us in updating our database according to legislation.

APPLICANTS ARE REQUIRED TO SUBMIT 3 REFERENCE LETTER FROM THE PUBLIC SECTOR or 3 REFERENCE LETTERS FROM THE PRIVATE SECTOR ON A COMPANY LETTER HEAD OF THE REFERENCING INSTITUTION OR COMPANY.

DATABASE REGISTRATION FORMS CAN BE DOWNLOADED FROM THE USAASA WEBSITE www.usaasa.org.za

DOCUMENTS MUST EITHER BE HAND DELIVERED OR COURIERED TO THE ADDRESS BELOW.

ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED WHICH HAVE BEEN COMPLETED IN FULL AND THE FOLLOWING DOCUMENTATION INCLUDED:

- **Original Supplier Database Form Completed In Full**
- **1 x Valid & Original Tax Clearance And 4 Certified Copies**
- **1 x Valid & Original B-BBEE Certificate With SANAS Logo And BVA Number And 4 Certified Copies in Compliance With The Preferential Procurement Regulation 2011 and 4 x certified copies**
- **1 x Valid & Original Company Registration Form**
- **EME'S: 1 Valid & Original Accounting Officer's Letter With Practice Number Or Registered Auditor's Letter With Practice Number On A Company Letterheads With Full Contact Details I.E. Physical Address And Landline in Compliance With The Preferential Procurement 2011, and 4 X Certified Copies**
- **Fully Completed Declaration Form**
- **Reference Letters: 3 x from Public Sector & 3 x from Private Sector on a company letter head and appropriately signed**

It is imperative that suppliers submit the completed and dully signed original database forms and supporting documentation as per the requirements reflected on the application form; incomplete application forms will not be accepted. The suppliers that are already registered on the USAASA database are requested to update their information before the closing date as indicated below:

Enquiries can be directed to **Ms. Takalani Singo** takalani@usaasa.org.za or **Ms.Magugu Mlangeni** magugu@usaasa.org.za on **011 564 1600** or via email.

Universal Services and Access Agency of South Africa (USAASA)

Postal Address:
P.O BOX 12601
Vorna Valley
1686

OR

Physical Address:
94 Bekker Road
Vorna Valley
Midrand

For attention: The Supplier Database Administrator Supply Chain Management Unit.

The closing date for submission is Friday – 17 May 2013. No forms will be available on the website after the closing date. Office hours: Monday to Friday (8:00 – 16:00)

IMPORTANT NOTES

Please read carefully

1. To be completed by all **suppliers** seeking registration as an approved supplier;
2. The form must be completed in **full** and be **signed**;
3. A **company profile** must 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;
4. It should be noted that USAASA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
5. Suppliers will **not be notified** whether application was accepted or not, but will be advised of the outcome if telephonically requested;
6. Suppliers must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.
7. Suppliers **MUST** select the category by using the **PRIORITY SCALE** (see number 12, page 11 to 12) – **failure** to do so **may** result in the application being declined
8. **The following documents must be attached to this form:**
 - 8.1. 1 x Valid Tax Clearance Certificate (original document) plus 4 x certified copies
 - 8.2. 1 x Valid B-BBEE Verification Status plus 4 x certified copies
 - 8.3. Certificate of Incorporation from Companies Intellectual & Property Commission (CIPC)
 - 8.4. Company profile
 - 8.5. Professional registration documents, if applicable (4 x certified copies)
9. Details of bank account (see paragraph 11, page 10).
10. If there is not sufficient space on this form to provide the information requested please attach the information to this form.
11. If you have any queries please contact Supply Chain Management Unit:+**27 11 564 1600**
12. All requests for goods ,works and services will only be requested with an approved Purchase Order
13. Payment will are made within 30 days after receiving the original invoice.
14. Please post this form to: Universal Service and Access Agency of South Africa (USAASA)
Postal Address: P.O. Box 12601,VornaValley, 1686
15. Physical address for hand delivery of the forms:
Building 01, Thornhill Office Park, 94 Bekker Road, Vorna Valley, Midrand

