

CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY SOC LTD (RF)

Convention Square, 1 Lower Long Street,
Cape Town 8001, South Africa

Tel: +27 21 410 5000 Website: www.cticc.co.za

SUBMIT ELECTRONIC COPIES TO: supplierdatabase@cticc.co.za

SUPPLIER DATABASE APPLICATION FORM FOR (SUPPLIERS / CONTRACTORS / SERVICE PROVIDERS / CONSULTANTS)

BASIC SUPPLIER INFORMATION				
Registered Business Name of Supplier				
Trading name of supplier				
Registration number				
Year of Registration				
VAT registration number				
Income tax reference number				
CSD Supplier Number (MAAA)				
Web Address				
E-Mail:	General correspondence			
	Proof of Payment			
	Receipt of Purchase Orders			
Telephone Number				
Fax Number				
Registered POSTAL Address:	PO Box/Bag			
	Suburb/Town			
	City	Postal Code		
Registered PHYSICAL Address:	Street			
	Suburb/Town			
	City	Province		

Cape Town International Convention Centre

DIRECTORS: DA Cloete (Chairperson), A Cilliers, JC Fraser, N Pangarker, B Mdebuka, TT Motlhabane (CEO), W De Wet CA(SA).
Cape Town International Convention Centre Company SOC Ltd (RF) (Convenco), Registration no. 1999/007837/30

+27 21 410 5000

info@cticc.co.za

www.cticc.co.za

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa



we are a green conscious convention centre



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Business Type (tick the box)	<input type="checkbox"/>	Public Company Ltd	Attach certified copy of incorporation (CM3)
	<input type="checkbox"/>	Private Company (Pty) Ltd	Attach certified copy of incorporation (CM3)
	<input type="checkbox"/>	Close Corporation	Attach certified copy of (CK1 & CK2)
	<input type="checkbox"/>	Sole Proprietor	Attach certified copy of ID Document
	<input type="checkbox"/>	Partnership	Attach certified copy of partnership agreement
	<input type="checkbox"/>	Trust	Attach certified copy of trust document
	<input type="checkbox"/>	Co-operation	Attach certified copy of Co-op Registration
	<input type="checkbox"/>	Community Organisation Based	Attach certified copies of Members IDs
	<input type="checkbox"/>	Voluntary Association	Attach certified copy of Constitution
	<input type="checkbox"/>	Foreign Company	Attach certified copy of Incorporation
	<input type="checkbox"/>	Organ of State	N/A
	<input type="checkbox"/>	Public Institution	Attach certified copy of incorporation (CM3)

PARTICULARS OF COMPANY REPRESENTATIVE

Full name and surname	
Identification number	
Position occupied in the company	
Email address of representative	
VAT registration number	

BANKING
INFORMATION

(Attach Bank Verification: Original stamped letter from bank or original cancelled cheque)

Bank Name				
Branch Name				
Branch Code				
Account Holder				
Account Number				
Account Type (Tick One)	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Transmission
	<input type="checkbox"/>	Savings	<input type="checkbox"/>	Other

TAX
INFORMATION

(Attach a valid Tax Clearance Certificate or provide a Tax Compliance Status PIN)

SARS Tax Reference Number	
VAT Registration Number	
Tax Compliance PIN	

BBBEE INFORMATION

BEE Recognition Level				
Women Ownership				
Issue Date				
Expiry Date				
Company Classification:		Exempt Micro Enterprise	Qualifying Small Enterprise	Generic Enterprise

I hereby certify that the above mentioned information is true and correct

Signature Name

THE FOLLOWING MUST BE COMPLETED TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME

INDICATE YOUR ECONOMIC SECTOR		INDICATE THE SIZE OF YOUR BUSINESS				
Sector or subsector in accordance with Standard Industrial Council		Size of your class	Total full time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business X
All tiers of Government	X	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Agriculture		Medium	100	R5m	R5m	
		Small	50	R3m	R3m	
		Very small	10	R0.50m	R0.50m	
		Micro	5	R0.20	R0.20	
Manufacturing		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.1m	R2m	
		Micro	5	R0.2m	R0.10m	
Electricity, Gas and Water		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.10	R2m	
		Micro	5	R 0.20	R0.10m	
Construction		Medium	200	R26m	R5m	
		Small	50	R6m	R1m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Wholesale Trade Commercial Agents and Allied Services		Medium	200	R64m	R10m	
		Small	50	R32m	R5m	
		Very small	20	R6m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Retail, Motor Trade and Repair Services		Medium	200	R39m	R6m	
		Small	50	R19m	R3m	
		Very small	20	R4m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Catering, Accommodation, Food & Beverage		Medium	200	R13m	R3m	
		Small	50	R6m	R1m	
		Very small	20	R1.50m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Transport, Storage and Communications		Medium	200	R26m	R3m	
		Small	50	R13m	R1m	
		Very small	20	R3m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Finance and Business Services		Medium	200	R26m	R6m	
		Small	50	R13m	R3m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Community, Social and Personal Service		Medium	200	R13m	R6m	
		Small	50	R6m	R3m	
		Very small	20	R1m	R0.60m	
		Micro	5	R0.20m	R0.10m	

MARK WITH "X" THE CATEGORY OF COMMODITIES/SERVICES YOU CAN SUPPLY

CODE	MAIN COMMODITY	X	CODE	MAIN COMMODITY	X
00000	FOOD		50000	CONSULTANT SERVICES (CONTINUED)	
00010	Baking Products & Ingredients		50070	Marketing consultant	
00020	Breads & Pastries		50080	Electrical Consultant	
00030	Cultural Foods		50090	Environmental Consultant	
00040	Dairy Products		50100	Health & Safety Consultant	
00050	Dry Food		50110	Food & Services Consultant	
00060	Fish				
00070	Fresh Fruit & Vegetables		60000	CONTRACTORS & MAINTENANCE	
00080	Frozen Fruits		60010	Air Conditioning	
00090	Herbs		60020	Building	
00100	Meat & Poultry		60030	Carpentry	
00110	Prepared Vegetables		60040	Catering Equipment	
00120	Prepared foods		60050	Chemical & Cleaning	
00130	Vegetables		60060	Electrical	
			60070	Engineering	
10000	BEVERAGE		60080	Fencing	
10010	Beers		60090	Flooring	
10020	Ciders & spirit coolers		60100	Lifts	
10030	Fresh Fruit Juices		60110	Mechanical	
10040	Coffee/ Tea		60120	Medical	
10050	Liquor		60130	Painting	
10060	Milk		60140	Pest Control	
10070	Mineral Water		60150	Plumbing	
10080	Soft Drinks		60160	Rigging	
10090	Spirits		60170	Roofing	
10100	Wines		60180	Scaffolding	
			60190	Security	
20000	CATERING		60200	Signage	
20010	Bakeware, Cookware & Kitchenware		60210	Tiling	
20020	Catering Equipment hire		60220	Waste	
20030	Crockery				
20040	Cutlery		70000	CONFERENCING / MARKETING/GENERAL SERVICES	
20050	facilities Furniture & Fittings		70010	Accommodation	
20060	Glassware		70020	Advertising	
20070	Kitchen Equipment		70030	Concert Organizers/Promoters	
20080	Tableware & Linen		70040	Conference Organizers	
20090	Vending Machines		70060	Corporate Gifts	
			70070	Courier Services	
30000	HARDWARE		70080	Entertainment	
30010	Metals		70090	Film Production & Photography	
30020	Building		70100	Flags & Banners	
30030	Electrical		70110	Florists, Décor & Plant Hire	
30040	Painting		70120	Interpretation	
30050	Plumbing		70130	Marquee Hire	
30060	Timber		70140	Public Relations Agencies	
			70150	Sanitary/Toilet Hire	
40000	PAINTING AND STATIONERY		70160	Tour Operators	
40010	General Stationery		70170	Transportation, Vehicle Hire & Chauffeur	
40020	Office Equipment		70180	Travel Agents	
40030	Office Furniture		70190	Usher Services	
40040	Printing, copying and photographic supplies		70200	Corporate Uniforms & Badges	
50000	CONSULTANT SERVICES		80000	INFORMATION TECHNOLOGY/AUDIO VISUAL	
50010	Recruitment Agencies		80010	AV Equipment	
50020	Training & development Consulting		80020	Cabling & Networking	
50030	HR Consultant		80030	Consultants	
50040	Legal Consultant		80040	Hardware & Peripheral	
50060	Engineering consultant		80050	Software	
			80060	Telecommunications	

