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# SUPPLIER REGISTRATION APPLICATION FORM

For enquiries contact:

**SUPPLY CHAIN MANAGEMENT OFFICE**

011 877 6800/011 877 6886

The forms must be submitted to:

**The Supply Chain Management Department,  
Joburg City Theatre Complex,**

**1<sup>st</sup> Floor, Civic Boulevard,  
Braamfontein**

**TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON  
THE DATABASE OF JOBURG THEATRE (PTY) LTD**

All suppliers are herewith invited to register as an approved supplier on the database of Joburg City Theatres.

In order to comply with the policies and procedures set out in the company's Supply Chain Management Policy; Joburg City Theatres developed a supplier database to be used by the Supply Chain Management Office.

The purpose of this database is to give all prospective providers an equal opportunity to submit quotations to Joburg City Theatres and to enhance transparency and equality. The database will also contribute to better administration and compliance with the MFMA and legal framework effective from 7 December 2011.

Preference will be given to suppliers registered on the database, but it does not necessarily follow that suppliers who are not registered as yet will be totally exempted from quoting for the supplying of goods or service to Joburg City Theatres.

Database registration forms are obtainable from Joburg Theatre's website as well as at the physical address. It is imperative that suppliers read the application carefully, complete it in full and sign it. Joburg City Theatres reserves the right to reject any incomplete application form accompanied by insufficient information.

**Instructions to the suppliers:**

1. The application forms must be completed in full
2. All required and supporting documentations must be submitted jointly with the form
3. Failure to submit supporting and requested information will lead to your company not being registered.
4. A **maximum of five commodities** must be reflected on the application form. Reflecting more than five commodities will nullify the application.
5. The required information section (pg. 2) is an indication of what information is required for your registration to be accredited and registered without delays.
6. Banking Details and Authorisation for Electronic Transfer of Funds is critical to ensure that there are no delays for JCT to effect payment to your company.
7. It is compulsory to complete Products and Services section. Please be specific in terms of products and/or services that your firm can supply. Please tick in the appropriate box and provide specific information on the next page. This section will enable JCT to afford your

company an opportunity to submit quotations or tenders whenever the opportunities arise. JCT will still invite tenders through public media.

8. Whilst JCT prefers to deal with businesses that embrace and comply with Broad Base Black Economic Empowerment Act, non-complying suppliers will also be registered but not accredited for BEE purposes.
9. Trade Experience section must be completed in full to give JCT an understanding of whether your firm has experience of supplying the products and services your firm is applying for. Lack of experience will not necessarily lead to your firm not being accredited or registered.
10. Financial Information Section on page 14 must be completed to give JCT an understanding of your company's financial standing. Latest audited financial statements must be supplied with the application. Startup companies without financial history will also be eligible for registration.
11. Declaration of Interest section is compulsory and must be completed in full. Failure to complete this section will lead to your company not being registered.
12. JCT reserves the right to validate all information supplied and any misrepresentation of facts may lead to disqualification and potentially being restricted to do business with other spheres of government and/or other organs of the state.
13. A duly completed Form together with supporting documentation must be submitted to the address indicated on the front page. JCT will not accept electronically sent forms or faxes.



**SUPPLIER REGISTRATION APPLICATION**

**Registered Business Name:**

.....

**Trading Name:**

.....

**Type of firm:**

.....

**Business Registration Number:**

.....

**Vat registration No.:** ..... **Income Tax No.:**.....

**Tax Clearance Certificate Attached: YES/NO**      **Expiry date:** .....

**CIDB Registration No. (If any):** .....

**BUSINESS ADDRESS**

**Physical address:**

.....

**Postal Address:**

.....

**Telephone No.:** ..... **Cell phone No.:** .....

**Fax No.:** ..... **E-Mail Address:** .....

**BANKING DETAILS**

**Bank Name:** ..... **Branch:** ..... **Branch Code:** ..... **Bank**

**Account No.:** ..... **Type of Account (e.g. Cheque):** .....

**Account Holder's Name:**

.....

**PRINCIPAL BUSINESS ACTIVITIES**

**Nature of Business:**

.....

**Number of years in business:**

.....

**Compliance to statutory requirements: (please confirm all applicable boxes)**

Income tax	VAT Reg.	PAYE Reg.	UIF Reg.	WCA (COID)	CIDB Reg.	SKILLS LEVY	MUNICIPAL RATES

**LIST OF PRODUCTS AND SERVICES**

Tick	Product / Service Name	Tick	Product / Service Name
	Alarms		First Aid Equipment & Supplies
	Accommodation		Flooring Contractors
	Accounting & Bookkeeping Services		Foodstuffs & Beverages
	Advertising		Furniture
	Air Conditioning Systems & Repairs		Garden Services, Equipment & Supplies
	Appliances Domestic & Industrial		Gas & Equipment
	Archiving Services & Systems		Haalal Caterers
	Audio & Visual Equipment		Hand Tools, Screwing & Cutting Tools
	Audio & Visual Equipment Repairs And Services		Office Machines & Instruments
	Badges: Conference, Embroidered, Metal		Paint Supplies & Accessories
	Barcoding Software & Printers		Partitioning Contractors
	Batteries		Pest Control Services
	Building Materials & Supplies		Photographic Equipment & Services
	Carpets, Curtaining & Soft Furnishings & Blinds		Plant Hire
	Cartridges		Plastic Materials & Products
	Catering Equipment Hire		Postal & Courier Services
	Chemicals		Printing & Accessories
	Cleaning Equipment & Materials		Protective Clothing & Equipment
	Communication Equipment		Scaffolding Services
	Computers , Hardware , Software & Systems		Security & Access Control Services
	Concrete Products		Shop Fitters
	Conference /Promotional Materials		Signage /Signs
	Containers & Packaging		Signs, Nameplates & Number Plates
	Coolers & Cooling Equipment		Soaps, Polishes, Cleaners & Cleaning Materials

	Detergents, Disinfectants, Deodorants		Stationery
	Drain Cleaning Services		Storage Services & Facilities
	Electrical Equipment & Materials		Telephone & Telecommunication Equipment
	Electronics		Transport Services
	Firefighting Equipment		Window Fittings & Glass

**TRADE INFORMATION**

Do you have any previous contract work or tendering experience? **YES/NO**

If yes, please complete the fields below. List the last contracts awarded to you (the tendering business) or previous experience with other business related to this type of work or supply.

