

Western Cape Supplier Database

Incorporating Western Cape Provincial Government, City of Cape Town, Western Cape Provincial Parliament, Cape Winelands District Municipality, Witzenberg Municipality, Stellenbosch Municipality, Western Cape Gambling & Racing Board, Perishable Products Export Control Board, Robben Island Museum, Cape Town International Convention Centre (CTICC), West Coast District Municipality and Saldanha Bay Municipality

This shared database is being populated to enable the effective implementation of the Preferential Procurement Policies of the above organisations. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual (HDI) shareholders who are actively involved in the daily operations and management of an organisation, defined according to the Preferential Procurement Regulations, 2001, as "an activity inclusive of control and performed on a daily basis."

"Historically Disadvantaged Individual (HDI) means a SA Citizen –

who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the RSA, 1983 (Act No 110 of 1983) or the Constitution of the RSA, 1993 (Act No 200 of 1993) ("the Interim Constitution") and / or

- (1) who is a female; and / or
- (2) who has a disability:

Provided that a person, who obtained SA citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI."

- POINTS TO REMEMBER -

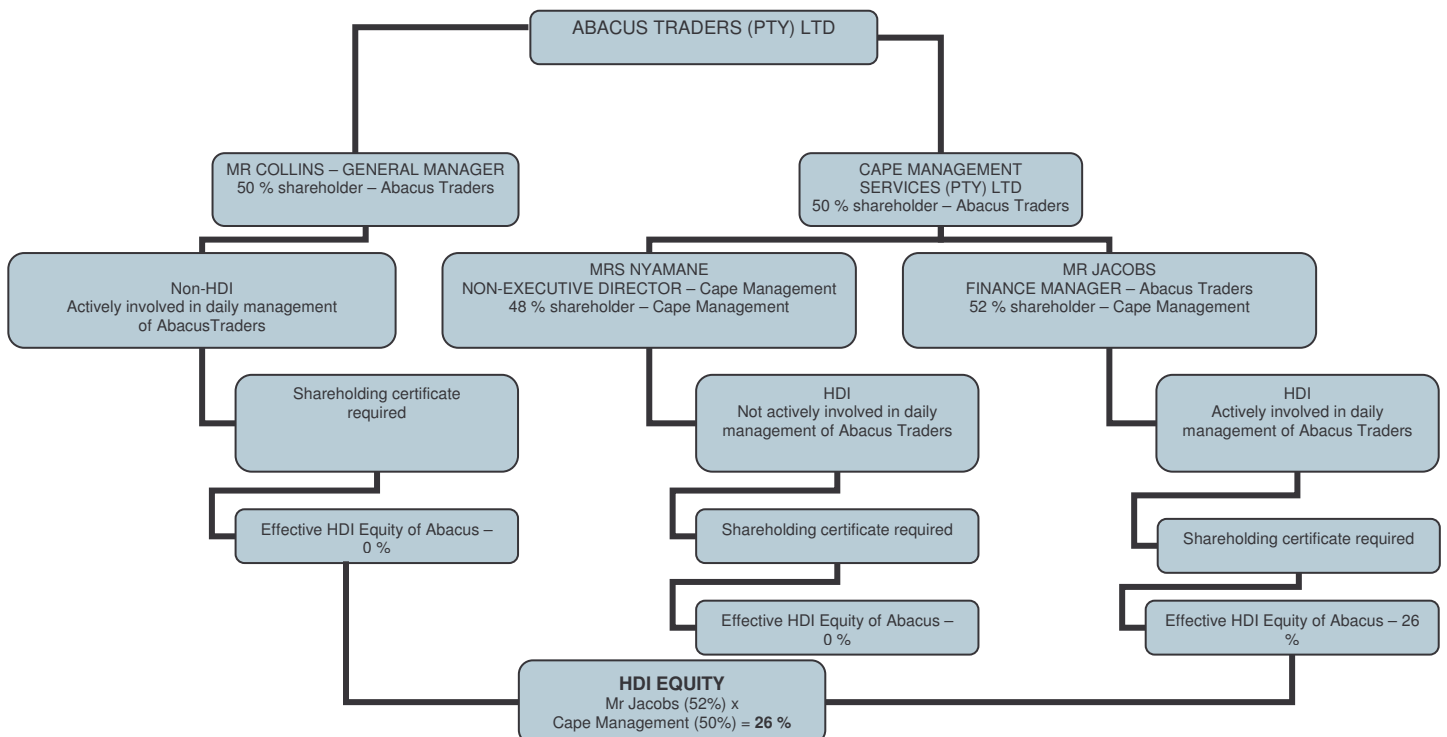
COMPLETING THE WESTERN CAPE SUPPLIER DATABASE (WCSD) REGISTRATION FORM

- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached. If a field is not applicable to your business type, clearly mark it as N/A and supply applicable documentation, or proof of exemption.
- **Sequence of gathering supporting documentation** – TradeWorld recommends that the following sequence is adhered to when gathering documents: (1) Company Registration and Shareholding documents (2) Proof of Banking documents (3) Department of Labour documents (Workman's Compensation, UIF) (4) SARS documents (VAT, PAYE, Income Tax Registration) (5) Regional Council Registration Documents (6) SARS – Tax Clearance Certificate
- **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Shareholding Certificates, VAT Registration, PAYE, UIF, Workman's Compensation, Security Officers Board Certificate if applicable; the stamp of certification should be on the front of the document if it is faxed to TradeWorld.
- **An original valid Tax Clearance Certificate is to be submitted.** The validity period of a Tax Clearance Certificate is 12 months from date of issue. To maintain a verified status on the WCSD, please ensure that TradeWorld is always in possession of a valid Tax Clearance Certificate.
- **Owners, Shareholders** – Please ensure that the percentages of ownership of the **individual shareholders** amount to 100%. That is, provide details of *all* shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Holding Companies & Trusts** – Please contact the Western Cape Supplier Database Call Centre on Tel 021 – 680 4666 should your business be owned by a holding company or a trust to request an alternative page 7.
- **Individual HDI Shareholders in the Holding Company or Trust, who are actively involved in the daily operations and management of the company being registered, are to be included for the company to be considered for HDI Equity Ownership.** Proof of the individual shareholding is to be submitted.
- **Certificate of Correctness (page 9)** – Please ensure that the Certificate of Correctness is signed and dated once all required data and documentation has been submitted.
- **Collection points** – Completed registration forms and supporting documentation can either be delivered or emailed to one of the addresses on the registration form or faxed to the numbers provided on the first page of the registration form. Please contact the helpdesk for additional collection points in outlying areas.
