

## SACN VENDOR APPLICATION FORM

**Vendor or Service Provider Name:** \_\_\_\_\_

The purpose of this database is to give effect to a procurement and provisioning system that is fair, equitable, transparent, competitive, and cost-effective by affording an equal opportunity to all service providers in the submission of quotations to the entity.

The database will also contribute to better administration and ensure compliance with the SCM policy and legal and regulatory prescripts.

All suppliers are expected to go through a screening process. All contact details and email addresses must be contactable and are working effectively.

**Suppliers must read the application document carefully, complete it in full, and sign it.**

All service providers need to submit all the required supporting documentation requested in terms of this application form, failure which may result in your application being disregarded.

**Application forms will be available on the SACN's website.**

**Enquiries:** Jabulani Sandleni

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**Email:** Jabulani@sacities.net

## SUPPLIER APPLICATION FORM IMPORTANT NOTES

South African Cities Network (SACN) invites all prospective suppliers of goods and services to register on the SACN supplier database. The SACN reserves the right to procure goods and services only from suppliers who are tax-registered and tax-compliant with SARS.

**To be registered on the SACN database, prospective suppliers are requested to submit the following documents:**

A maximum of 5 commodities must be reflected on the application form (Annexure A). Reflecting more than 5 commodities will nullify the application, and please ensure that the following are attached to the Application Form:

- SACN completed database forms
- Company profile
- Valid Tax Clearance Certificate
- Original Sworn Affidavit - B-BBEE exempted micro enterprise certified by Commissioner of Oaths or B-BBEE certificate
- ID copy of Company Directors
- Original proof of banking details stamped by the bank
- Certified proof of affiliation, a professional body for specialized services eg construction, travel agency, or training institute –would have to submit CIDB, SAICA, SITA, ASATA, IATA, SETA Accreditation, Dept of Higher Education, Law Society, Printing SA Federation of Printing and Packaging, COC and so on
- Certificate of Acceptability for food premises to be submitted by all companies offering catering services
  - Certification should not be more than three months old

The questionnaire must be completed in full and be signed; failure to do so will result in the Application being disqualified.

A company profile should accompany the registration form but will not be accepted as a substitute for the application form – all fields on the application form **MUST** be completed (failure to complete the application form in full will result in total disqualification);

It should be noted that SACN reserves the right to accept or reject any application without being obliged to give any reasons;

## SUPPLIER DETAILS

<b>Company / Supplier name:</b>	
<b>Company / Close Corporation Registration Number</b>	
<b>VAT registration number (if applicable):</b>	
<b>Income tax reference number:</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	

**Please tick at the relevant box**

<b>Tax Clearance Certificate Attached</b>	<b>Yes</b>	<b>No</b>
<b>Expiring date</b>		

**Supplier Grouping Detail: Type of Firm: (Please the relevant box)**

Public Company (Pty) Ltd	
Private Company (Pty) Ltd	
Close Corporation (cc)	
Other (specify)	
Joint Venture	
Consortium	
Sole Proprietor	
Foreign Company	
Partnership	
Trust	
Section 21 Company	
Government / Public Entity	

## GENERAL DECLARATION

### Verification of information supplied in this document, including attached documents:

I/We, the undersigned, warrant that he/she is duly authorised to do so on behalf of the supplier, certify that the information supplied including the annexure, is correct and accurate and acknowledges that:

If found that the information supplied is incorrect, SACN will disqualify and remove the supplier from our database permanently.

## TERMS AND CONDITIONS

The SACN cannot guarantee business opportunities. All procurements will be subject to the procurement policy, the general conditions of the contract, and applicable legislation

All suppliers will be subjected to regular performance service reviews and could be deregistered if service levels are not maintained.

The validity period of a quotation must be at least 30 (thirty) days.

Certified documents: Please ensure that The Commissioner of Oath has certified your company registration documents and other documents

Only an Original Tax Clearance Certificate will be accepted.

All shareholders/ Directors/ Members and in case of a one-man concern, please furnish an identity number plus a copy of identity documents

Verification information supplied will be performed against third-party sources such as SARS, CIPRO, Safety Net, etc.

Please notify the SACN immediately of any change to the provided information.

Please ensure all fields are completed. Incomplete application forms will not be processed.

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

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

Position: \_\_\_\_\_

Name of Service Provider: \_\_\_\_\_

## LIST OF COMMODITY SPECIFICS

**IMPORTANT NOTICE: SERVICE PROVIDERS MUST MARK ONLY FIVE (5) COMMODITIES SPECIFIC AS PER THEIR PRINCIPAL/CORE BUSINESS. FAILURE TO COMPLY WITH THIS CONDITION WILL INVALIDATE THE SERVICE PROVIDER DATABASE FORM**

No	Description	Mark with an X
01	Travel Agencies	
02	Advertising (in electronic and print)	
03	Anti-Virus Software	
04	Asset Management	
05	Consulting: Business	
06	Consulting: Auditors	
07	Binding Services and Editing Services	
08	ICT Support Services	
09	Computer Consumables	
10	Computer Hardware & Printer	
11	Catering Services	
12	Cleaning and Hygiene Services	
13	Training Institutions: Monitoring /Coaching Services	
14	Consulting: Insurance	
15	Consulting: Legal Services	
16	Career Exhibitions/Stands	
17	Florist, Office Plants, Flowers & Decoration	
18	Furniture removals/ Repairs ,Maintenance and Renovation Services	
19	Corporate Gifts	
20	Promotional Items Printing of booklets and Publications (Design, Layout)	
21	Office Automation and Office Equipment	
22	Locksmith	
23	Video and Photography services	
24	Electrical Repairs and Networking Services	
25	Consulting: Marketing Design & PR Agencies	
26	Consulting: Policy Consulting: Recruitment and Skills Development	
27	Courier & Mailing Services	
28	Stationery	
29	Storage Facility and Bulk Filling	
30	Other Commodity :	

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Closing Date:14 December at 17:00PM