



a world class African city



# SUPPLIER REGISTRATION APPLICATION FORM

For enquiries contact:

**SUPPLY CHAIN MANAGEMENT OFFICE**

011 877 6800

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 AN APPROVED SUPPLIER ON  
THE DATABASE OF JOBURG THEATRE (PTY) LTD**

Joburg City Theatres hereby invites current and prospective suppliers to apply to be accredited and registered on its Supplier Database as required by the Municipal Finance Management Act of 2003 and its Regulations.

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

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 the Department. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

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

1. Registration form to be completed by all businesses seeking to conduct business with the Joburg City Theatres.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
4. All the required and supporting documentations must be submitted jointly with the form.
5. Failure to submit supporting and requested information will lead to your company not being registered.
6. The required information is an indication of what information is required for your business to be accredited and registered without delays.
7. Members / directors / partners / owners in service with any organ of state\* management; must declare any conflict of interest. Failure to do so may lead to disqualification or deregistration.
8. This is only a registration form for database and does not guarantee any award of bid / contract.
9. Joburg City Theatres reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.

10. Declaration by business under oath is compulsory and must be completed in full by all suppliers.

11. Joburg City Theatres 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.

### Checklist

The following forms (where applicable) must accompany this document at the time of submission.

National Treasury Central Supplier Database Registration Summary Report (CSD)	
ID copies of shareholders / directors and share certificates	
Proof of ownership / shareholders certificate	
Original Certified Copy of Company Registration Document	
Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.	
Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS.	
Tax Pin Code.	
Valid BBBEE certificate from an accredited SANAS verification Agency OR EME/QSE sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths	
Copy of COID (Compensation for Occupational Injuries and Diseases) registration certificate e.g. Letter of Good Standing	
Vat registration document(VAT103)	
Relevant Statutory Body Registration / Accreditation / Compliance Certificates (e.g. PSIRA, CIDB, SAICA, PCO Certificate etc.)	
Proof of Banking (Account confirmation letter from bank)	
Company Profile	

\*Insert Personal Income Tax Number for sole proprietor of Personal Income Tax numbers for all parties in terms of partnerships \*

## Terminology

**Commodities:** The commodities the company wishes to be registered for as a supplier. Please define your **CORE/PRINCIPAL BUSINESS** to a maximum of 6 commodities

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

**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 Individual (HDI)”** means a South African citizen –

- I. 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
- II. Who is a female; and/or
- III. 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.

**“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

**“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)



### REGISTERED BUSINESS ADDRESS

Physical address	
Postal Address	

### DETAILS OF CONTACT PERSON

Name	
Surname	
Telephone No.	
Cell phone No.	
E-Mail Address	
Business Web-page Address	

### BANKING DETAILS

Bank Name	
Branch	
Branch Code	
Bank Account No	

### COMPANY/SUPPLIER CLASSIFICATION

(Please tick the relevant box(es))

ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales
Main Product or Service supplied								

## TRADE REFERENCES

Client/Company name	
Contact person	
Telephone number	
Email address	

### TERMS AND CONDITIONS

1. Joburg City Theatres reserves the right to terminate supplier's contract should any form of misrepresentation (Fronting, etc.) be found.
2. The supplier agrees to supply original or certified copies of documents to Joburg City Theatres on request.
3. Failure to comply with the above terms and conditions shall give Joburg City Theatres the right to reject the application

## LIST OF PRODUCTS AND SERVICES

<i>Wholesalers/Traders</i>	
Air Conditioning Systems	Electronic Equipment (Projectors, Cameras etc.)
Audio & Visual Equipment	Office Equipment Other
Building Materials & Equipment	Office Furniture
Electrical Appliances (Kettles, Microwave)	Refrigeration Systems
Electrical Systems, Lighting, Components, Accessories And Supplies	
Other (Specify):	
<i>Health &amp; Safety</i>	
Alarms / Security /Access Control / CCTV	Occupational Health & Safety
Fire Equipment Installations & Maintenance	Pest Control Services
First Aid Equipment, Supplies, (OHASA)	Security & Safety Services
Hygiene Services	Security Risk Assessments
Other (Specify):	

**Stationery & Printing**

Copying & Printing Services	Print, Layout & Design
Paper	Signage
Printer Cartridges	Stationery

Other (Specify):

**Marketing & Special Events**

Advertising & Design Agencies	Emergency Medical Services
Brand Activation	Event Equipment Rental Services
Consulting - Advertising	Event Management
Consulting - Marketing & Advertising	Events Risk & Compliance Services
Consulting - Media Relations	Events Security
Consulting - Multi Media	Framing of Certificates & Awards
Consulting - Public Relations & Services	Media Liaison/Communication
Corporate Gifts & Flowers	Media Management
Donations & Sponsorships	Publications
Editing & Publishing	Publishers
Electronic & Print Media	Special Events & Exhibition Specialist
Entertainment Booking Agents	Video & Photography
Entertainers (Speakers & MC's)	

Other (Specify):

**Travel**

Accommodation	Transport Services (Busses, Shuttles etc.)
Car Hire	Travel Agency

Other (Specify):