- **Processing of registration** – Your **COMPLETED** registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with all of the above role players, including responses to Requests for Quotes and formal tenders. This letter of verification will be dispatched to the correspondence details supplied on the third page. **Please note that this administration process of COMPLETED registration forms will take a minimum of 5 days.** Once your registration has been included on the Western Cape Supplier Database your details will be accessible to procurement officials in the above organizations sharing in the WCSD.
- **Business Opportunities** – Please note that registration on the Western Cape Supplier Database does not guarantee the receipt of business opportunities. Should you wish to receive daily leads and tenders particular to your core business for a limited free trial period ending 15 February 2006, please contact TradeWorld on 0861 – CALLTW (0861 – 225589); or contact the procurement division at the organizations sharing in this database; or access the opportunities at no cost from your nearest RED Door office.
- **Copies of Documents** – Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.
- **Amendments** – Please notify the Western Cape Supplier Database Helpdesk immediately of any changes to the verified information submitted. Submit a Certificate of Correctness with the amended data.
- **Queries** – Should you have any related queries or if you require assistance completing the registration form, please contact the Supplier Database Helpdesk on Tel 021 – 680 4666.

BUSINESS TYPE (Western Cape Based Details)

DOCUMENTS REQUIRED	Sole Proprietor	Close Corporations and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisations (NPO)	Where to get documents	Address	Telephone
Company Registration CERTIFIED COPIES	N/A	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of Close Corporations & Companies	The DTI Campus Block F (Entfufukweni) 77 Meintjies Street Sunnyside, Pretoria	012-310 8789 Customer Care 086 184 3384
Proof of Ownership CERTIFIED COPIES	N/A	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter - no shareholding	Registrar of Close Corporations & Companies	The DTI Campus Block F (Entfufukweni) 77 Meintjies Street Sunnyside, Pretoria	012-310 8789 Customer Care 086 184 3384
Regional Services Council (RSC)	Yes	Yes	Yes	Yes	Yes	Yes	City of Cape Town / Local Authority if not based in Cape Town	Ground Floor, 35 Wale Street, Cape Town	021-487 2348
Proof of Banking	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank where account is held		
An Original valid Tax Clearance Certificate	For the owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)	17 Lower Long Street, Cape Town	086 0121 218
P.A.Y.E	Applicable if remuneration is above the threshold	Applicable, if remuneration is above the threshold	Applicable, if remuneration is above the threshold	Applicable, if remuneration is above the threshold	Applicable, if remuneration is above the threshold	Applicable, if remuneration is above the threshold	Receiver of Revenue (SARS)	OR: AJ West Street, Bellville	086 0121 218
VAT Registration	Yes, if applicable. Based on turnover exceeding R300 000 per annum. Contact SARS for further information.						Receiver of Revenue (SARS)	OR: Teddington Road, Bellville	086 0121 218
U.I.F Certificate	YES Register with the Department of Labour	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour (sole proprietors)	c/o Parade & Barrack Street, Thomas Boydell Building, Cape Town	021-460 5103
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour	c/o Parade & Barrack Street, Thomas Boydell Building, Cape Town	021-460 5103
Security Officer's Board	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry			
Proof of Disability	If owner is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled	If Shareholder is disabled			

