

**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED  
SUPPLIER ON THE BUYISA E BAG SUPPLIER DATABASE**

In order to comply with the procedures set out in the Accounting Authority Procurement Procedures (AAPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), Buyisa-e-Bag has developed a supplier database to be used by the procurement office. All suppliers are herewith invited to register as an approved supplier on the database of the Buyisa-e-Bag.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to Buyisa-e-Bag.**

Preference will be given to registered suppliers and suppliers who are not registered will be totally exempted from quoting for the supplying of goods or services to Buyisa-e-bag. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

When completed, this application must be hand delivered to:

**Unit G3  
Greenstone Hill Office Park  
Emerald Boulevard Street Modderfontein  
For Attention: Ms Phillis Mathebula  
Procurement Officer**

**SUPPLIER  
APPLICATION FORM**

**IMPORTANT NOTES**

**Please read carefully**

- To be completed by **all** suppliers 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;
- The following documentation should be submitted with the fully completed application form:
  - Valid Tax Clearance certificate for quotations of R30, 000 (VAT inclusive) and above
  - Company profile, track record and technical abilities
  - Ownership status by Historical Disadvantage Individuals, Women Equity and People with disability

- Shareholders certificate (CK1 & 2 forms issued by DTI) and copies of Identity documents of shareholders
- BEE certificate. Alternatively submit a letter from auditors to verify EME status & percentage of HDI ownership (see page 4 for details on BEE requirements)
- Applicants will be contacted via fax or email and **must** therefore submit both **operating fax number and valid email address**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that the Buyisa e Bag reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notify** whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

#### Legislation

- Procedures are set out in the **Accounting Authority Procurement Procedures (AAPP)**, 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 Buyisa-e-bag.

#### Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to Buyisa e Bag.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to Buyisa e Bag.
- **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 (PDI):** For the purpose of registering as a supplier for Buyisa, 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.
- **PFMA:** Public Finance Management Act
- **BBBEE:** Broad Based Black Economic Empowerment
- **CIDB:** Construction Industry Development Board
- **HDI:** Historically Disadvantaged Individual
- **PPFA:** Preferential Procurement Policy Framework Act
- **QSE:** Qualifying Small Enterprise
- **EME:** Exempted Micro Enterprise





Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

COMMODITIES	Mark with an X
<b>1. Communication Services</b>	
1.1 Material Designer & Developer	
1.2 Publishers and Printers / Signage	
1.3. Newspaper advertisers	
1.4 Signs Posts	
1.5 Billboards	
1.6 Posters and Brochures	
1.7 Banners and Exhibitions Stand	
1.8 Suppliers of promotional items	
1.9 Materials Development: Print	
1.10 Materials Development: Multimedia (Audio, Video)	
1.11 Desk Top Publishing (DTP)	
<b>2.Capacity Building Programme</b>	
2.1 Human Resource Planning Experts	
2.2 Personnel Placement Agencies	
2.3 Monitoring & Evaluation Experts	
2.4 Natural Resource Management	
2.5 Project Management	
2.6 Public Finance	
2.7 Corporate Governance Planning	
2.8 Training Needs Assessment/ Skills Audit	
2.9 Training Impact Assessment	
<b>4.Information Technology Services</b>	
4.1 Network Controllers/ Designer	
4.2 Network Points Solutions	
4.3 Consultant IT Services	
4.4 Graphic Designer	
<b>6. Legal Services</b>	
6.1 Legal Specialist	
6.2 Drafters and Advisors	
<b>7.Logistical Services</b>	
7.1 Conference/ Workshop Packages	
7.2 Accommodation Services	
7.3 Exhibition Centres	
7.4 Catering Services	
7.5 Workshop venues	
7.6 Event Management Co-ordinators	
7.8 Event Equipment	
<b>8. Maintenance and General Services</b>	
8.1 Courier and Postal Services	

COMMODITIES	Mark with an X
8.2 Electricians & Plumbing	
8.3 Fumigators (pest control)	
8.4 Partitioning Contractors	
8.5 Security Services	
8.6 Transportation and Removal Services	
8.7 Renovators	
8.8 Carpet cleaners	
8.9 General Repair Handy-man	
<b>10. Organisational Development Support</b>	
10.1 Monitoring & Evaluation Expert	
10.2 Personnel Placement Agencies	
10.3 Strategic Service Consultants	
10.4 Skills Development Experts	
10.5 Team Building Facilitators	
10.6 Research and Development	
10.7 Strategic planning Consultants	
10.8 Mediation, Conflict Resolution	
10.9 Project Management	
<b>11. Training and Human Resources Training/Support</b>	
11.1 Facilitators (for training sessions)	
11.2 Human Resources Management Assessment and Planning	
11.3 Dispute Resolution (H/R)	
11.4 Discipline and Grievances	
11.5 Training Course Design and Development Specialist	
11.6 Training Course Design and Development Specialist (SCM)	
12.7 Office grocery	
12.8 Communication Devises	
12.9 Computer Consumables (Hardware and Software)	
<b>12 Goods Category</b>	
12.1 Electrical appliances	
12.2 Flags and Pennants	
12.3 Kitchen Utensils	
12.4 Office Ware-labour saving devises	
12.5 Packaging Supplies (paper/polythene)	
12.6 Stationary Supplies (office)	
12.7 Office Furniture	
12.8 Technical Stationery Supplies	
12.9 Office Equipment	
12.10 Furniture removals	
12.11 Branding of T-shirts and Caps	
12.12 Communication Devices	
12.13 IT (Hardware and Software)	
<b>13.Functional Recycling Resources</b>	
13.1 Bailing Machine	
13.2 Scales	
13.3 Cages	
13.4 Engine Jacks	



COMMODITIES	Mark with an X
13.5 Trolleys	
13.6 Transport Bailers	
<b>14. PPE</b>	
14.1 Safety Gloves	
14.2 Safety Aprons	
14.3 Safety overalls	
14.4 Safety Hardhats	
14.5 Safety PVC Clear goggles	
14.6 Dust masks	
14.7 Safety shoes e.g. gumboots, safety boots	
14.8 PVC Protection clothing	
<b>14. Other: Specify</b>	

**Declaration of any conflict of interest:**

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- Any conflict of interest will be declared in the comment space below

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SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE

\_\_\_\_\_  
DATE

