



a world class African city



# SUPPLIER REGISTRATION APPLICATION FORM

For enquiries contact:

**SUPPLY CHAIN MANAGEMENT OFFICE**

**Tel:** 011 877 6800

**Email:** [elias@joburgtheatre.com](mailto:elias@joburgtheatre.com)

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 Joburg City Theatres. 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 MFMA.

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

**TERMS AND CONDITIONS**

**1. APPLICATION PROCEDURE**

Service providers wishing to register may do so by completing the registration form obtainable on JCT's website or obtainable from JCT's Offices.

**2. UPDATING INFORMATION**

Suppliers shall be responsible to ensure that information is updated as and when such change occurs. Information must be submitted to JCT's Supply Chain Management Unit.

In the event of a request to amend a supplier's details becomes necessary, JCT would require the supplier to communicate such changes to the Supplier Database office in writing to: [elias@joburgtheatre.com](mailto:elias@joburgtheatre.com)

Depending on the nature of the request the following will apply:

**2.1 Change in banking details:** A signed letter by the Financial Director of the organization with a cancelled cheque or a stamped letter from the bank. Bank Details must be changed/ amended on CSD as well for verification purposes.

**2.2 Company name change:** A new supplier registration form must be completed in the new name and relevant documentation submitted.

**2.3 Change in contact details, change of address and/or contact persons:** Written notification on a company letterhead must be sent to our Supplier Database office.

**2.4 Your Tax Pin and BBBEE certificate** is only valid for a period of one (1) year from the date of issue. You are required to submit an updated tax clearance certificate, and BBBEE Certificate on, or before the currently submitted Tax Clearance Certificate and BBBEE Certificate to maintain your verified status on JCT's supplier database. Failure to do so may result in your status becoming inactive until the valid documentation is

received. Always remember to update your details on CSD as this is the main source of verification for government.

### **3. MONITORING OF SUPPLIER PERFORMANCE**

JCT will monitor suppliers' performance on projects awarded. The evaluation will assist the JCT on any future work that may be awarded.

### **4. PRIVACY**

Information supplied will be treated as confidential and will only be for JCT's use, unless required by law.

### **5. SUBMISSION OF FORMS**

- Only signed original application forms will be accepted. No alteration on the application form will be permitted.
- If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
- All the required and supporting documentations must be submitted jointly with the form.
- 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 the applicant
- Supplier must comply with all the registration-criteria for registration to be finalised –failure to do so will result in the application being declined
- Failure to submit supporting and requested information will lead to your company not being registered.
- Declaration by business under oath is compulsory and must be completed in full by all suppliers. Failure to comply with this requirement will lead to you company not being registered.
- 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.

#### **NB:**

1. This is only a registration form for database and does not guarantee any award of bid / contract.
2. Joburg City Theatres reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
3. 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.

All the applications for registration as a service provider must be accompanied by the following documents where applicable

REQUIRED INFORMATION/ DOCUMENTS	YES	NO
Supplier Database Application Form fully completed and signed		
National Treasury Central Supplier Database Registration Summary Report (CSD)		
Supplier Registration Documents (CIPC)		
Tax Pin Code.                      Expiry date		
Vat registration document (VAT103)		
ID copies of shareholders / directors and share certificates		
Shareholding Agreements		
Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by commissioner of oaths.		
Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by commissioner of oaths.		
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		
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 \*

## DECLARATION BY BUSINESS UNDER OATH

I/We .....declare that the above particulars and information furnished to the Joburg City Theatres for the purposes of registering our organization on the supplier database are true in substance and in fact and that I/We fully understand the meaning thereof.

Name: ..... Signature: .....

Date: ..... Designation: .....

Signed and sworn to before me at ..... on this the .....day of

..... by the Deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

.....