1 Supplier Detail (all fields are mandatory)

Company / Supplier Name: _____

Company / Close Corporation Registration Number :																								
VAT registration number (if applicable):																								
Income tax reference number:																								
Web Address:																								
E-mail address:																								
Telephone Number:																								
Fax Number: (compulsory)																								
Toll Free Number:																								

Postal Address: (compulsory) Physical Address: (compulsory)

2 Company/Supplier Classification: (Please √ the relevant box or boxes)

Describe how you would classify your company? e.g Manufacturer Repairer Distributor	
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3 Supplier Grouping Detail: Type of Firm: (Please √ the relevant box)

	Form of Company	Tick	Document required
1	Public Company (Ltd)		Certified copy of Certificate of Incorporation (CM3)
2	Private company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM3)
3	Closed Corporation (cc)		Certified copy of CK 1 and CK 2 documents
4	Joint Venture		Certified copy of partnership agreement
5	Consortium		Certified copy of partnership agreement
6	Sole Proprietor		Certified copy of ID document
7	Partnership		Certified copy of partnership agreement
8	Trust		Certified copy of trust document
9	Co-operative		Certified copy of registration document
10	Section 21 Company		Certified copy of registration document
11	Government/ Parastatal		Certified copy of registration document
12	Other		Certified copy of registration document

List of Directors/owners/partners

Name	Position	Shareholding %	Identity number	Nationality

Declaration of interest

Name	Position	Directorate in National office/Regional office

4 Main Contact Person in Your Company:

Name:																																								
Company Position:																																								
Cell phone Number:																																								
Fax Number:																																								
E-mail address:																																								

5 Contact Person (Sales) in Your Company:

Name:																																								
Company Position:																																								
Cell phone Number:																																								
Fax Number:																																								
E-mail address:																																								

6 Compliance Documents

- Please ✓ the relevant box in each column

Tax Clearance Certificate	Yes		No	
CIPRO Certificates	Yes		No	
Membership/Association Certificates	Yes		No	
Company Profiles	Yes		No	

7 SMME Status of Your Enterprise:

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

A. Sector	B. Full-time paid employees				C. Annual Turnover (millions)				D. Total Gross assets value (property excluded, millions)			
	Medium	Small	Small	Micro	Medium	Small	Small	Micro	Medium	Small	Small	Micro
Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Catering	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Communication	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Community & Social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Finance & Business services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Personal services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Retail & motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Repair/Allied services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Transport	100	50	10	5	20	10	2	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
Other trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1

(According to SMME table) (Compulsory) Please ✓ the relevant box in each column

Sector:.....

Large	Medium	Small	Very Small	Micro	
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8 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system) for R 30 000 to R 1 000 000	Number of points (90/10 system) for amounts over R 1 000 000
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contribution	0	0

A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF TABLE ABOVE

B-BBEE Status Level of Contribution: =(maximum of 20 points)

(Points claimed must be in accordance with the table reflected above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by **SANAS** or a Registered Auditor approved by **IRBA** or an **Accounting Officer**).

In terms of Section 38 of the PFMA the accounting officer of a department must ensure that the department has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

9. Experience: Information regarding at least three reference contracts from the Public or Private Sector.

Company/ Departments name	Type of contract	Value of the contract	Date completed	Contact person and details

10 Certification of Correctness of Information Supplied

I/We, the undersigned, certify that the information supplied in this document including the annexure is correct and accurate and acknowledge that:

- i) If the information supplied is found to be incorrect, USAASA, in addition to any other remedial action it takes, may:
 - a. disqualify my/our company from participating in any work from USAASA
 - b. reject my/our company from registering in the database of USAASA
 - c. if already registered in the database, de-register the company from the Suppliers Database of USAASA
 - d. cancel the contract and claim damages which USAASA may suffer by having to make less favourable arrangements after such cancellation.

Signed on thisday of 2013, at
 Before the commissioner of oaths.

.....
 Signature of the supplier/duly authorized
 representative of the company

.....
 Name in block letters

Signed and affirmed before me at on thisday
 of..... 20...., by the deponent who has acknowledged that he/she
 knows and understands the content of this document, and he/she has no objection to affirming,
 that he/she regards the affirmation to be binding on his/her conscience.

