

INVITATION TO REGISTER/UPDATE ON THE JOBURG CITY THEATRES SUPPLIER DATABASE

The Joburg City Theatres hereby invites all prospective and current services providers to register on its supplier database, to ensure compliance with the Constitution and National Treasury prescripts.

All Suppliers who were previously/ are currently providing service to the JCT **MUST send updated company documents, and declarations.**

The list of commodities the supplier may register for shall be in the form. A **maximum of six (06) commodities** can be applied for by one supplier or service provider.

The following mandatory documents shall be affixed to a **FULLY COMPLETED** supplier registration form for further consideration by JCT:

- 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 BBEE 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.)
- Any relevant independent agency ratings / industrial endorsements
- Proof of Banking (Account confirmation letter from bank)
- Proof of Disability (Doctor's Letter)
- Company Profile

Note:

1. Blacklisted companies appearing on the National Treasury database and that are prohibited from conducting business with public entities, shall not be considered.
2. By responding to this invitation does not mean an automatic registration with JCT
3. Registration forms can be obtained from the **Joburg City Theatres website** (www.joburgtheatre.com) or alternatively collect them from any of the three theatres: **Joburg Theatre**, 1st Floor, 163 Civic Boulevard (Previously Loveday Street), Braamfontein; **Soweto Theatre**, Cnr Bolani Rd and Bolani Link, Jabulani, Soweto (next to the Jabulani Mall); **Roodepoort Theatre**, 100 Christiaan de Wet Road Florida Park, Roodepoort.
4. Completed forms together with ALL the required documentation must be submitted in a sealed envelope marked "JCT SUPPLIER DATABASE FORMS" to any of the three theatres as listed above. **FAXED OR EMAILED** forms shall **NOT** be accepted.
5. Closing date for submissions of forms is the 29 September 2023; **ONLY REGISTERED SUPPLIERS WILL BE USED AFTER THE CLOSING DATE.**



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JOBURG | SOWETO | ROODEPOORT