**1. Name relevant trade references of previous projects or suppliers you have dealt with:**

Company Name	Contact Number	Contact Person	Number of years	Email address	Value of business (rands)

**2. Total number of years the firm has been in business: .....**

**SMME STATUS OF YOUR ENTERPRISE:**

- Please use this table to determine the SMME Status of your enterprise
- Please tick the relevant box in each column

Sector	FULL TIME PAID EMPLOYEES				ANNUAL TURNOVER (MILLIONS)				TOTAL GROSS ASSET VALUE (PROPERTY EXCLUDED)(MILLIONS)			
	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 & Quarrying	200	50	20	5	30	7.5	3	0.15	18		1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15		1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4		0.4	0.1
Retail & Motor Trade	100	50	10	5	30	15	3	0.15	5		0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8		0.5	0.1
Catering & Accommodation	100	50	10	5	10	5	1	0.15	2		0.2	0.1
Transport , Storage	100	50	10	5	20	10	2	0.15	5		0.5	0.1

Finance & Business Services	100	50	10	5	20	10	2	0.15	4		0.4	0.1
Repair /Allied Services	100	50	10	5	30	15	3	0.15	5		0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5		0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2		0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8		0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5		0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

**SMME STATUS OF YOUR ENTERPRISE: (Please tick the relevant box)**

**(ACCORDING TO SMME table) (Compulsory)**

<b>Micro</b>	
<b>Very Small</b>	
<b>Small</b>	
<b>Medium</b>	
<b>Large</b>	

**Points awarded for B-BBEE Status Level of Contribution**

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.



Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub- contract

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**(Please mark with an X for your B-BBEE credentials)**

<b>Exempted Micro Enterprise (EME)</b>	Any enterprise with annual Total Revenue of R5 million or less qualifies as an Exempted Micro- Enterprise (EME). A start-up enterprise must be measured as an Exempted Micro-Enterprise for the first year following its formation or incorporation.	
<b>Qualifying small enterprise (QSE)</b>	Any enterprise with annual Total Revenue of between R5 million and R 35 million qualifies as a Qualifying Small Enterprise.	
<b>Enterprise 50% or more black owned</b>	Indicate if your enterprise is 50% or more black owned (provide % of shareholding)	
<b>Enterprise 30% or more black women owned</b>	Indicate if your enterprise is 30% or more black women owned (provide % of shareholding)	

**I /We confirm that the information provided is correct as at this date:**

<b>Name</b>	<b>Signature</b>	<b>Designation</b>	<b>Date</b>

**MUNICIPAL FINANCE MANAGEMENT ACT COMPLIANCE (MBD4)**

**DECLARATION OF INTEREST**

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

**Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- A member of any municipal council; a member of any provincial legislature; a member of the National Assembly or the Finance National Council of Province	- an employee of any provincial Department, national or provincial public entity or constitutional institution within the meaning of the Public Management Act, 1999 (Act 1 of 1999)
- a member of the board of directors of any national municipal entity	- a member of an accounting authority of any or provincial public entity
- an official of any municipality or municipal entity	- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	within last 12 months

\*insert separate page if necessary

**Record of spouses , children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

A member of any municipal council; a member of any provincial legislature; a member of the National Assembly or the Finance National Council of Province	an employee of any provincial Department, national or provincial public entity or constitutional institution within the meaning of the Public Management Act, 1999 (Act 1 of 1999)
a member of the board of directors of any national municipal entity	a member of an accounting authority of any or provincial public entity
an official of any municipality or municipal entity	an employee of Parliament or provincial legislature

**If any of the above boxes are marked, disclose the following:**

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- (i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- (ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- (iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- (iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- (v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed ..... Date .....

Name ..... Position .....

Enterprise name .....

**PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION**

#	Confirmation	Documents Required	Please Tick Appropriate Box	
			Yes	No
1.	Supplier registration application completed in full	Supplier registration form		
2.	Company registration	Certificate of incorporation or founding statement		
3.	Proof of ownership	Share certificates		
4.	Declaration of interest <b>(MBD4)</b>	Declaration of interest <b>(MBD4) signed</b>		
5.	BEE verification by accredited agency	BEE verification certificate		
6.	Proof of banking details	Cancelled cheque or bank statement		
7.	Income tax registration	Original tax clearance certificate		
8.	Joint venture arrangement (If applicable)	Joint venture agreement		
9.	Partnership arrangement (If applicable)	Partnership agreement		
10.	VAT registration	VAT registration certificate		
11.	Proof of registration to a statutory body regulating your industry (e.g. CIDB)	Certificate of registration		
12.	Workman compensation (WCA)	Certificate of good standing		
13.	Rates & taxes	Latest council rates & taxes statement		
14.	Owners'/Shareholders Identities	Certified copies of ID or Passports		
15.	Profile of company	Company Profile		