**Fleet**

Fleet Rentals	Motor Vehicles & Trailers
Fleet Storage Facilities	Vehicle Fines & Licencing Services

Other (Specify):



### *Corporate Clothing*

Branded Clothing & Promotional Clothing	Protective Clothing & Shoes
ID Badges	Uniforms

Other (Specify):

### *IT & Related Services*

Backup Services Computer Data	Printers, Maintenance & Support
Consulting - IT Services & Strategies	Software Sales, Development
Data / Telephone Network Maintenance	Virtual data Centre & Hosting
IT Hardware & Network Maintenance & Support	Voice & Data Cabling (Telecommunication)
IT Professional Services (Consulting& Contract)	Website Design & Development
IT Software Support & Training	Web Solutions Design & Maintenance
Telephone/PABX Maintenance& Supplier	

Other (Specify):

### *Office Supplies Consumables*

Arts & Crafts Materials	Electrical Materials (Globes, Plugs, Wires etc.)
Batteries	Flowers & Gifts
Cleaning Materials	Packaging Supplies
Consumables (Soft Drinks, Water, Milk)	Vending Machines

Other (Specify):

### *Maintenance & Related Services*

Air Conditioning Specialist	Dry Cleaning Services
Audio & Visual Equipment Repairs And Services	Electrical Contractor (Accredited)
Building Contractor	Emergency Plumber Services
Building Management Systems	Fencing Contractors
Carpentry	Garden Maintenance Services
Carpet & Upholstery Cleaning	Lift, Elevator, Escalator Services
Ceilings, Partitioning And Shop Fitting - Materials	Office Alternations & Renovations

Cleaning Services & Staffing	Offsite Storage & Related Services
Commercial Building Window Cleaning Services	Plumbing (Accredited)
Cooking & Related Systems	Roofing Contractors
Document Archiving & Related Services	Waste Management & Recycling Services
Other (Specify):	
<b>Postal &amp; Freight</b>	
Courier And Mailing Services	Furniture Removals
Freight Forwarding	Hauling Services
Other (Specify):	
<b>HR &amp; Related Services</b>	
Consultants - Actuaries & Remuneration Services	Consultants - Skills Analysis & Development
Consultants - Assessments & Skills Analysis	Employee Wellness Services
Consultants - Change Management	Facilitation & Moderation
Consultants- Employee Assistance	HR Service Provides
Consultants - Employee Benefit & Empowerment	Investigation Services
Consultants - Employee Development	Recruitment
Consultants – Forensic	Third Party Staffing
Consultants - Labour Relations	Training And Development Institutions
Consultants - Performance Management	Translation Services
Other (Specify):	
<b>Professional Services</b>	
Architectural Service	Consultants - Market Research
Archiving Services & Systems	Consultants - Project Management
Arts & Culture And Related Services	Consultants - Strategic Planning & Development
Asset Management Systems	Engineering (Chemical)
Background Checks/ Verification Services	Engineering (Civil)
B-BBEE Verification & Consulting Services	Engineering (Electrical)

Broadcasting Station (TV/Radio)	Engineering (Industrial)
Commercial Property Agents	Engineering (Mechanical)
Consultants - Financial Advisory Services	Gas Specialists
Consultants - Acoustic Services & Materials	Insurance Brokers
Consultants - Acquisition Management Acts & Legislation Documents	Membership & Affiliation
Consultants - Advertising	Polygraphs & Examinations
Consultants - Business Advisory	Procurement Advisory Services
Consultants - Business Management	Professional Liquor Licensing Practitioners
Consultants - Communication Strategies & Systems	Sales & Merchandising Services
Consultants - Corporate Reputation & Risk Management	Subscriptions & Publications
Consultants - Financial Systems	Technical Surveillance Specialists
Consultants - Legal Services	
Other (Specify):	
<b><i>Hospitality / Catering Services</i></b>	
Bakeries	Events Deco & Equipment Hire (Tables, Chairs, Tents, Toilets, Etc.)
Bulk Liquor Suppliers /Distribution	Florists
Catering Equipment Sales	Foodservice Distributor
Coffee Distributors	Meat Distributors
Containers & Packaging	Perishables Suppliers
Crockery & Cutlery	Spices
Dairy & Related Products	Wine Distributors
Other (Specify):	
<b><i>Services</i></b>	
Air-Conditioning Systems	Partitioning Contractors
Audio Visual Aids & Equipment	Paving Contractors
Blinds & Awnings	Pest Control Services
Cabinet/Furniture Making	Plastering

Carpet Cleaning	Plumbing Contractors
Closed Circuit TV	Power Generation And Distribution Machinery And Accessories
Display Services	Refuse Conveyors
Electrical Equipment Repairs	Renovation Services
Electrical Installation	Roofing & Waterproofing
Engraving Services & Equipment	Scaffolding Services
Flooring Contractors	Sound & Music Systems/Equipment
Framing Services	Steel Works General
Laundry And Dry-Cleaning Services	Towing Services
Lifting Contractors	Upholstery
Lighting Contractors	Video Production, Editing And Equipment
Locksmith Services	Waste Disposal
Painting Contractors	Window Fittings & Glass
Other (Specify):	