COMMISSIONER OF OATHS

Full name:

Business address:

Capacity: Area:

11 Bank Details

- 1. I / We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/or account with the mentioned bank.
- 2. I / We understand that the credit transfer hereby authorised will be processed by computer through a system known as the 'ACB Electronic Fund Service' and I/ We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/or bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
- 3. I / We also understand that a payment advice will be supplied by USAASA in the normal way, and that it will indicate the date on which funds will be available in my/or account.
- 4. This authority may be cancelled by me/us by giving thirty days' notice by pre-paid/registered post.
- 5. I / We will not hold USAASA liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to USAASA prior to payment.

_____	_____	_____
Initials and surname	Authorised Signature	Date

DETAILS OF MY/OUR BANK ACCOUNT

Account Holder _____

Name of Branch _____

Branch Code _____

Account Name _____

Account Number _____

Account Type* _____ If Cheque Account, attach a blank, cancelled cheque

• Please enter numeric value:

1=Cheque 4=Bond Account

2=Savings Account 5=(Not in use)

3=Transmission 6=Subscription account

DATE STAMP OF BANK	FOR COMPLETION BY BANK OFFICIAL: Bank account details are hereby certified as being correct: Name: _____ ID Number: _____ Signature: _____
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12 CATEGORY OF SERVICES/WORKS/GOODS

NB: PLEASE SELECT YOUR SERVICE OFFERING BY USING A PRIORITY SCALE OF 1-5, 1 BEING THE MOST IMPORTANT SERVICE AND FIVE BEING THE LEAST IMPORTANT SERVICE YOU WANT TO PROVIDE. PLEASE TICK A MAXIMUM OF 3 SERVICES FOR WHICH YOU WANT YOUR COMPANY TO BE REGISTERED FOR IN THAT ORDER OF PRIORITY.

No.	Category	Priority Scale	No.	Category	Priority Scale
1	<i>Office Building Administration</i>		5	Marketing Communications :	
1.1	Cleaning services and material – all provinces		5.1	Public relations / Reputation Management (incl. media monitoring & analysis)	
1.2	Office grocery supplies – all provinces		5.2	Corporate Identity/Design	
1.3	Office Stationery, Toners, & Cartridges – all provinces		5.3	Advertising (radio & TV, production and placement)	
1.4	Printing Paper – all provinces		5.4	Promotions (events, signs & banners)	
1.5	Courier services – all provinces		5.5	Stakeholder Relations (Annual Reports, sustainability reports; multimedia presentations)	
1.6	Office building maintenance and repair (e.g. Electrical, plumbing, painting) – all provinces		5.6	Digital & Mobile media services	
1.7	Air Conditioners – installations, replacement , servicing and repair and maintenance		5.7	Corporate gifts & Promotional Items	
1.8	Generator – servicing, repairs , parts/spares and maintenance		5.8	Professional branding services (corporate gifts & buildings)	
1.9	Sanitation and fumigation services – all provinces		5.9	Professional Printing Services (business cards, brochures, pamphlets , magazines and other publications)	
1.10	OHASA compliance (boards, fire drills, training, inspections)				
1.11	Furniture suppliers				
1.12	Furniture removal companies		6	Consulting services	
1.13	General repairs Handyman		6.1	Business Development experts	
1.14	Occupational Health Service Providers		6.2	Fund management specialists	
			6.3	Legal services & firms (arbitrators, mediators, senior counselors, Advocates, labour experts etc.)	
2			6.4	Organisational Development (skills audit, structure, evaluations, competency assessments, policies etc.)	
	<i>Human Resources</i>				
2.1	Recruitment and placement Agencies		6.5	Corporate Governance (Roles and Responsibilities of Board and EXCO, Fiduciary responsibilities of Board and EXCO, Board and subcommittee charter)	
2.2	HR & Organizational development		6.6	Pastel Evolution , VIP Payroll system and Caseware, ERP systems	
2.3	SAQA accredited skills development and training providers/ institutions [SCM (National Treasury regulations and best practice), Finance (PFMA) , Project Management, ICT (innovations & legislation) , Report writing, communications, Microsoft Office, Business Management, Financial Management, Computer literacy, Leadership skills , Managerial Skills]				
2.4	Business processes Specialists				
2.5	Labour relations experts		7	Property :	
2.6	Employee Wellness programs		7.1	Valuation & Appraisers – all provinces	
2.7	Competency assessments		7.2	Space Planners	
2.8	Skills audit services				
			8	Finance services :	
3	<i>Security</i>		8.1	Asset valuers	
3.1	Access control : installation & supply of equipment , repairs & maintenance		8.2	Accounting firms	