EXAMPLE - Calculation of HDI Equity Ownership for a Business Owned by a Holding Company



4.1 CORE BUSINESS OPERATION (MANDATORY FIELD)* *

(Mark with X in applicable fields)

Prime Contractor	<input type="checkbox"/>	Sub-Contractor (less than 25 % generated turnover as prime contractor)	<input type="checkbox"/>	Labour-only Contractor	<input type="checkbox"/>
Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Legal Service Provider*	<input type="checkbox"/>
Professional Services BUILT Environment*	<input type="checkbox"/>	Education, Training and Development Service Provider (ETD)*	<input type="checkbox"/>	Other**	<input type="checkbox"/>

*NB – All Professional Service Providers in the Built Environment, all ETD Service Providers and all Legal Service Providers, please contact the Western Cape Supplier Database Call Centre on (021) 680 4666 to request the mandatory additional registration pages applicable to this specific core business sector.

**Other, please specify _____

4.2 ANNUAL AVERAGE TURNOVER

Indicate annual average turnover excluding Value Added Tax during the past three years:

R		
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5. FINANCIAL DETAILS (BANKING)

Banking institution name	
Branch	
Town / City	
Banking account number	
Account Type	
Account holders name	

NB. DOCUMENTARY PROOF OF BANKING INSTITUTION MUST BE SUPPLIED (*Cancelled Cheque / Bank Statement*)

6. BUSINESS INFORMATION (MANDATORY FIELD) * *

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Amendment Bill pertaining to the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column 1 and then tick the corresponding information blocks in columns 2, 3 and 4.

If unsure of the applicable sector, please contact the WCSD Call Centre on 021- 680 4666.

COLUMN 1	COLUMN 2		COLUMN 3		COLUMN 4	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees TICK WHERE APPLICABLE		Total annual turnover TICK WHERE APPLICABLE		Total gross asset value (fixed property excluded). TICK WHERE APPLICABLE	
Agriculture	MORE THAN 100		MORE THAN R 5m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 5m		LESS THAN R 5m	
Mining and Quarrying	MORE THAN 200		MORE THAN R 39m		MORE THAN R 23m	
	LESS THAN 200		LESS THAN R 39m		LESS THAN R 23m	
Manufacturing	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Construction	MORE THAN 200		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 200		LESS THAN R 26m		LESS THAN R 5m	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R 39m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 39m		LESS THAN R 6m	
Wholesale Trade, Commercial Agents & Allied Services	MORE THAN 100		MORE THAN R 64m		MORE THAN R 10m	
	LESS THAN 100		LESS THAN R 64m		LESS THAN R 10m	
Catering, accommodation & other Trade	MORE THAN 100		MORE THAN R 13m		MORE THAN R 3m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 3m	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R 26m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 6m	
Finance and Business Services	MORE THAN 100		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 5m	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 6m	

7.1 OWNERS AND SHAREHOLDERS

Explanation of abbreviations used in the following tables:

Capacity	
Director	D
Partner	P
Member	M
Proprietor	R
Other	O

Race Group	
Black	B
White	W
Coloured	C
Indian	I
Other	O

7.1 List all persons who are shareholders/owners in the business

NB Proof of disability provided by a recognised institution in the case of handicapped persons must be supplied.

NB If a trust / holding company has ownership in the business, contact the WCSD Call Centre on 021 – 680 4666 for an alternative Page 7

NB CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF

OF OWNERSHIP/PARTNERSHIP MUST BE SUPPLIED

(Multiple copies of this page may be submitted if required.)

