



OFFICE USE ONLY

Vendor # RTIA/

SUPPLIER DATABASE REGISTRATION FORM

Company registered name:
(In block letters)

Core Business (Commodity):
(Select three only)

Delivery address:

**Waterfall Edge B
Howick Close
Waterfall Park
Bakker Road
Midrand**

SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH THE ROAD TRAFFIC INFRINGEMENT AGENCY

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

1. It should be noted that the Road Traffic Infringement Agency 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 RTIA'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 authorized 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 finalized – 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 e-mail and must therefore submit an 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 RTIA with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure the Road Traffic Infringement Agency 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 RTIA'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 RTIA. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with RTIA.
15. Please read notes below very carefully:

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

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.

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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.

16. **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:**

Postal Address: Supplier / Vendor Database Registration, Road Traffic Infringement Agency: Supply Chain Management, P O Box 6341, Halfway House, 1685

17. Please mark the back of the envelope with Sender (*Business Name*), Contact Person and Telephone Number.
18. **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:

- | | |
|---|---|
| <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Close Corporation | <input type="checkbox"/> Company (Private/Public) |
| <input type="checkbox"/> Government Institution | <input type="checkbox"/> Other (please specify) _____ |

Business Registration Number:

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(please attach certified copy of proof of registration)

Income Tax Number:

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Vat Number:

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PAYE Number:

--	--	--	--	--	--	--	--	--	--

UIF number:

--	--	--	--	--	--	--	--	--	--

Skills Development number:

--	--	--	--	--	--	--	--	--	--

Compensation for Occupational Injuries and Diseases (COID) number:

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Original Tax Clearance Certificate Attached

YES	NO
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Valid BEE Certificate Attached

YES	NO
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Enterprise Profile Attached

YES	NO
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Share certificates / Cipro documents attached

YES	NO
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Number of Years in Business

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Postal Address: _____ Physical Address: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Toll Free Number: _____

Switchboard Number: _____

Web Address: _____

CONTACT PERSONS

Finance Department

Name: _____
Surname: _____
Designation: _____
Tel: _____
Cell: _____
Fax: _____
Email: _____

Sales Department

Name: _____
Surname: _____
Designation: _____
Tel: _____
Cell: _____
Fax: _____
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	<u>Original</u> 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	<u>Original</u> Cancelled cheque/ <u>Original</u> bank stamped letter confirming bank details		
10	Declaration of interest (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 position in 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: _____

2.2 Identity Number: _____

2.3 Position occupied in the Company (director, trustee, shareholder²): _____

2.4 Company Registration Number: _____

2.5 Tax Reference Number: _____

2.6 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**

2.7.1 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:

2.7.2 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**

2.7.2.1 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.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 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**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state 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

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

Company registered name			
<i>Payments will be transferred into this account:</i>			
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
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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
	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
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
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
OTHER (Please specify)	