



P.A.C.O.F.S

## **SUPPLY CHAIN MANAGEMENT**

Memo from the desk of ALIDA HATTINGH

Room K 309

TEL : 051 – 4477771 x 2306

FAX : 051 – 4475163

E-MAIL : [alida@pacofs.co.za](mailto:alida@pacofs.co.za)

Dear Service Provider,

Thank you for showing interest to register on the database of PACOFS.

Please read through the important notes below. No service provider not providing the following information will be registered on the database of PACOFS.

1. Registration forms must be completed in full and be signed by all vendors seeking registration as an approved supplier.
2. No copies or faxes will be accepted, only original forms.
3. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number or e-mail address.
4. It is a prerequisite that the following documents must be submitted together with the registration form :
  - Original, valid tax clearance certificate;
  - Company registration certificate (e.g. CK1 in terms of CC);
  - Company profile (stating core business of the company);
  - Other registration certificates (e.g. if the company is a construction service, CIDB grading certificate must be submitted);
  - Original certified copies of ID documents of all shareholders;
  - Shareholding certificate.

PACOFS reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Service providers must comply with all the registration criteria for registration to be finalized. Failure to do so may result in the application being declined.

**REGISTRATION FORMS MUST BE SEALED IN AN ENVELOPE AND PLACED IN THE "BID BOX" AT SECURITY IN FIRST AVENUE.**

Kind regards,

**ALIDA HATTINGH**

HEAD: DEMAND & ACQUISITION

2009-12-10

# SUPPLIER REGISTRATION FORM



**Important notes please read carefully**

- To be completed by all vendors seeking registration as an approved supplier;
- The questionnaire must be completed in full and be signed, no copies or Faxes will be accepted;
- Applicants will be contacted via fax/e-mail and must therefore submit an operating fax number/e-mail address;
- It is prerequisite that the following documents should be submitted together with the form:
  1. Original valid tax clearance certificate
  2. Company registration certificate (e.g. CK1 in terms of CC)
  3. Company profile ( stating the core business of the company)
  4. Other registration certificate ( e.g. If the company is in construction service it should submit the CIDB grading certificate)
  5. Certified copies of ID documents of all shareholders
  6. Shareholding certificate
- It should be noted that PACOFS 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 declined.

## Supplier details

Company/ Supplier Name:	
Registration Number:	
VAT registration number (if applicable):	
Income Tax reference number: (compulsory)	
Web address:	
E-mail address:	
Telephone Number:	
Fax Number:	
Number of full time employees	
Number of part time employees	
Date of company registration	
POSTAL ADDRESS:	PHYSICAL ADDRESS:
POSTAL CODE:	POSTAL CODE:

**Main Contact person in your company:**

Name:	
Position in Company	
Cell Phone number:	
Fax Number:	
E-mail address:	

**Supplier Grouping Detail: Type of Firm (Please tick the relevant box)**

1	Public Company (Ltd.)		7	Sole Proprietor	
2	Private Company (Pty) Ltd.		8	Foreign Company	
3	Closed Corporation (cc)		9	Partnership	
4	Other (specify)		10	Trust	
5	Joint Venture		11	Section 21 Company	
6	Consortium		12	Government Parastatals	

**List all proprietors and shareholders & their share percentage (compulsory)**

Surname & Names	Position occupied in the enterprise	Citizenship	ID Number	Percentage ownership %

**SMME Status of your enterprise:**

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

A. Sector	B. Full time paid employees				C. Annual turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	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
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail & Motor trade	100	50	10	5	30	15	3	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
Catering & or Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport / storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/ Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1

**SMME status of your enterprise: (Please tick the relevant box according to SMME table)  
(compulsory)**

Micro	
Very Small	
Small	
Medium	
Large	

**HDI Ownership Status: Please read the notes below very carefully  
Instructions and definitions:  
(Please read carefully before completing HDI Ownership status)**

**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) 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 to the Department.
- **Disability:** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of ability to perform an activity in the manner, or within the range, considered normal for a human being.
- **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 the 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 the 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.
- **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 the enterprise, and exercise control over the enterprise, commensurate with their degree of ownership.

**Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.**

**HDI Ownership Status:**

Historically Disadvantaged Individuals (HDI)		%
Women Equity (WE)		%
Disabled Individuals		%

## LIST OF COMMODITIES

Please mark the commodities that your company wish to register for with an X

Accommodation (Guest houses, etc)	Electronic components and contractors
Advertising	Garage equipment
Advertising & Printing	Gas and heating equipment
Alarm systems & equipment	Glassfitters
Anti virus software	Graphic designers
Assurance companies	Gifts promotional
Auctioneers	Guest houses & lodges, incl B&B's
Audio Visual equipment	Hotels
Audio Visual equipment hire	Hardware suppliers
Audio Visual equipment repairs & services	Hygienic & cleaning services
Audio Visual productions	Investigation services (polygraph)
Audio Visual presentations	IT suppliers
Auditing Services	Interpreting services language
Auto spare parts & repairs	Industrial chemicals
Adhesives (Gaffer tape, etc)	Interior decorators / design services
Air-conditioning services/repairs/contractors	ID Card personalization systems
Auto electricians	Information services
Airtime supplier	Journalism
Bags : Refuse and plastic	Liquor suppliers
Badges, conferences, embroidered, metal	Lighting contractors, lights and fittings
Bags, conference, travel/ promotional	Labels & labeling services
Bands	Locksmiths
Batteries	Logo (crockery, design services & engraving)
Butcheries	Meat suppliers / products
Beverages and alcohol	Multimedia services
Blinds and awnings	Medical practitioners
Bolts and nuts	Networking
Bricklayers	Office consumables
Billboards (printing on)	Office equipment
Cabling contractors	Office machines & equipment
Cabaret Artists	Painting
Computer repairs & service	Printing services
Computer software	Publications
Conference centers & facilities	Professional consultants
Consulting services	Photography equipment & services
Cartridges	Printing & design services
Catering equipment & equipment hire	Printing consumables
Catering services	Polishers and Vacuum Cleaners
Cellular telephone network providers	Poster distribution
Cellular telephone sales & contracts	Quantity surveyor
Cleaning equipment general	Retail stores
Closed circuit TV	Rubber stamps
Clothing general/ protective & uniforms	Recruitment agents
Computer consumables	Resorts Holiday
Computer Hardware & printers	Safes & safe removal services
Carpets	Shuttle services
Ceiling Contractors	Sound & music systems equipment
Curtain suppliers and manufacturers	Stationery office
Cutlery/Crockery suppliers	Stationery suppliers
Computer networking	Security
Cleaning chemicals	Scaffolding
Construction : steel and building	Sign writers
Dry cleaning services	Tyres suppliers
Drums copiers	Team building
Diesel mechanics	Translation services
Electrical appliances	Travel agency
Electrical suppliers	Telecommunications
Embroidery services (logo)	Theatre smoke and haze machines
Educational services	Transport
Electricians	Tiling

<b>LIST OF COMMODITIES</b>	
<b>Please mark the commodities that your company wish to register for with an X</b>	
<b>Upholsterers</b>	<b>Other(s):</b>
<b>Vehicle hiring</b>	
<b>Vehicle spare parts</b>	
<b>Vehicle tow-in services</b>	
<b>Vehicle mechanical/diesel repairs</b>	
<b>Valve products</b>	
<b>Website designers and programmers</b>	
<b>Welding consultants</b>	

**Declaration of any conflict of interest:**

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**I/ we the undersigned acknowledge that:**

- **The information furnished is true and correct**
- **The Equity Ownership claimed is in accordance with the General Conditions**
- **Any conflict of interest has been declared**

**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

**DATE:** \_\_\_\_\_



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# PACOFS

## ENTITY MAINTENANCE

### System Users Only

Captured By: \_\_\_\_\_

Date Captured: \_\_\_\_\_

### Personal Details

Registration No.

Company name

Name of artist; group; project

### Address Details

To be Completed by Artist (s)

Note that this address must correspond with your invoice address and contract address.

Code:

Postal Address:

Code:

Street Address:

Code:

### Telephone Details

Home Area Code  Tel:

Fax Area Code  Tel:

Cellphone No.

Contact Person:

Area Code  Tel:



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# PACOFs

## Entity Maintenance: Bank Details

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ELECTRONIC FUND TRANSFER 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/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

<b>Initial and Surname</b>

<b>Authorised Signature</b>

<b>Date dd/mm/yyyy</b>											

Name of Account/Supplier:	<input style="width: 100%;" type="text"/>											
Name of Bank:	<input style="width: 100%;" type="text"/>											
Name of Branch:	<input style="width: 100%;" type="text"/>											
Branch Code:	<input style="width: 100%;" type="text"/>											
Account Number:	<input style="width: 100%;" type="text"/>											
Type of Account:	<input type="checkbox"/> Current Account						<input type="checkbox"/> Other ( please specify )					
	<input type="checkbox"/> Savings Account	<input style="width: 100%;" type="text"/>										
	<input type="checkbox"/> Transmission Account											