

Dear Supplier / Service Provider

REGISTRATION ON SUPPLIER DATABASE APPLICATION FORM

As a Municipal entity, CTICC complies with the Municipal Finance Management Act, 2003 (MFMA). As promulgated by the Supply Chain Regulations, each municipal entity should keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements of the entity.

The Cape Town International Convention Centre is currently managing and maintaining its own SUPPLIER DATABASE. In doing so, we hereby encourage our current suppliers/services providers to register on our supplier database. Registration can take place by downloading the supplier application form from our website www.cticc.co.za under the ABOUT CTICC tab or collecting it from our reception desk situated at Convention Square, 1 Lower Long Street, Cape Town.

Please complete and return all original forms either by hand to our reception desk or post to CTICC. P.O. Box 8120, Roggebaai, 8012.

Please clearly mark your application: SUPPLIER DATABASE REGISTRATION.

The following prerequisites will apply for successful registration on the database:

1. Copy of the latest Rates and Services account (Water & Electricity) from your local municipality where applicable.
2. Current original tax clearance certificate as issued by SARS.
3. Valid copy of your latest BEE certificate
4. Original stamped letter from your Bank or original cancelled cheque (as proof of bank details).

PLEASE NOTE: The above documents must accompany your registration form. Incomplete registration forms as well as failing to register on our database will have a negative impact on our continued business relations. **ALL DOCUMENTS ARE TO BE IN ORIGINAL FORMAT, NO COPIES, SCANNED OR FAX COPIES WILL BE ALLOWED.**

For further enquiries please contact Rayyan Arnold at rayyan@cticc.co.za or by telephone on (021) 410 5000.

DISCLAIMER:

The CTICC reserves the right to either select or not select as well as to approve or not approve the inclusion of a supplier into the database.

Cape Town International Convention Centre

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Cape Town International Convention Centre Company SOC Ltd (RF) (Convenco), Registration no. 99/007837/07



We are a green conscious convention centre.

