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| ***OFFICE USE ONLY***  **Vendor # 31/** |

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| --- |
| **SUPPLIER / VENDOR DATABASE REGISTRATION FORM** |

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| --- |
| **Company registered name:**  (In block letters) |

|  |
| --- |
| **Core Business (Commodity):**  (Select one only) |

**Delivery address:**

**RAF Supplier Database Management**

**420 Witch-Hazel Avenue**

**Eco Glades 2**

**CENTURION**

**0046**

**** Dr NM Bhengu (Chairperson), Mr D Coovadia (Vice Chairperson), Mr LED Hlatswayo, Ms KLN Linda, Mr TP Masobe, Ms R Mokoena, Mr AM Pandor, Adv DS Qocha, Mr DK Smith, Ms A Steyn, Mr Tenza (Director-General’s Representative)

**SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH THE ROAD ACCIDENT FUND**

**The following important notes should be read carefully before the completion of this form**

1. It should be noted that the Road Accident Fund reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on RAF’s acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol “N/A” in the appropriate space.
5. Mark the appropriate square with a “” where it is applicable to you.
6. If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.
9. A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
10. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish RAF with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure the Road Accident Fund is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate accredited by SANAS. **Suppliers whose tax clearance certificates have expired will be blocked from the RAF’s database until such time as valid documents are submitted. Suppliers whose BEE certificates have expired or who have not submitted proof from accountants with regard to annual turnover less than R5m, will be deemed to be zero.**
13. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
14. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by RAF. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with RAF.
15. Please read notes below very carefully:

**Commodity:** The commodity the business wishes to register for as a supplier. (Only one commodity)

**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 arrangements.

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.

**Historically Disadvantaged Individual (HDI)** means a South African citizen

1. 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 Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or
2. who is a female; and/or
3. who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI.

**Black people** is a generic term which means: African, Coloured and Indian.

**Youth** refers to persons between the ages of 18 to 35, both inclusive.

1. “Except for the specific goods or service procured by the Road Accident Fund, service providers are required not to offer any gift, hospitality or other benefit to any RAF official. To avoid doubt, branded marketing material is considered to be a gift. Furthermore, should any RAF official request a gift, hospitality or other benefit, the service providers is required to report the matter to our toll free fraud line at 0800 005919.”
2. Verification prior approval as prospective service provider:

* Kindly note that all prospective goods / service providers seeking business opportunities with the RAF are subjected to verification of company’s directors. The verification process entails security checks on registration with Companies Intellectual Property Commission (CIPC), Blacklisting of Companies and or its Directors by National Treasury.
* As a result we are compelled to obtain consent from you to proceed with the verification failure to which will result in non-compliance and subsequently to the company not recognized as a prospective goods / service provider with the RAF. Kindly complete the consent form attached on the website and forward to the address indicated on the cover page..
* This organization reserves the right to institute any further action to satisfy itself on the suitability of prospective goods / prospective provider.

1. **The front page of the form must be clearly marked “Supplier / Vendor Database Registration”. The envelope must be hand delivered or posted via registered mail to one of the following addresses:**

**Physical Addresses:**

**PRETORIA: DURBAN:**

**Supplier / Vendor** **Database Registration Supplier / Vendor** **Database Registration**

**Road Accident Fund: Procurement Department Road Accident Fund: Procurement Department**

38 Ida Street 12th Floor, The Embassy Building

Menlo Park 199 Smith Street

Pretoria Durban

0081 4000

**HEAD OFFICE: JOHANNESBURG:**

**Supplier / Vendor** **Database Registration Supplier / Vendor** **Database Registration**

**Road Accident Fund: Procurement Department Road Accident Fund: Procurement Department**

Witch Hazel Street 29th Floor, Marble Towers

Highveld X75 212 Jeppe Street

Centurion Johannesburg

0157 2000

**CAPE TOWN: EAST LONDON:**

**Supplier / Vendor** **Database Registration Supplier / Vendor** **Database Registration**

**Road Accident Fund: Procurement Department Road Accident Fund: Procurement Department**

2nd Floor, LG Building 4th Floor, Metropolitan Building

1 Thibault Square, Long Street c/o Drury Lane & Caxton Street

Cape Town East London

8001 5201

**Postal Address: Supplier / Vendor** **Database Registration, Road Accident Fund: Procurement Department,** Highveld X 75, Centurion, 0157

