

## SUPPLIERS DATABASE REGISTRATION FORMS 2016/2017

All prospective suppliers are herewith invited to register as a supplier on the database of the Gauteng Enterprise Propeller (GEP).

### GENERAL INFORMATION

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 GEP developed a supplier database to be used by the supply chain management office and the enterprise support services.

### **Who must register?**

Any enterprise that tender's for the entity, or enters into a contract for goods, should provide a valid quotation, assets and services should be within the entity's stipulated requirements:-

1. All services rendered should be a definite need of the entity.
2. Business Development Support (**BDS1**) services for GEP external beneficiaries.
3. Training Support Services (**TSS2**) for GEP external beneficiaries.

### **How are service providers assessed?**

Contractors are assessed in terms of their capacity and ability to perform type of service and deliver goods required by GEP.

This **may** include the following but not limited to it:-

- Be a registered entity.
- GEP should be able to contact via Telephone, and Email.
- Have an Original Valid Tax Clearance Certificate

Have a valid BBBEE certificate

#### **JOHANNESBURG OFFICE**

7<sup>th</sup> Floor, 124 Main Street  
Marshalltown, Johannesburg  
Telephone: 011 085 2002  
Fax: 011 834 6702

#### **EKURHULENI OFFICE**

Ground Floor  
188 Victoria Street, Germiston  
Telephone: 011 821 2870  
Fax: 011 821 2886

#### **SEDIBENG OFFICE**

1<sup>st</sup> Floor, GEP House  
22 Hertz Boulevard  
Vanderbijlpark  
Telephone: 016 910 1200  
Fax: 016 910 1216

#### **WEST RAND OFFICE**

23 Eloff Street  
Krugersdorp  
Telephone: 011 950 9870  
Fax: 011 950 9886

#### **TSHWANE OFFICE**

1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
Hatfield Gardens, Hatfield  
Telephone: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Marshalltown, Johannesburg, Telephone: 011 085 2001, Fax: 011 388 4010, Website: [www.gep.co.za](http://www.gep.co.za)

#### **DIRECTORS**

Ms. L Magagane (Chairperson), Mr. T Sithole (Deputy Chairperson),  
Mrs. L Manenzhe (Acting Chief Executive Officer), Mr. M Malokane (Company Secretary),  
Mr. T Ratshitanga, Mr. R Kekana, Mr. K Duba, Mr. M Africa, Ms. M Ramonyai, Ms. M Ramusi,  
Ms. C Busetti, Ms. M Lehobye, Ms. M Maroga, Ms. I Motau

- Have verifiable Physical & Postal trading addresses.
- Being an empowered entity
- Proof that the individual that delivers the services to GEP are in the employ of the company with valid contracts.
- Have at least two years' experience in the interventions to be registered for
- All individuals dealing with GEP and its beneficiaries willing to sign a confidentiality agreement.
- Must have the required resources for the task.
- Must have the technical qualifications and or experience in the area of the intervention.
- Agree to the terms & conditions of the contract which is signed on commencement of an award of an official order.
- Be available for the interview.
- Agree to Statutory, Reference, and Credit & Criminal check where relevant.

### **What is the benefit of being registered?**

Being registered as a supplier/service provider at GEP:

- Qualifies the Service Provider to tender or quote for provision of goods/ or services to GEP.
- Builds a Service Provider track record with a credible institution.

### **Terminology**

- **Commodities**

The commodity/category the company wishes to be registered for as a supplier. Please define your principal business to a maximum of at least three commodities.

- **Trade Names**

The trade name that the company own or distribute, which you wish to be registered for.

- **Owned**

Having all the customary elements of ownership, including the right decision-making and sharing all the risk and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership interest as demonstrated by an examination rather than the form of ownership arrangements.

- **Broad –Based Black Economic Empowerment (B-BBEE)**

B-BBEE as assigned in the Code of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment, 2003 and promulgated in the Government Gazette on 09 February 2007, means the economic empowerment of all black people through diverse but integrated socio-economic strategies that include, but not limited to:

- i. Increasing the number of black people that manage, own and control enterprises and productive assets.
- ii. Facilitating ownership and management of enterprises and productive assets by communities, workers, co-operatives and other collective enterprises;
- iii. Human resources and skills development
- iv. Achieving equitable representation in all occupational categories and levels in the workforce
- v. Preferential procurement, and
- vi. Investment in enterprises that are owned or managed by black people

- **Women**

A female person who is 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 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 an 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.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations/ proposals to the GEP.**

Preference will be given to only registered suppliers. 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 and all pages to be initialed.** You will be informed of the outcome of your application.

When completed this forms, it must be deposited in the tender box situated at the address below, no fax or emailed copies will be accepted:

**Contact Number: (011) 085 2001**

**124 Main Street**

**6<sup>th</sup> Floor**

**Cnr Main and Kruis Street**

**For attention: Ms. Rendani Netshitanini**

## **Instructions**

- Print **clearly, use black ink, and complete only the relevant parts.**
- Complete the application in **full & initial all pages.**

- Please note that application forms not completed in full will be disqualified for consideration/registration.
- It should be noted that GEP 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-failure to do so may result in the application **being disqualified**
- Please make sure you complete all the sections and submit them before the closing date.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting documentation will not be processed.
- **For more information or if you need help, visit our website at [www.gep.co.za](http://www.gep.co.za) or contact (011 085 2001).**

**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.  V a t N o .

e.g.  
2004/140566  
/23

Income Tax No.

Number of full time employees:

**Company Details**

Website Address

Email Address

Tel area code  e.g. 012,011 etc.