3.2	Alarms: installation & supply of equipment , repairs & maintenance		8.3	Auctioneers	
3.3	Armed response		8.4	Financial and Risk Auditing Firms	
3.4	Locksmith & others		8.5	Forensic Audit and Investigation Firms	
3.5	UPS maintenance		8.6	Value for money investigations	
3.6	Access control : installation & supply of equipment , repairs & maintenance		8.7		
	Alarms: installation & supply of equipment , repairs & maintenance		9	Event management :	
	Armed response		9.1	Conference and workshop Venues	
	Locksmith & others		9.2	Teambuilding services and venues	
	UPS maintenance		9.3	Motivational Speakers	
			9.4	Event Management Companies	
4	Information Technology		9.5	Professional Catering Services	
4.1	IT software and hardware				
4.2	Networking Design and Layout Companies		10	Research	
4.3	Web page designers		10.1	• Monitoring and evaluation specialist	
4.4	Office Equipment Supply Companies		10.2	• Policy Development Consultants.	
4.5	IT & Project management Companies		10.3	• Strategy Development Consultants	
4.6	Offsite Data Warehouse		10.4	• Suppliers of Research Material	
4.7	Printing Solutions				
4.8	ERP system development and maintenance		11	Other services:	
4.9	Onsite and Offsite Backup Solutions		11.1	Traveling Agencies	
4.10	Disaster Management Solutions		11.2	General Suppliers and Logistics Management	
4.11	E-procurement and supplier vetting systems		11.3	Mechanical Repair, Supply and Installations	
4.12	Telephone and PABX – installations and repairs and maintenance				

13 DECLARATION

Verification of information supplied in this document, including attached documents:

I/We, the undersigned, warrant that he/she is duly authorized to do so on behalf of the supplier, certifies that the information supplied is correct and accurate and acknowledge that:

If found that the information supplied is incorrect the Agency will disqualify and remove the supplier from our Database permanently.

Name In print	Signature	Designation	Date

TERMS AND CONDITIONS

- The Agency cannot guarantee business opportunities. All procurement will be subject to the departmental SCM policy, the general conditions of contract, and applicable legislation.
- All suppliers will be subjected to regular performance service review and could be deregistered if service levels are not maintained.
- The validity period of a quotation must be at least 30 (thirty) days
- Certified documents: Please ensure that a Commissioner of Oaths has certified your company registration documents, and other documents
- Original Tax Clearance Certificate
- All shareholders/Directors/Members and in case of one-man concern, please furnish identity numbers plus copy of identity documents ID
- Verification information supplied will perform against third party source such as SARS, CIPRO, etc
- Please notify the Department immediately of any change to the provided information
- Please ensure all fields are completed. Incomplete application forms will not be processed.

Supplier Name: _____

Signature of Authorised Representative

Signatory Name in Print

Signatory capacity

Signatory ID Number

Signed at _____ on this _____ day of _____ 20__

PLEASE SUBMIT ALL RELEVANT INFORMATION REQUIRED BELOW, AS INSUFFICIENT INFORMATION MAY INVALIDATE YOUR APPLICATION.

Company: _____

- Fax number / e-mail address
- Physical address / Postal address
- Tel number (s) as contact number
- Cell number (s) as contact number
- Form fully completed
- Category has been selected using priority scale
- Form signed
- Valid and Original B-BBEE Status Level certificate
- Certificate of Incorporation from Companies Intellectual and Property Commission (CIPC)
- Company profile
- Valid and Original SARS Tax Clearance Certificate

Checked by: _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____