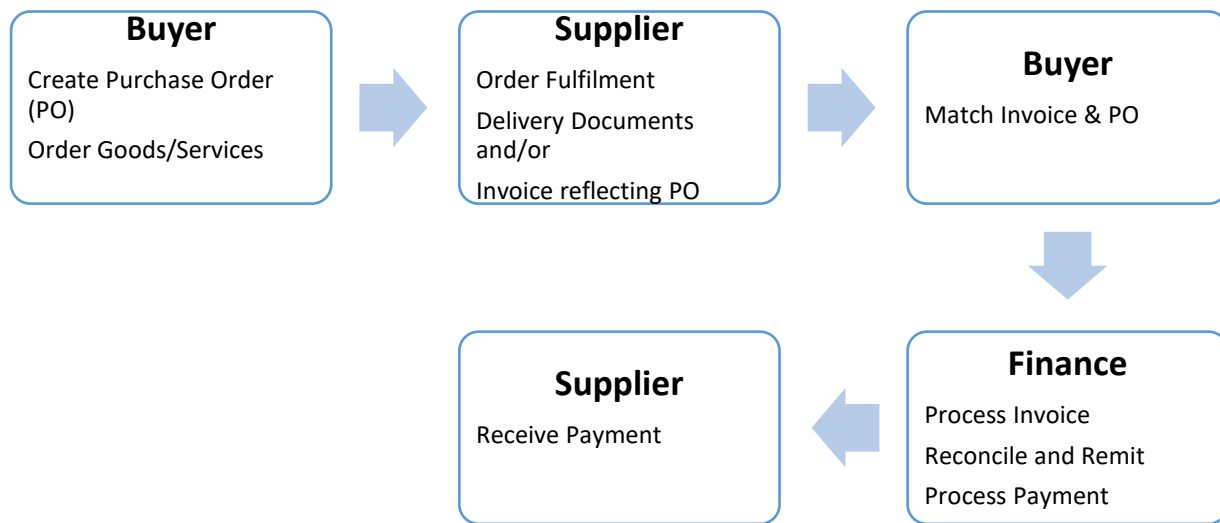
### Payment Terms

Payment terms are strictly 30 days from date of statement.

### Payment Process

This process sets out the Company's arrangements for ordering, receiving, authorising and subsequently paying for the supply of goods and or services to the Company and sets out the process flow around the Company's purchase ordering system and payment of creditors.

An official computerised purchase order must be raised by an authorised company representative before the order and supply of all goods and or services. It must be noted that no invoice can be paid unless a valid purchase order number is submitted on the invoice itself.



**30 Days from date of Statement provided all Invoice requirements are met**

## DATA PROTECTION DECLARATION

The Data Protection declaration confirms the Supplier and its 3<sup>rd</sup> Party Contractors' approach to the data it holds, accesses and processes, whether on behalf of clients, suppliers, employees, shareowners or otherwise. The obligations included within this application, form the basis of this declaration and must be adopted by the Supplier as a minimum standard to be attained.

### Principles

- The Supplier, its companies and its people are committed to responsible collection, management, use and protection of data guided by the relevant data protection legislations.
- The Supplier recognises its obligations to all its stakeholders including share owners, clients, its own people, suppliers and consumers with regards to the protection of personal information and data.

### Practices

- We are transparent with consumers.
- We treat data in accordance with all applicable laws, regulations and treaties.
- We implement fair and reasonable data policies and procedures.
- We treat data as confidential.
- We understand not only what data we hold but also its relevance to stakeholders.
- We secure, collect, process, use and store data appropriately.
- We ensure that data is retained appropriately.
- We implement necessary and appropriate technical measures to secure data.

- We delete data when required to do so.
- We ensure our people understand their role in upholding these principles and practices

Read and Agreed

YES

NO

I, \_\_\_\_\_ (full name/s & surname) \_\_\_\_\_ (capacity)

Hereby acknowledge and warrant that we agree to the terms set out in the Data Protection Declaration.

Date: \_\_\_\_\_

Signed at: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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:

<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> </ul>
<ul style="list-style-type: none"> <li>• a member of the board of directors of any national municipal entity</li> </ul>	<ul style="list-style-type: none"> <li>• a member of an accounting authority of any or provincial public entity</li> </ul>
<ul style="list-style-type: none"> <li>• an official of any municipality or municipal entity</li> </ul>	<ul style="list-style-type: none"> <li>• an employee of Parliament or a provincial legislature</li> </ul>

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:

<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> </ul>
<ul style="list-style-type: none"> <li>• a member of the board of directors of any national municipal entity</li> </ul>	<ul style="list-style-type: none"> <li>• a member of an accounting authority of any or provincial public entity</li> </ul>
<ul style="list-style-type: none"> <li>• an official of any municipality or municipal entity</li> </ul>	<ul style="list-style-type: none"> <li>• an employee of Parliament or a provincial legislature</li> </ul>

**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 .....