

CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY SOC Ltd (RF)

Convention Square, 1 Lower Long Street,
Cape Town 8001, South Africa

Tel: +27 21 410 5000 Website: www.cticc.co.za



SUPPLIER DATABASE APPLICATION FORM FOR (SUPPLIERS / CONTRACTORS / SERVICE PROVIDERS / CONSULTANTS)

BASIC SUPPLIER INFORMATION				
Registered Business Name of Supplier				
Trading name of supplier				
Registration number				
Year of Registration				
VAT registration number				
Income tax reference number				
CSD Supplier Number (MAAA)				
CSD Unique Registration Reference number (36 characters)				
Web Address				
E-Mail Address				
Telephone Number				
Fax Number				
Registered POSTAL Address:	PO Box/Bag			
	Suburb/Town			
	City		Postal	
Registered PHYSICAL Address:	Street			
	Suburb/Town			
	City		Province	
Business Type (tick the box)	<input type="checkbox"/> Public Company Ltd	Attach certified copy of incorporation (CM3)		
	<input type="checkbox"/> Private Company (Pty) Ltd	Attach certified copy of incorporation (CM3)		
	<input type="checkbox"/> Close Corporation	Attach certified copy of (CK1 & CK2)		
	<input type="checkbox"/> Sole Proprietor	Attach certified copy of ID Document		
	<input type="checkbox"/> Partnership	Attach certified copy of partnership agreement		
	<input type="checkbox"/> Trust	Attach certified copy of trust document		
	<input type="checkbox"/> Co-operation	Attach certified copy of Co-op Registration		
	<input type="checkbox"/> Community Based Organisation	Attach certified copies of Members IDs		
	<input type="checkbox"/> Voluntary Association	Attach certified copy of Constitution		
<input type="checkbox"/> Foreign Company	Attach certified copy of Incorporation			
Business Sector Industry Classification (tick the box)	<input type="checkbox"/> Catering, Accommodation, Food & Beverage	<input type="checkbox"/> Retail, Motor Trade and Repair Services	<input type="checkbox"/> Community, Social & Personal	
	<input type="checkbox"/> Construction	<input type="checkbox"/> Transport, Storage and Communications	<input type="checkbox"/> Finance and Business Services	
	<input type="checkbox"/> Electricity, Gas & Water	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Manufacturing	
	<input type="checkbox"/> Whole Trade, Commercial Agents and Allied Services			
Supplier Classification (tick the box)	<input type="checkbox"/> ISO Rated	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Distributer	
	<input type="checkbox"/> Sales	<input type="checkbox"/> Services	<input type="checkbox"/> Repair	
	<input type="checkbox"/> Importer	<input type="checkbox"/> Beverage	<input type="checkbox"/> Food	

BANKING INFORMATION
(Attach Bank Verification: Original stamped letter from bank or original cancelled cheque)

Bank Name				
Branch Name				
Branch Code				
Account Holder				
Account Number				
Account type (Tick One)		Cheque		Transmission
		Savings		Other

TAX INFORMATION
(Attach a valid Tax Clearance Certificate)

SARS Tax Reference Number			
VAT Registration Number			
Supplier's SARS Office and telephone number			

PROCUREMENT POLICY INFORMATION
(BEE Certification)

BEE Recognition Level			
Procurement Recognition %			
Women Ownership			
Issue Date			
Expiry Date			

I hereby certify that the above mentioned information is true and correct

Signature Name

THE FOLLOWING MUST BE COMPLETED TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME

INDICATE YOUR ECONOMIC SECTOR		INDICATE THE SIZE OF YOUR BUSINESS				
Sector or subsector in accordance with Standard Industrial Council		Size of your class	Total full time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business X
All tiers of Government	X	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Agriculture		Medium	100	R5m	R5m	
		Small	50	R3m	R3m	
		Very small	10	R0.50m	R0.50m	
		Micro	5	R0.20	R0.20	
Manufacturing		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.1m	R2m	
		Micro	5	R0.2m	R0.10m	
Electricity, Gas and Water		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.10	R2m	
		Micro	5	R 0.20	R0.10m	
Construction		Medium	200	R26m	R5m	
		Small	50	R6m	R1m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Wholesale Trade, Commercial Agents and Allied Services		Medium	200	R64m	R10m	
		Small	50	R32m	R5m	
		Very small	20	R6m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Retail, Motor Trade and Repair Services		Medium	200	R39m	R6m	
		Small	50	R19m	R3m	
		Very small	20	R4m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Catering, Accommodation, Food & Beverage		Medium	200	R13m	R3m	
		Small	50	R6m	R1m	
		Very small	20	R1.50m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Transport, Storage and Communications		Medium	200	R26m	R3m	
		Small	50	R13m	R1m	
		Very small	20	R3m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Finance and Business Services		Medium	200	R26m	R6m	
		Small	50	R13m	R3m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Community, Social and Personal Service		Medium	200	R13m	R6m	
		Small	50	R6m	R3m	
		Very small	20	R1m	R0.60m	
		Micro	5	R0.20m	R0.10m	