1. Please mark the back of the envelope with Sender *(Business Name)*, Contact Person and Telephone Number.
2. **I have read and understood the important**

**notes on pages 2 and 3**

Authorised signatory

# **1. Business Profile** (Please complete or tick where applicable)

Registered Company Name:

Trading Name *(if different):*

Business Type:

Sole Trader Partnership

Close Corporation Company (Private/Public)

Government Institution Other *(please specify)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Registration Number: |  |  |  |  |  |  |  |  |  |  |

*(please attach certified copy of proof of registration)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Income Tax Number: |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vat Number: |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PAYE Number: |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UIF number: |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skills Development number: |  |  |  |  |  |  |  |  |  |  |

Compensation for Occupational Injuries and

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Diseases (COID) number: |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Original Tax Clearance Certificate Attached |  | YES | NO |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expiry Date: | Y | Y | Y | Y | / | M | M | / | D | D |

|  |  |
| --- | --- |
| YES | NO |

Valid BEE Certificate Attached

|  |
| --- |
|  |
| Expiry Date: | | Y | Y | Y | Y | / | M | M | / | D | D |

|  |  |  |  |
| --- | --- | --- | --- |
| Enterprise Profile Attached |  | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Share certificates / Cipro documents attached |  | YES | NO |

|  |  |
| --- | --- |
| Number of Years in Business |  |

Postal Address: Physical Address:

Province: Province:

Postal Code: Postal Code:

Toll Free Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Switchboard Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web Address:

**CONTACT PERSONS**

**Finance Department Sales Department**

Name: Name:

Surname: Surname:

Designation: Designation:

Tel: Tel:

Cell: Cell:

Fax: Fax:

Email: Email:

**Documentation to be attached to this application form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Documentation required** | **Included** | **If not included provide reason** |
| 1 | Original certified copy of company registration forms |  |  |
| 2 | **Original** valid tax clearance certificate |  |  |
| 3 | Original certified copies of shareholder certificates / CIPRO documents |  |  |
| 4 | Original certified copies of shareholders / directors / owners / members identity documents. |  |  |
| 5 | Original certified copy of accreditation certificate for relevant industry |  |  |
| 6 | **Current** BBBEE Certificate issued by SANAS accredited rating agency or letter from auditor/accountant confirming annual turn-over |  |  |
| 7 | Company Profile |  |  |
| 8 | Audited financial statements for the past 3 years |  |  |
| 9 | **Original** Cancelled cheque/ **Original** bank stamped letter confirming bank details |  |  |
| 10 | Declaration of interest (SBD 4) |  |  |

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state¹, 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 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 positionin 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.**

2.1 Full Name of bidder or his or her representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Identity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Position occupied in the Company (director, trustee, shareholder²): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Company Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Tax Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. 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 / personnel numbers must be indicated in paragraph 3 below.

¹“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**

* + 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. 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**

* + - 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.

* + - 1. If no, furnish reasons for non-submission of such proof:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
     1. If so, furnish particulars:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person

employed by thestate 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3 Full details of directors / trustees / members / shareholders.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Identity Number** | **Personal Tax Reference Number** | **State Employee Number / Personnel Number** |
|  |  |  |  |
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# 4 DECLARATION

I, THE UNDERSIGNED (NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Name of bidder

May 2011

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***COMPANY BANKING DETAILS   INDEMNITY FORM*** | | | | RAF_JHB_LH_Top.jpg**RAF_JHB_LH_Top.jpg** | |
| **Company registered name** | |  | | | |
| ***Payments will be transferred into this account:*** | | | | | |
| **Bank Name** |  | | | | ***COMPULSORY***  ***Bank stamp confirming banking details are correct*** |
| **Branch Name** |  | | | |
| **Account number** |  | | | |
| **Controlling Branch Code** |  | | | |
| Type of account |  | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Bank Official Name & Surname** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |
| *In addition submit original canceled cheque / Original bank stamped letter confirming bank details.*   |  | | --- | | ***GLUE ORIGINAL CANCELLED CHEQUE HERE*** |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***OFFICE USE ONLY*** | | ***REGION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | Captured by |  | **E** | **Date** |  | | Checked by |  | **E** | **Date** |  | | Confirmed by |  | **E** | **Date** |  | | | | | | |