First Name																										
Surname																										
Identification Number																										
Percentage Share																					%					
Capacity																					<table border="1" style="font-size: small;"> <tr> <td>D</td><td>P</td><td>M</td><td>R</td><td>O</td> </tr> </table>	D	P	M	R	O
D	P	M	R	O																						
Gender																					<table border="1" style="font-size: small;"> <tr> <td>M</td><td>F</td> </tr> </table>	M	F			
M	F																									
Race Group																					<table border="1" style="font-size: small;"> <tr> <td>B</td><td>W</td><td>C</td><td>I</td><td>O</td> </tr> </table>	B	W	C	I	O
B	W	C	I	O																						
Disabled (a permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being)																					<table border="1" style="font-size: small;"> <tr> <td>Y</td><td>N</td> </tr> </table>	Y	N			
Y	N																									
Were you a South African citizen on or before the 26 th of April 1994?																					<table border="1" style="font-size: small;"> <tr> <td>Y</td><td>N</td> </tr> </table>	Y	N			
Y	N																									
Are you actively involved in the management and daily business operations of the business?																					<table border="1" style="font-size: small;"> <tr> <td>Y</td><td>N</td> </tr> </table>	Y	N			
Y	N																									

First Name																										
Surname																										
Identification Number																										
Percentage Share																					%					
Capacity																					<table border="1" style="font-size: small;"> <tr> <td>D</td><td>P</td><td>M</td><td>R</td><td>O</td> </tr> </table>	D	P	M	R	O
D	P	M	R	O																						
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Y	N																									
Are you actively involved in the management and daily business operations of the business?																					<table border="1" style="font-size: small;"> <tr> <td>Y</td><td>N</td> </tr> </table>	Y	N			
Y	N																									

7.2 PARTICULARS OF EMPLOYEES

State the total number of permanent and temporary staff employed.

	MALE		FEMALE	
	Permanent	Temporary	Permanent	Temporary
BLACK				
COLOURED				
INDIAN				
WHITE				
OTHER				
DISABLED				

8. BEE INITIATIVES (Mark with X)

8.1 Does the company have an employment equity programme?

Y	N

8.2 How many permanent employees are at management level or can be classified as professional?

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8.3 How many of the permanent staff that are management or are professional are previously disadvantaged?

--

8.4 How many people of the board and senior management are previously disadvantaged?

--

8.5 Have you formed alliances with BEE entities through partnering, joint ventures or other similar initiatives?

Y	N

Are the above alliances with?

Listed Companies Private Companies Closed Corporations Partnerships Individuals

9. PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience?

Y	N

If yes, please complete the table below. List the last 2 contracts awarded to you (the tenderer) or previous experience with other businesses related to this type of work or supply.

Employer/Department																	
Contact Person																	
Contact Number																	
Estimated Contract Value in Rands											R						
Year Awarded					Year Completed / Still in Progress												
Proof documents attached?																Y	N

Employer/Department																	
Contact Person																	
Contact Number																	
Estimated Contract Value in Rands											R						
Year Awarded					Year Completed / Still in Progress												
Proof documents attached?																Y	N

10. CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT: -

- 1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
- 2. If the information supplied is found to be incorrect then the client may, in addition to any remedies it may have: -
 - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
 - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or
 - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

In the interest of simplifying the registration process for the supplier community, I support the concept of centralised supplier database management and agree to make my profile visible to other databases populated by TradeWorld on behalf of a number of organisations including local, provincial and national government departments, Public Entities, SOEs and the private sector.

Please tick the relevant box

Yes	No

SIGNED ON THIS _____ DAY OF _____ 200__ AT _____

(SIGNATURE)

IN HIS /HER CAPACITY AS

(PRINT NAME)

ON BEHALF OF THE (SUPPLIER'S NAME) _____

NB - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the Western Cape Suppliers Database and thereby ensure your eligibility to conduct business with the buyers sharing in this database. Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new certificate is submitted. Any quote responses received by TradeWorld from you while suspended on the WCSD will be judged as non-compliant and such quotes will be disregarded.



11. CLASSIFICATION FOR WESTERN CAPE SUPPLIER DATABASE

IN ORDER TO BE IDENTIFIED / SOURCED AS A POTENTIAL SERVICE PROVIDER, YOUR BUSINESS NEEDS TO BE CLASSIFIED CORRECTLY.

Tick the appropriate block to indicate the correct classification of your company as a service provider:

Goods & Services	<input type="checkbox"/>	Engineering & Construction	<input type="checkbox"/>	Built Environment Consultant / Professional Service Provider	<input type="checkbox"/>	Education, Training & Development	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>
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To assist us in the categorisation process and to ensure that your company is correctly classified, we require a short summary of your core business, key words that best describe your business operations and any specialisations.

Complete the following if you are service provider of the Goods and Services / Engineering Construction:

Our core business is:

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Key Words:

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Specialisations:

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Additional classification pages are to be completed by service providers in the Built Environment Professional Services / Legal services / Education, Training and Development.

Please contact the Western Cape Supplier Database Call Centre on (021) 680 4666 to request the mandatory additional registration pages applicable to these specific core business sectors.