MARK WITH "X" THE CATEGORY OF COMMODITIES/SERVICES YOU CAN SUPPLY

CODE	MAIN COMMODITY	X
00000	FOOD	
00010	Baking Products & Ingredients	
00020	Breads & Pastries	
00030	Cultural Foods	
00040	Dairy Products	
00050	Dry Food	
00060	Fish	
00070	Fresh Fruit & Vegetables	
00080	Frozen Fruits	
00090	Herbs	
00100	Meat & Poultry	
00110	Prepared Vegetables	
00120	Prepared foods	
00130	Vegetables	
10000	BEVERAGE	
10010	Beers	
10020	Ciders & spirit coolers	
10030	Fresh Fruit Juices	
10040	Coffee/ Tea	
10050	Liquor	
10060	Milk	
10070	Mineral Water	
10080	Soft Drinks	
10090	Spirits	
10100	Wines	
20000	CATERING	
20010	Bakeware, Cookware & Kitchenware	
20020	Catering Equipment hire	
20030	Crockery	
20040	Cutlery	
20050	facilities Furniture & Fittings	
20060	Glassware	
20070	Kitchen Equipment	
20080	Tableware & Linen	
20090	Vending Machines	
30000	HARDWARE	
30010	Metals	
30020	Building	
30030	Electrical	
30040	Painting	
30050	Plumbing	
30060	Timber	
40000	PAINTING AND STATIONERY	
40010	General Stationery	
40020	Office Equipment	
40030	Office Furniture	
40040	Printing, copying and photographic supplies	
50000	CONSULTANT SERVICES	
50010	Recruitment Agencies	
50020	Training & development Consulting	
50030	HR Consultant	
50040	Legal Consultant	
50060	Engineering consultant	

CODE	MAIN COMMODITY	X
50000	CONSULTANT SERVICES (CONTINUED)	
50070	Marketing consultant	
50080	Electrical Consultant	
50090	Environmental Consultant	
50100	Health & Safety Consultant	
50110	Food & Services Consultant	
60000	CONTRACTORS & MAINTENANCE	
60010	Air Conditioning	
60020	Building	
60030	Carpentry	
60040	Catering Equipment	
60050	Chemical & Cleaning	
60060	Electrical	
60070	Engineering	
60080	Fencing	
60090	Flooring	
60100	Lifts	
60110	Mechanical	
60120	Medical	
60130	Painting	
60140	Pest Control	
60150	Plumbing	
60160	Rigging	
60170	Roofing	
60180	Scaffolding	
60190	Security	
60200	Signage	
60210	Tiling	
60220	Waste	
70000	CONFERENCING / MARKETING/GENERAL SERVICES	
70010	Accommodation	
70020	Advertising	
70030	Concert Organizers/Promoters	
70040	Conference Organizers	
70060	Corporate Gifts	
70070	Courier Services	
70080	Entertainment	
70090	Film Production & Photography	
70100	Flags & Banners	
70110	Florists, Décor & Plant Hire	
70120	Interpretation	
70130	Marquee Hire	
70140	Public Relations Agencies	
70150	Sanitary/Toilet Hire	
70160	Tour Operators	
70170	Transportation, Vehicle Hire & Chauffeur	
70180	Travel Agents	
70190	Usher Services	
70200	Corporate Uniforms & Badges	
80000	INFORMATION TECHNOLOGY/AUDIO VISUAL	
80010	AV Equipment	
80020	Cabling & Networking	
80030	Consultants	
80040	Hardware & Peripheral	
80050	Software	
80060	Telecommunications	

ADD ANY COMMODITIES/SERVICES NOT LISTED AND SUPPLY SPECIFIC ITEMS WITHIN THE MAIN CATEGORIES:

Area with horizontal dashed lines for listing items.