### List of Commodities

Please mark clearly with a “” the entity’s **Core Business** below **(select only one)** and write the selection on the cover page of this application form.

|  |  |
| --- | --- |
| Advertising (Placement of Advertisements) | |
|  | Electronic Media |
|  | Outdoor Media |
|  | Print Media |
|  | Other (Please specify) |
| Archiving & Related Services | |
|  | Archiving & Related Services |
| Assets & Goods | |
|  | Audio & Video Systems |
|  | Electronic Equipment (Projectors, Cameras, etc.) |
|  | Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.) |
|  | Motor Vehicles / Motorbikes |
|  | Office Equipment |
|  | Office Furniture |
|  | Refrigeration Equipment |
|  | Other (Please specify) |
| Assets Services | |
|  | Audio & Video Systems (Maintenance & Support) |
|  | Car Service Centres |
|  | Car Wash |
|  | Panel Beating / Spray Painting |
|  | Refrigeration Equipment Repairs |
|  | Repair of Office Furniture |
|  | Repair of Electrical Equipment |
|  | Roadside Assistance |
|  | Other (Please specify) |
| Corporate Clothing & Gifts | |
|  | Corporate Clothing, Promotional Items & Gifts |
|  | Flowers |
|  | Framing of Certificates / Awards |
|  | Other (Please specify) |
| Document Services | |
|  | Courier Services (incl. Postal Services) |
|  | Franking Machine Services |
| HR & Related Services | |
|  | Change Management Consultants |
|  | Executive Search Consultants |
|  | HIV / AIDS Promotional Material |
|  | HIV AIDS Physicians |
|  | Performance Management Consultants |
|  | Personal Development Consultants |
|  | Recruitment Agencies |
|  | Remuneration & Salary Structuring Consultants |
|  | Skills Analysis & Development Consultants |
|  | Sports Events Coordinators |
|  | Sports Events Venues |
|  | Staff Wellness Services |
|  | Team Building (Venue, Events & Organisers) |
|  | Transcription Services |
|  | Voluntary Counseling & Testing |
| IT & Related Services | |
|  | IT Hardware & Network Equipment |
|  | IT Hardware & Network Maintenance & Support |
|  | IT Network Cabling |
|  | IT Professional Services (Consulting & Contracting) |
|  | IT Security Services |
|  | IT Software (Operating & Other) |
|  | Specialist IT Services, Architecture, Security, etc. |
| Logistics Household Items Goods | |
|  | Bar Items, Soft drinks |
|  | Blinds & Awnings |
|  | Carpets / Carpeting Installation |
|  | Crockery, Cutlery, Table Cloths, Doilies |
|  | Dry Goods (Tea, Coffee, Sugar, etc.) |
|  | Fresh Milk |
|  | Household Cleaning Materials |
|  | Protective Clothing |
|  | Shelving (Steel & Wood) |
|  | Uniforms |
| Logistics Household Items Services | |
|  | Catering |
|  | Cleaning (General and Specialised, incl. Exterior Window Cleaning) |
|  | Dry Cleaning Services |
|  | Fire Detection, Prevention and Security Systems |
|  | First Aid Supplies / Equipment / Kits (OHASA) |
|  | Pest Control / Fumigation |
|  | Pot Plant Servicing |
|  | Sanitation |
|  | Supply of Newspapers, Journals, Publications, etc. |
| Maintenance & Related Services | |
|  | Air Conditioning Specialist |
|  | Building Contractor |
|  | Carpet / Upholstery Cleaning |
|  | Construction Maintenance Services |
|  | Electrical (Globes, Plugs, Wire, etc.) |
|  | Fire Extinguisher Service |
|  | Furniture (Castors, Screws, Brackets, etc.) |
|  | Furniture Removals |
|  | Hardware |
|  | Horticultural Services |
|  | Mechanical Services |
|  | Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting) |
|  | Plumbing (Toilet Seats, Washers, Taps, etc.) |
|  | Recycling Services |
