



**APPLICATION TO BE REGISTERED
ON THE TECHNOLOGY INNOVATION AGENCY
SUPPLIER DATABASE**

**TO ALL SUPPLIERS SEEKING REGISTRATION
AS AN APPROVED SUPPLIER ON THE
DATABASE OF THE TECHNOLOGY INNOVATION AGENCY**

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

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA)), the TIA developed a supplier database to be used by the Procurement section.

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

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

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 attached and posted to

**The Technology Innovation Agency
Tel: (012) 349-1929/1962/1920/1878
Fax: 012 349-1914**

Physical Address:

**Sorrento Suite, iL Villagio no 2
5 de Havilland-South
Persequor Park
Meiring Naude road
Lynnwood
Pretoria
0087**

For Attention: Adv. Arthur Maisela

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:																				

Sales Contact Person in your Company:

Name:																				
Company Position:																				
Cell Phone Number:																				
Fax Number:																				
E-Mail Address:																				

Suppliers of the following products/services are required to register on the database. Please mark the main services your company supply: -

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
HR	Recruitment	
	Training and development / skills development	
	Payroll Outsourcing	
	Recruitment Advertising	
	HR Consultants	
	Employment Agencies	
	Response handling	
	Employee Assistance Program providers	
Finance	Stationery	
IT	Software Development	
	PC Supplier	
	System Developers	
	Web Design	
	IT Consultants	
	Computer Consumables (Hardware and Software)	
	Computer & Printer maintenance	
	Office Automation	
	Network Services	
	Communication Devices	
Logistics	Driver (casual & part time)	
	Messenger/Delivery Services	
	Courier Services	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
	Offsite Storage	
	Photocopying services	
	Transcription Services	
Catering	Catering Services	
	Supply of Meeting refreshments	
Facilities	Upholstery	
	Flower supplier	
	Electrical services	
	Fire systems	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detectors	
	Asset Tracking System	
	Building Construction	
	Furniture Repairs	
	Furniture Procurement	
Marketing & Communications	Advertising	
	Exhibition Designing and Assembly	
	Billboard Advertising	
	Corporate Gifts	
	Layout and design of corporate publications	
	Photography	
	Printing Services	
	eMarketing	
	Public Relations	
	Events Management	
	Promotional Material	
Travel	Flights & Accommodation Agents	
	Venue Hirers	
	Facilitators: Teambuilding & Strategic Planning	
	Car Hire	
	Visa applications	
Professional	Economic Analysts	
	Forensic Investigators	
	Legal Services/Advisors	
	Competition Lawyers	
	Labour Lawyers	
	Dispute Resolution	
	External Auditors	
	Internal Auditors	
	IT Audit	
	Information Security	
	Transaction Advisors	
	Taxation Experts	
Brokers	Medical Aid Brokers	
	Pension Fund Brokers	
	Travel Agencies	
	Please specify	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Sector Specific Analysts and Experts		
Other	<i>Please specify</i>	

TRACK RECORD

LIST THE FOUR LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS	CONTRACT FEE

PDI OWNERSHIP STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY

Instructions and Definitions: (Please read carefully before completing PDI Ownership Status)

Legislation:

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Public Finance Management Act, 2003 (PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to the TIA.

Terminology:

- Commodities:** The commodities the company wishes to be registered for as a supplier to the TIA.
- Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the TIA.
- 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.
- Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the TIA, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- Woman:** A female person who is a SA citizen.
- Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

List all Partners, Proprietors and Shareholders: (Compulsory)

Name	Position in Company	Occupation	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

EQUITY OWNERSHIP

% Shares owned by the following groups: (Compulsory)

	MALE	FEMALE	DISABLED
AFRICAN			
COLOURED			
INDIAN			
WHITE			

PDI Ownership Status:

(Failure to complete this section will result in the application being rejected)

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

SMME Status of Your Enterprise:

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

A. Sector	B. Full Time Paid Employees				C. Annual Turnover (R millions)				Total Gross Asset value (R millions)			
	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro
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(e.g Travel Agent)	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services (e.g Consulting Services)	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME Status of your Enterprise: (Please tick the relevant Box)

Micro	
Very Small	
Small	
Medium	
Large	

Declaration of any Conflict of Interest:

Comments / Notes:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- 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

COMMISSIONER OF OATHS :

SIGNATURE : _____

DATE : _____

STAMP : _____