



telecommunications & postal services

Department:
Telecommunications and Postal Services
REPUBLIC OF SOUTH AFRICA

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TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF THE DEPARTMENT

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

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the Department to develop a supplier database to be used by the procurement office when requesting quotations.

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

The main objective of this process is to use the database as an empowerment tool that can be maintained whilst at the same time transparency and equality is enhanced.

The Service Provider Database will be used mainly for the purposes of identifying entities that can be approached when price quotations for goods and services are to be invited. The fact that an entity is registered as a supplier does not constitute any contractual relationship between that business and the Department of Telecommunication and Postal Services.

The Department reserves the right to cancel the registration of an entity if that entity:

- Has given incorrect or false information in the application form or any correspondence relating to the application
- Failed to inform the Department of Telecommunication and Postal Services of any changes of their particulars as furnished in the application,
- Failed to comply with the conditions of any contract that might have been awarded to the entity,
- Repeatedly failed to respond on requests for price quotations.
- Is blacklisted by National Treasury or
- Has acted in an improper, fraudulent or corrupt manner

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Please note that a valid Tax Clearance Certificate must be obtained from the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will furnish the bidder with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. This Tax Clearance Certificate must be submitted in the original together with the application form. Failure to submit the **original and valid Tax Clearance Certificate will** invalidate the application.

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax and **must** therefore submit a valid e-mail address.
- It should be noted that the **DTPS** reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **be notified** whether application was accepted or not and will be advised of the outcome telephonically OR in writing;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so will result in the application being declined.
- A **maximum** of five commodities must be reflected on the application form. Reflecting more than six commodities will **nullify** the application.
- SARS original Valid Tax Clearance Certificate,
- Company Profile, Company Registration Certificate,
- BBEE Status Level Verification Certificate,
- Certified copies of IDs of shareholders/ owner/trustees,
- Catering - Certificate of Acceptability for food premises,
- Consulting - Registration certificate with a Recognized and accredited professional body,
- Electrical - Electrical Board (ECB) and Wiremans License,
- Plumbing - Plumbing License.

Supplier detail:

Company / Supplier Name:

Company / Close Corporation Registration Number														
VAT registration number (if applicable):														
Income tax reference number:														
Web Address:														
E-Mail Address:														
Telephone Number:														
Fax Number: (compulsory)														
Toll Free Number:														
Number of full time employees:														

Postal Address: (compulsory)

Physical Address:

Postal Code:	

Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

Tax Clearance Certificate Attached	yes	no
Expiry date:		

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

1	Public Company (Ltd)	
2	Private company (Pty) Ltd	
3	Closed Corporation (cc)	
4	Other (specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21 Company	
12	Government / Parastatals	

• Main contact person in your company:

Name:																														
Company Position:																														
Cell phone Number:																														
Fax Number:																														
E-mail address:																														

• Contact person (sales) in your company:

Name:																														
Position in company:																														
Cell Phone Number:																														
Fax Number:																														
E-mail address:																														

Trade name:

Trade names (Example: Brother)	Description (Example: Cartridge)

SMME status of your enterprise:

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

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. 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 and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	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 ✓ the relevant box)
(According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

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-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE

7.1 B-BBEE Status Level of Contribution: = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If yes, indicate:

(i) what percentage of the contract will be subcontracted?
.....%

(ii) the name of the sub-contractor?
.....

(iii) the B-BBEE status level of the sub-contractor?
.....

(iv) whether the sub-contractor is an EME?
YES / NO (delete which is not applicable)

read notes below very carefully

Instructions and Definitions:

(please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **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.
- **B-BBEE Status Level of Contribution :** means broad –based black Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- **B-BBEE Status Level of Contribution:** means the B-BBEE status received a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment . issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act;
- **EME :** means any enterprise with an annual turnover of R5 million or less.

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- **The information furnished is true and correct**
- **The B-BBEE points claimed is in accordance with the new Preferential Policy Framework Act (2000)**
- **Any conflict of interest will be declared in the comment space below**

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE _____

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE _____

Comments / Notes:

No.	LIST OF COMMODITIES (mark with x)	Tick <input type="checkbox"/>
1.	CATERING	
2.	COUNSELLING SERVICES	
3.	DJ SERVICES AND PA SYSTEMS	
4.	DSTV INSTALLATION & REPAIRS	
5.	e-COOPERATIVES DEVELOPMENT	
6.	EDITING OF DOCUMENTS & PROOF READING SERVICES	
7.	ENGRAVING SERVICES	
8.	ENTERTAINMENT SERVICES (PERFORMERS)	
9.	EVENT MANAGEMENT	
10.	EXHIBITION	
11.	FIRE EXTINGUISHERS	
12.	FIRST AID TRAINING	
13.	FORENSIC INVESTIGATION	
14.	FUMIGATION SERVICES	
15.	LOCKSMITH SERVICES	
16.	MAINTENANCE: AIRCONDITIONERS	
17.	MAINTENANCE: PLUMBING	
18.	MAITENANCE: ELECTRICAL	
19.	MARQUES	
20.	MINUTES TAKING & REPORT WRITING	
21.	MOTIVATIONAL SPEAKERS	
22.	OFFICE PARTITIONING	
23.	OFFICE FURNITURE	
24.	PEST CONTROL MANAGEMENT	
25.	PHOTOGRAPHERS	
26.	PROMOTIONAL MATERIAL	
27.	STATIONERY	
28.	SPECIALIST POLICY WRITERS	
29.	TOILET, TABLES AND CHAIRS HIRE	
30.	TRANSLATION & INTERPRETATION SERVICES	



INVITATION TO SUPPLIERS AND SERVICE PROVIDERS TO APPLY FOR REGISTRATION ON THE DATABASE FOR THE DEPARTMENT TELECOMMUNICATIONS AND POSTAL SERVICES

The Department of Telecommunications and Postal Services is inviting qualified and experienced service providers to register on its supplier database for the following:

- Catering
- Counselling services
- Dj services
- TV installations and repairs
- Editing of documents and proof reading services
- Engraving Services
- Entertainment Services (Performers)
- Event Management
- Exhibitions
- Fire Extinguishers
- First Aid Training
- Forensic Investigation
- Fumigation and Pest Control
- Locksmith Services
- Maintenance: Air conditioners
- Maintenance: Plumbing
- Maintenance : Electrical
- Marquees
- Toilet Hire, Chairs Hire, PA Systems
- Minutes-taking
- Motivational Speakers
- Office Partitioning
- Photography Services
- Stationery
- Office Furniture
- Translation and Interpretation services
- Specialist Policy writers
- Promotional gifts

Requirements: Fully completed registration forms, SARS original Valid Tax Clearance Certificate, Company Profile, Company Registration Certificate, BBBEE Status Level Verification Certificate, Certified copies of IDs of shareholders/ owner/trustees, Catering - Certificate of Acceptability for food premises, Consulting - Registration certificate with a Recognized and accredited professional body, Electrical - Electrical Board (ECB) and Wiremans License, Plumbing License.

Registration forms are obtainable from: **The Department of Telecommunications and Postal Services**
Postal Address: Private BagX860, Pretoria, 0001
Physical Address: iParioli Office Park, Block F, Ground Floor, 1166 Park Street, Hatfield

Closing Date: 7 August 2015

Enquiries: Mr Elvis Motjelele - Tel: 012 427 8548 and Mr Masotla Sebona - Tel: 012 427 8054

The database forms are available from the Department of Telecommunications and Postal Services website:
<http://www.dtps.gov.za> or via email at emotjelele@dtps.gov.za or msebona@dtps.gov.za
Completed registration forms must be hand delivered or posted to the above mentioned address.