COMMISSIONER OF OATHS

## 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 an 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**

Postal Address

Physical Address

Code:

Code:

**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	
Client/Company name	
Contact person	
Telephone number	
Email address	
Client/Company name	
Contact person	
Telephone number	
Email address	

**LIST OF PRODUCTS AND SERVICES**

<i>Tick a maximum of six (06)</i>			
<i>Wholesalers/Traders</i>			
<input type="checkbox"/>	Air Conditioning Systems	<input type="checkbox"/>	Electronic Equipment (Projectors, Cameras etc.)
<input type="checkbox"/>	Audio & Visual Equipment	<input type="checkbox"/>	Office Equipment Other
<input type="checkbox"/>	Building Materials & Equipment	<input type="checkbox"/>	Office Furniture
<input type="checkbox"/>	Electrical Appliances (Kettles, Microwave)	<input type="checkbox"/>	Refrigeration Systems
<input type="checkbox"/>	Electrical Systems, Lighting, Components, Accessories and Supplies	<input type="checkbox"/>	
Other (Specify):			
<i>Health &amp; Safety</i>			
<input type="checkbox"/>	Alarms / Security /Access Control / CCTV	<input type="checkbox"/>	Occupational Health & Safety
<input type="checkbox"/>	Fire Fighting Equipment Installations & Maintenance	<input type="checkbox"/>	Pest Control Services

Fire Protection & Prevention		
Hygiene Services		Security & Safety Services
Medical Supplies & Equipment		Security Risk Assessments

Other (Specify):

*Stationery & Printing*

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

Other (Specify):

*Marketing*

Advertising & Design Agencies		Electronic & Print Media
Brand Activation		Framing of Certificates & Awards
Consulting - Advertising		Media Liaison/Communication
Consulting - Marketing		Media Management
Consulting - Media Relations		Publications
Consulting - Multimedia		Publishers
Consulting - Public Relations & Services		Video & Photography
Editing & Publishing		Other (Specify):

*Special Events*

Corporate Gifts & Flowers		Event Equipment Rental Services
Donations & Sponsorships		Event Management
Entertainment Booking Agents		Events Risk & Compliance Services
Entertainers (Speakers & MC's)		Events Security
Emergency/Event Medical Services		Special Events & Exhibition Specialist

Other (Specify):

*Travel*

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

Other (Specify):

*Fleet*

Automotive Parts	Fuel Supplies
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 (sugar, Water, Milk, coffee, etc.)	Vending Machines

Other (Specify):

*Maintenance & Related Services*

Air Conditioning Specialist	Emergency Plumber Services
Audio & Visual Equipment Repairs and Services	Fencing Contractors
Building Contractor	Flooring Contractors

Building Management Systems	Generator Services and Repairs
Carpentry	Garden Maintenance Services
Carpet & Upholstery Cleaning	Lift, Elevator, Escalator Services
Ceilings	Office Alternations & Renovations
Cleaning Services & Staffing	Offsite Storage & Related Services
Commercial Building Window Cleaning Services	Plumbing (Accredited)
Cooking & Related Systems	Roofing Contractors
Damp-Proofing	Waterproofing
Document Archiving & Related Services	Partitioning and Bulkheads
Dry Walling	Spalling Repairs
Electrical Contractor (Accredited)	Waste Management & Recycling Services

Other (Specify):

*Postal & Freight*

Courier And Mailing Services	Furniture Removals
Freight Forwarding	Hauling Services

Other (Specify):

*HR & Related Services*

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):

*Professional Services*

Architectural Service	Consultants - Project Management
Archiving Services & Systems	Consultants – Risk Management
Arts & Culture and Related Services	Consultants - Strategic Planning & Development
Asset Management Systems	Consultants - Legal Services
Background Checks/ Verification Services	Dry Cleaning Services
B-BBEE Verification & Consulting Services	Engineering (Chemical)
Business Information Management	Engineering (Civil)
Broadcasting Station (TV/Radio)	Engineering (Electrical)
Commercial Property Agents	Engineering (Industrial)
Consultants - Acoustic Services & Materials	Engineering (Mechanical)
Consultants - Acquisition Management Acts & Legislation Documents	Engineers (Multidisciplinary)
Consultants - Advertising	Gas Specialists
Consultants - Business Advisory	Insurance Brokers
Consultants - Business Management	Membership & Affiliation
Consultants - Communication Strategies & Systems	Polygraphs & Examinations
Consultants - Corporate Reputation & Risk Management	Procurement Advisory Services
Consultants - Employee Assistance Program	Professional Liquor Licensing Practitioners
Consultants - Financial Advisory Services	Sales & Merchandising Services
Consultants - Financial Systems	Statisticians
Consultants - Human Resources	Subscriptions & Publications
Consultants - Information Technology	Technical Surveillance Specialists
Consultants - Market Research	Quantity Surveyors
Consultants - Operations	
Other (Specify):	
<i>Hospitality / Catering Services</i>	
Bakeries	Groceries

