



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

27th Floor, 240 Vermeulen Street • Private Bag X115, Pretoria, 0001 • Tel: 012 315 5367 • Fax: 012 315 5905 • email: CBDA@treasury.gov.za

SUPPLIERS SEEKING REGISTRATION

Suppliers in the following categories are invited to register as an approved supplier on the database of the Co-operative Banks Development Agency (CBDA):

Minute Takers
Printing
Layout Designers
Translation services (All South African official languages)
Website design and maintenance
Event Organisers
Public Relations and Communications
Marketing and Branding
Accounting

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the Co-operative Banks Development Agency (CBDA) is developing a supplier database to be used by the procurement office.

The purpose of this database is to give prospective suppliers an equal opportunity to submit quotations to CBDA.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to CBDA. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form (**Form GS 1 2010 SP**) to assist us in creating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that an original valid Tax Clearance Certificate must be attached. You will be informed of the outcome of your application. When completed please hand deliver to:

**Co-operative Banks Development Agency (CBDA),
27th floor
240 Vermeulen Street, Pretoria**

For Attention: CBDA - The Supplier Database Administrator

SUPPLIER APPLICATION FORM

Form GS 1 2010 SP

IMPORTANT NOTES

Please read carefully

To be completed by vendors seeking registration as an approved supplier;

The questionnaire must be completed in **full** and be **signed**;

A **company profile** may accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;

Applicants will be contacted via fax and **must** therefore submit an **operating fax number**, failure to comply will result in excluding the supplier from the data base;

It should be noted that CBDA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;

Suppliers will **be notified** whether their application was accepted or not;

Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so may result in the application being declined; and

An original valid Tax clearance certificate must be attached - **failure** to do so may result in the application being declined.

1. Supplier detail:

Company / Supplier Name:

Type of Entity (Close Corporation, Co-operative, Pty. Ltd. Etc.)	
Registration number	
VAT registration number (if applicable)	
Income tax reference number	
Web address:	
E-mail address	
Telephone number	
Fax number: (compulsory)	
Toll free number:	
Number of full time employees:	
Goods and Services Supplied	

Postal Address: (compulsory)	Physical Address: (compulsory)
Postal Code:	Postal Code:

2. Please tick the relevant box below:

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned (%)	Distributor	Exporter	Sales

3.

Name:	
Company Position:	
Cell Phone Number:	
Fax Number	
E-Mail address:	

Name:	
Position in Position:	
Cell Phone Number:	
Fax Number	
E-Mail address:	

4.

[illegible]

SMME status of your enterprise

Please use this table to determine the SMME status of your enterprise. Please select the relevant box in each column:

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded)			
	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
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	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 and 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, 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
Other Trade	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

5. Tick where relevant:

Micro	
Very Small	
Small	
Medium	
Large	

6. List all board members (in the case of a cooperative) and partners, proprietors and shareholders for all other companies (compulsory)

[illegible]

7. HDI Ownership Status:

Please read 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)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department or Entity.

Terminology:

Commodities: The commodities the company wishes to be registered for as a supplier to CBDA

Trade Names: The trade names that the company own or distribute, which you wish to be registered for as a supplier to CBDA.

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.

Previously Disadvantaged Individuals (PDI): For the purpose of registering as a supplier for CBDA, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on 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 PDI / Women Equity Ownership in a 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.

<u>HDI Ownership Status:</u> (failure to complete this section will result in the application being declined) Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- . The information furnished is true and correct
- . The Equity Ownership claimed is in accordance with the General Conditions
- . Any conflict of interest will be declared in the comment space below

SIGNATURE OF OWNER OR AUTHORISED REPRESENTATIVE:

DATE:_____

Comments / Notes:

SUPPLIER DETAILS

Companies full trading name	
Company's full trading name (please print clearly)	
Year	Type number
ENTERPRISE REGISTRATION NUMBER	
OR SMME NUMBER	
Please attach a copy of the Registration Certificate	
VAT NUMBER	
BUSINESS ADDRESS Street	
Suburb	
City	
Telephone and area code	
Fax number and area code	
POSTAL ADDRESS Street	
Suburb	
City	
Code	
PAYMENT ADDRESS Street	
Suburb	
City	
Code	

CREDIT ORDER INSTRUCTION:

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

2. I/We understand that the credit transfer hereby authorized will be processed by computer through EFT, 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.)

3. I/We also understand that a payment advice will be supplied by CBDA in the normal way, and that it will indicate the date on which funds will be available in my/our account.

4. This authority may be cancelled by me/us by giving thirty days notice by pre-paid/registered post.

5. I / We will not hold CBDA liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to CBDA prior to payment.

Date_____

Initials and Surname_____

Authorized Signature _____

DETAILS OF MY/OUR BANK ACCOUNT

Name of Bank

Name of Branch

Branch Code
Account Name
Account Number
Account Type* If Cheque Account, attach a blank, cancelled cheque
*Please enter numeric value:
1 = Cheque Account 4 = Bond Account
2 = Savings Account 5 = (Not in use)
3 = Transmission Account 6 = Subscription Account

Please complete this form then hand deliver the original to:

Co-operative Banks Development Agency (CBDA)

CBDA
 27 th Floor
 240 Vermeulen Street
 PRETORIA
 0002

BY 12 NOON ON 8 FEBRUARY 2010