DECLARATION BY SUPPLIER

- 1 This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state.
- 2 (a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2 (b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
 - i abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - ii been convicted for fraud or corruption during the past five years;
 - iii wilfully neglected, reneged on or failed to comply with any government, municipality or other public sector contract during the past five years;
 - iv being a person whose tax matters are not cleared by the South African Revenue Services;
 - v been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)

3 In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths

- 3.1 Print full name:
- 3.2 Company/CC Registration or ID Number:
- 3.3 Are you presently in the service of the state? YES / NO
- 3.3.1 If so, furnish particulars
- 3.4 Have you been in the service of the state for the past twelve months? YES / NO
- 3.4.1 If so, furnish particulars
- 3.5 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of any prospective bid? YES / NO
- 3.5.1 If so, furnish particulars
- 3.6 Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of any bid? YES / NO
- 3.6.1 If so, furnish particulars
- 3.7 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? YES / NO
- 3.7.1 If so, furnish particulars
- 3.8 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholder in the service of the state? YES / NO
- 3.8.1 If so, furnish particulars
- 3.9 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? YES / NO
- 3.9.1 If so, furnish particulars
- 3.10 Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? YES / NO
- 3.10.1 If so, furnish particulars
- 3.11 Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the five years? YES / NO
- 3.11.1 If so, furnish particulars
- 3.12 Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/ municipal entity, or to any other municipality/ municipal entity, that is in arrears for more than three months? YES / NO
- 3.12.1 If so, furnish particulars
- 3.13 Was any contact between the supplier and the municipality/ municipal entity or any other organ of state terminated during the Past five years on account of failure to perform on or comply with the contract? YES / NO
- 3.13.1 If so, furnish particulars

CERTIFICATION

I, THE UNDERSIGNED, CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE POSITION DATE

PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION

INSTRUCTIONS

In order to ensure that applications are considered acceptable, it is necessary that the following principals are adhered to and all documentation requested herein submitted.

- The supplier registration document must be completed in full and all required documentation attached by the date of submission. Applicants must ensure that all necessary requirements is complied with so as not to result in application forms being rejected.
- All vendors currently registered on the CTICC's supplier database as well as prospective providers of goods and services, should self-register on the CSD website before 01 July 2016, www.csd.gov.za. All vendors who are already registered on the CSD are requested to furnish the CTICC with their supplier registration number beginning with MAAA.... and their 36 character unique registration code.
- Please note that no retyped documentation will be accepted.
- Suppliers who are found to have provided incorrect or fraudulent information will be disqualified from the CTICC supplier database.
- The use of correction fluid is prohibited and will lead to application forms being rejected; any alterations made must be initialled by the supplier and mistakes to be scratched out with a line through it.
- It is the responsibility of the supplier to assure all information on the CTICC supplier database is kept updated. The CTICC will not be held responsible for incorrect addresses or banking details.

PAYMENT TERMS

Strictly 30 days from statement

DEFINITIONS

For definitions and terminology used in this document, please refer to the definitions set out on the CTICC Supply Chain Policy and Procedure document located on our website at www.cticc.co.za

CHECKLIST

The following information must accompany the CTICC supplier registration application form:

Compulsory Documents

- An original valid Tax Clearance Certificate. **(No copies will be accepted)**
- An original cancelled cheque or original letter from bank. **(No copies will be accepted)**
- A Valid Certified BBBEE certificate or letter from a certification body stating intentions.
- A Copy of the latest Rates and Services account (Water & Electricity) from your local municipality where applicable or rental/lease agreement where possible.

Additional Documents to be added

- A referral letter or information providing previous experience
- Business registration documentation, i.e. Certificate of Incorporation, CK1 or CK2 documents, ID if Sole Proprietor or Business agreement if Partnership
- A company profile
- Food safety documentation (applicable to Food and Beverage suppliers only e.g.: HACCP or GMP certificates)
- Any ISO Accreditation in line with core Business function
- Please provide the Cape Town International Convention Centre with your companies greening policy
- CSD Registration Summary Report

PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION ON THE CSD

INSTRUCTIONS

It is mandatory from 01 July 2016, for all prospective providers of goods & services to be registered on the CSD as a way of simplifying the process of doing business with the Public Sector.

The CSD will be the source of all supplier information for all organs of state, which includes the CTICC.

All Suppliers currently registered on the CTICC's database as well as prospective suppliers should self-register on the CSD website, www.csd.gov.za

CONDITIONS PERTAINING TO PAYMENT OF INVOICES

CTICC REQUIREMENTS

The following information must be reflected on all invoices submitted for payment to the CTICC:

- The registered business name of the CTICC: Cape Town International Convention Centre Company SOC Ltd (RF)
- The VAT registration number of the CTICC: 4500188182
- The registered physical address of the CTICC: 1 Lower Long Street, Cape Town, 8001
- The order reference.

REQUIREMENTS FOR A TAX INVOICE TO BE VALID SECTION 20(4) of the VAT Act

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- Serial number and date of issue;
- Full and proper description of the goods and/or services;
- Quantity or volume of goods or services supplied;
- Price & VAT (according to any of the 3 approved methods discussed overleaf)

Convention Square, 1 Lower Long Street,
Cape Town 8001, South Africa

GPS co-ordinates: 33° 54' 56" S by 18° 25' 36" E

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Website: www.cticc.co.za



we are a green conscious convention centre