|  | Repair of Printer / Copier / Scan / Fax Machines |
|  | Access control systems (Biometrics, metal detectors, X-ray machines) |
|  | CCTV systems (Network Cameras, DVR, Back ups) |
|  | Public Address systems (Speakers, Microphones) |
|  | Fire Fighting systems (Fire extinguishers, Fire hoses, gas, fire mimic) |
| Printing & Related | |
|  | Copying Services |
|  | Printing, Layout & Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.) |
|  | Signage |
| Professional Services: Conference & Seminars | |
|  | Event Management (incl. Chairs, Décor, Screens, Stage, Podium, Catering) |
|  | Venue Finders |
| Professional Services: FORENSIC INVESTIGATIONS | |
|  | Data Mining Specialists |
|  | Handwriting Analysis |
|  | Investigations |
|  | IT Forensic Specialists |
|  | Lie Detector Services |
|  | Technical Surveillance Specialists |
|  | Other (please specify) |
| Professional Services: Other | |
|  | Accounting & Auditing Services |
|  | Actuarial Services |
|  | Advocates (Corporate, not Claim related) |
|  | Architects |
|  | Asset Management Consultants |
|  | Attorneys (Corporate, Commercial & Labour, not claim related) |
|  | Auctioneers |
|  | Business Advisory Consultants |
|  | Business Analysis & Design Consultants |
|  | Business Management Consultants |
|  | Business Process Re-Engineering Consultants |
|  | Business Solutions Consultants |
|  | Communication & Stakeholder Management Services |
|  | Entertainers (Performers) |
|  | Financial & System Integration Consultants |
|  | Financial Administration Consultants |
|  | Financial Planning Consultants |
|  | Financial Systems Consultants |
|  | Governance Consultants |
|  | Knowledge Management Solutions Consultants |
|  | Market Research Consultants |
|  | Marketing Consultants |
|  | Media Liaison Consultants |
|  | Media Monitoring (Print & Electronic Media) |
|  | Organisational Dynamics Consultants |
|  | Procurement Advisory Services |
|  | Professional Photographers / Photography Equipment |
|  | Project Management Consultants |
|  | Public Relations & Consulting Services |
|  | Quantity Surveyors |
|  | Risk Management Consultants |
|  | Stakeholder Perception Survey Services |
|  | Strategic Planning & Development Consultants |
|  | Strategic Planning Facilitation |
|  | Videographer |
| Rental | |
|  | Audio-visual Systems |
|  | Crockery & Cutlery |
|  | Décor |
|  | Furniture |
|  | Office Equipment |
|  | PC's, Laptops, Other Computer Equipment |
|  | Screens |
|  | Toilets |
|  | Trailers |
|  | Vending Machines |
| SAFETY & Security | |
|  | Background Checks / Verification Services |
|  | Biometrics Access Systems Installations |
|  | CCTV Systems Installations |
|  | Security gates, Roller shutter doors, turnstiles and booms |
|  | Security (Guarding) Services |
|  | Security Risk Assessment |
|  | Information security |
|  | Fire fighting systems Installations |
|  | Evacuation chairs |
|  | Hand Held Radios |
|  | Loud speakers |
|  | First aid boxes |
|  | First aid contents (bandage, scissor) |
|  | Intercom System |
|  | Protective clothing (Bibs, helmets, boots) |
|  | Locks & Keys |
|  | PA systems |
|  | Metal Detectors |
|  | Safes |
|  | X-ray machines |
|  | Fire arms |
|  | Vehicle Tracking Systems |
|  | Counter Intelligence |
|  | Work desk |
|  | Close Protection services |
|  | Alarm systems |
|  | OHS Compliance assessment |
|  | Occupational Health and Safety |
|  | Air quality test |
|  | Armed Reaction services |
|  | Technical Surveillance Counter Measures (TSCM) |
| Stationery & Related | |
|  | Barcode Labels |