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**

5

ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales
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**Company/Supplier Classification: (Please ✓ the relevant box or boxes)**

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

<b>Valid Original Tax Clearance Certificate Attached</b>	Yes	No
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Expiry date:	
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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)   | <input type="checkbox"/> | Partnership                 | <input type="checkbox"/> |
| Ltd                     | <input type="checkbox"/> | Trust                       | <input type="checkbox"/> |
| Closed Corporation (cc) | <input type="checkbox"/> | Section 21 Company          | <input type="checkbox"/> |
| Joint Venture           | <input type="checkbox"/> | Government /Parastals /     | <input type="checkbox"/> |
| Consortium              | <input type="checkbox"/> | Cooperatives Organ of State | <input type="checkbox"/> |
| Sole Proprietor         | <input type="checkbox"/> |                             | <input type="checkbox"/> |

**Contact Person Details**

Contact Person	Title:	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	ID No.	<input type="text"/>	
Cell No.	<input type="text"/>	Work No.	<input type="text"/>	
Fax No.	<input type="text"/>	Position	<input type="text"/>	
E-mail	<input type="text"/>			

**Please complete Annexure 2: List of Owners / Proprietors / Partners / Sole Proprietors / Trustees**



**HDI Ownership Status:**

Historically Disadvantage Individuals (HDI)	% of ownership
Women Equity (WE)	% of ownership
People with Disability (PWD)	% of ownership
Black Youth	% of ownership
Black Women	% of ownership

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
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m





### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should 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 authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is 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/request for quotations.**

2.1 Full Name of bidder or his or her representative:  
.....  
.....

2.2 Identity number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –



- a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution: .....

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 non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**



trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, 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 and or adjudication of this bid?

**YES / NO**

2.9.1 If so, 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 state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, 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 so, furnish particulars:

.....



**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

**Commodity list**

**GAUTENG ENTERPRISE PROPELLER  
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST**

Please indicate with  
tick

Please note: **only three commodities will be registered**

<b>A. CConstruction</b>	<b>B. Services continued</b>	<b>D. Professional Services continued</b>	
Air – Conditioning Services	Travel Agencies	EAP Consultants	
Carpentry Services	Cleaning Services	Industrial Relations Consultants	
Electrical Contracts	Transport Services/Office Movers	Consulting Engineers (Civil/Structure)	
Plumbing	Courier Services	Economists	
<b>B. SServices</b>	Security Services	Project Management	
Print Cartridges	Telecommunications	Quantity surveyors	
Catering	Shuttle services	Translation services	
Computer Supplies/Services	DJ and PA Systems	Office Furniture	
Office Plants	Accounting/Financial Advisory Services & Basic Bookkeeping Including assisting in obtaining incentives (BBSDP, CIF, FIG, EMIA)*	Job Description Consultants	
Media Monitoring/Tracking	Transport Services/Office Movers	<b>E. SMME's short courses</b>	
Exhibition Centres	<b>C. Legal Intervention</b>	Accounting & Bookkeeping	
Conference facilities	Attorneys/Legal Services	Basic Business Skills	
Printing/Photography (Annual Report)	Lease/Sale Agreements	Costing & Pricing	
Cabling, DSTV, Audio, Visual	Labour Relations	Excel & Word 2007	
Office Plants/Maintenance	Debt Collections	Project Managers	
Locksmith Services	<b>D. Professional Services</b>	Small Business Taxation	
Telecommunication	EDMS Consultants	Business Etiquette	
Exhibition Centres	Industrial Relations	Business Plan	
<b>E. SMME's short courses continued</b>	<b>F. Planning Interventions</b>	<b>G. Marketing Tools</b>	
Conflict Resolutions	Feasibility Study/Business plans	Web Design	



Customers Services	<b>Business Strategy Planning</b>	Brochures (CD-Rom's Version)	
Negotiation Skills	Business Growth	Business Cards	
Presentation Skills	Business Expansion	Sign Boards/Street Pole ads	
Sales & Marketing	Business Turnaround Plan	Catalogues	
Tendering	Business Valuations	Leaflets/Flyers	
Negotiation Skills	Marketing Plan	Branding (Corporate Gifts & Clothing)	
Small Business Taxation	<b>Marketing Research</b>	<b>H. IT Services</b>	
Business Plan	Evaluation and analysis	IT Governance	
Business Etiquette	Market Access	Information Security	
		IT Strategy	
		IT Project/ Programme management.	
		Enterprise Architecture <ul style="list-style-type: none"> <li>• BBusiness</li> <li>• AApplication</li> <li>• DData</li> <li>• TTechnical</li> </ul>	
		IT Business Analysis	
		Application Development and support: <ul style="list-style-type: none"> <li>• Sage pastel Evolution</li> <li>• Sage VIP payroll</li> </ul>	
		Hardware Maintenance and Repairs	
		IT service Management	
		Information Management	

\* Assisting in obtaining incentives (BBSDP, CIF, FIG, EMIA)

### 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:

--	--	--

**Required Documentation to be submitted with this form**

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 not older than three months**.

**Please tick submitted documents**

Document Name	Attached
Original Valid Tax Clearance Certificate	<input type="checkbox"/>
Certified Copy of Company/Co-operative Registration Certificate	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Director's ID's/ Member's ID's	<input type="checkbox"/>



- Original or Certified Copy of BBBEE Certificate
  - Cancelled Cheque / Verification Letter of Bank
  - Any relevant independent agency ratings / industrial endorsement
  - Proof of Disability (Doctor's Letter)
  - Proof of Ownership/Shareholding Certificate
  - Copies of qualification & experiences
  - Letter of referral with contact details
  - Other (please specify): \_\_\_\_\_
- 

**All service providers should be registered with the National Treasury CSD**