Bulk Liquor Suppliers /Distribution	Halaal Caterers
Catering Equipment Sales	Kitchen smalls, cutlery, crockery & glassware
Coffee Distributors	Kosher Caterers
Cleaning equipment & materials	Meat, Poultry & Seafood Distributors
Dairy & Related Products	Packaging products & materials
Events Deco & Equipment Hire	Prepared Fruit and vegetables
Florists	Perishables Suppliers
Frozen, chilled and ambient grocery	Spices
Foodservice Distributor	Wine Distributors
Other (Specify):	
<i>Services</i>	
Air-Conditioning Systems	Painting Contractors
Audio Visual Aids & Equipment	Partitioning Contractors
Blinds & Awnings	Paving Contractors
Cabinet/Furniture Making	Pest Control Services
Carpet Cleaning	Plumbing Contractors
Closed Circuit TV	Refuse Conveyors
Display Services	Renovation Services
Electrical Equipment Repairs	Roofing & Waterproofing
Electrical Installation	Scaffolding Services
Engraving Services & Equipment	Sound & Music Systems/Equipment
Flooring Contractors	Steel Works General
Framing Services	Towing Services
Laundry And Dry-Cleaning Services	Upholstery
Lifting Contractors	Video Production, Editing and Equipment
Lighting Contractors	Waste Disposal
Locksmith Services	Window Fittings & Glass
Other (Specify):	

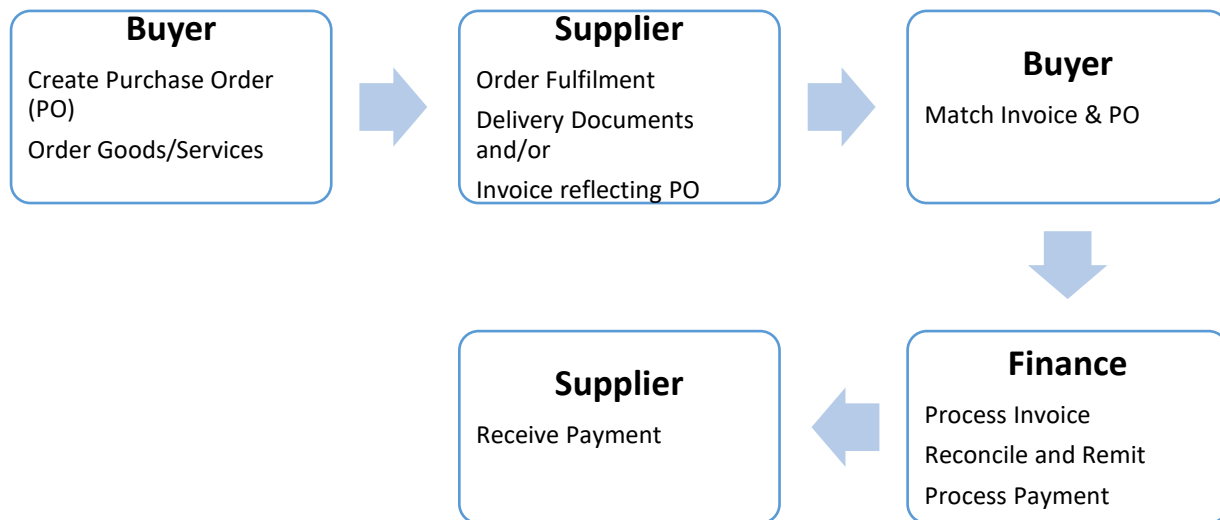
### Payment Terms

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.

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(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 .....