|  | Printer Cartridges and Other Consumables |
|  | Recycling of Empty Toner Cartridges |
|  | Stationery |
| Telecommunications | |
|  | Cellular Phone Contract Service Providers |
|  | Voice & Data Cabling |
| Training (SETA Accredited, etc.) | |
|  | AIDS in the Workplace Programmes |
|  | Assessor Training |
|  | Business Process Mapping & Modelling Training |
|  | Business Writing Skills |
|  | Call Centre Training |
|  | Career Management |
|  | Change Management Training |
|  | Communication Skills |
|  | Conflict Management Training |
|  | Corporate Secretariat Training |
|  | Customer Care Training |
|  | Database Training |
|  | Diversity Training |
|  | Document Management Training |
|  | Employee Wellness Programmes |
|  | Employment Equity Training |
|  | Etiquette Training |
|  | Facilitation Skills |
|  | Facilities Management Training |
|  | Financial Management Training |
|  | Forensics Training |
|  | Frontline Staff Training |
|  | Governance Training |
|  | Health & Safety Programmes (CPR) |
|  | HIV / AIDS Training |
|  | Human Resource Development Training |
|  | Human Resource Management Training |
|  | Internal Audit Training |
|  | Interpersonal Skills Training |
|  | IT Development Training |
|  | ITIL v3 Management Training |
|  | Labour Law Training |
|  | Leadership Development Programmes |
|  | Learnership Training |
|  | Management Development Programmes |
|  | Mentorship Training |
|  | Motor Vehicle Accident Claims Management Training |
|  | MS Office Training |
|  | Negotiation Skills |
|  | Occupational Health & Safety Training (First Aid Training, etc.) |
|  | Organisational Development Training |
|  | Performance Management Training |
|  | Personal Assistant Training |
|  | Policy Management Training |
|  | Prevention & Detection of Procurement & Contract Fraud Training |
|  | Prince 2 Project Management Training |
|  | Project Management Training (incl. Project Admin) |
|  | Report Writing Skills |
|  | SAP Business Warehouse Training |
|  | Security Assessments Training |
|  | Shop Stewards Training |
|  | Skills Development Facilitator Training |
|  | Strategic Planning Training |
|  | Supervisory Development Programmes |
|  | Time Management Training |
|  | Women in Leadership Training |
| Travel, Accommodation & Related | |
|  | Accommodation |
|  | Car Hire |
|  | Conference Facilities / Venues |
|  | Transport Services (Busses, Shuttles, Other) |
|  | Travel Agencies |
| **MEDICAL** | |
|  | Anaesthetics |
|  | Audiologist |
|  | Biokinetist |
|  | Chiropractor |
|  | Clinical psychologist |
|  | Counseling psychologist |
|  | Dentist |
|  | Dietician |
|  | Ear Nose and Throat specialist |
|  | Educational Psychologist |
|  | General practitioners |
|  | Gynaecologist |
|  | Hearing aid acoustician |
|  | Industrial psychologist |
|  | Maxillo-facial and Oral surgeon |
|  | Medical (AMA) Practitioners |
|  | Medical assistive devises suppliers |
|  | Neurologist |
|  | Neuropsychologist |
|  | Neurosurgeon |
|  | NHLPRC |
|  | Nursing practitioners |
|  | Occupational Therapist |
|  | Ophthalmic surgeon |
|  | Orthodontist |
|  | Orthopaedic surgeon |
|  | Orthotics & Prosthetic devices |
|  | Ostetrician |
|  | Paediatrician |
|  | Pathology |
|  | Physiotherapist |
|  | Plastic & Reconstructive Surgeon |
|  | Prosthodontics |
|  | Psychiatrist |
|  | Psychologist |
|  | Public Hospitals |
|  | Radiologist |
|  | Radiology |
|  | Rheumatologist |
|  | Speech Therapist |
|  | Stoma therapist |
|  | Urologist |
|  | Wound care specialist |
| **OTHER** (Please specify) | |
|  |  |