MFMA DECLARATION

This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. **No Registration will be accepted from persons in the service of the state.**

Section 1: Particulars of principals

Principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No.71 of 2008), a trustee, shareholder or a member of a close corporation registered in terms of Close Corporations Act, 1984, (Act No.69 of 1984).

Full name of principal	Identity number	Personal tax reference number	Residential Address	Municipal Number	Acc.

* Attach separate page, if necessary.

NB: Please attach certified copy(ies) of ID document(s) and municipal accounts.
If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Section 2: Record of service to the state

Are you or any of the company's principals presently in the service of the state, or, been in the service of the state in the past twelve months?

- Yes No (tick appropriate box)
- If YES, indicate by marking the relevant boxes with a cross:
- | | |
|---|--|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Provinces | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of principal	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

Section 3: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption.

Is any family member of the company's principals in the service of the state?

- Yes No (tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council
<input type="checkbox"/> a member of any provincial legislature
<input type="checkbox"/> a member of the National Assembly or the National Council of Province
<input type="checkbox"/> a member of the board of directors of any municipal entity
<input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of any provincial department, national provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act of 1999)
<input type="checkbox"/> a member of an accounting authority of any national provincial public entity
<input type="checkbox"/> an employee of Parliament or a provincial legislature |
|--|---|

Name of family member	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

Section 4: Record of other interests

Do you or any of the company's principals have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of offers which you may submit to the CTICC?

- Yes No (tick appropriate box)

Are you aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of offers which you may submit to the CTICC?

- Yes No (tick appropriate box)

Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are registered with the CTICC as an approved supplier?

- Yes No (tick appropriate box)

If answered yes to any of the above, provide particulars (insert separate page if necessary)

Section 5: Record of termination of previous contracts with an organ of state

Was any contract between your company, including any of its joint venture partners, terminated during the past five years for reason other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract?

- Yes No (tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 6: Record in terms of the MFMA (No. 56 of 2003)

Is the company or any of its principals listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

- Yes No (tick appropriate box)

Is the company or any of its principals listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).

- Yes No (tick appropriate box)

Was the company or any of its principals convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

- Yes No (tick appropriate box)

Does the company or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

- Yes No (tick appropriate box)

If answered yes to any of the above, provide particulars (insert separate page if necessary)

Section 7: Questionnaire to bidding foreign suppliers

Is the entity a resident of the Republic of South Africa (RSA)?

- Yes No (tick appropriate box)

Does the entity have a branch in the RSA?

- Yes No (tick appropriate box)

Does the entity have a permanent establishment in the RSA?

- Yes No (tick appropriate box)

Does the entity have any source of income in the RSA?

- Yes No (tick appropriate box)

In the entity liable in the RSA for any form of taxation?

- Yes No (tick appropriate box)

Section 8: Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) neither the name of the entity, nor any of its principals, appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No.12 of 2004); or
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za);
- ii) the entity or any of its principals has not been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa) within the last five years;
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the entity is not associated, linked or involved with any other tendering entities submitting tender offers;
- v) the entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a bid or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a bid;
- vi) the entity has no other relationship with any other entity or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the entity nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity, and are not in arrears for more than three months;
- viii) SARS may, on an on-going basis, disclose the entity's tax compliance status to the CTICC and, when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of a contract that is entered into in excess of the threshold prescribed by National Treasury, for SARS to do likewise.

Note:

- a) Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of an invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority.
- b) 'MSCM Regulations: "in the service of the state" means to be –
 - (a) member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (d) a member of the accounting authority⁴ of any national or provincial public entity; or

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- (e) an employee of Parliament or a provincial legislature.
- c) ² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
- d) ³ "National or provincial public entity" shall bear the meaning as defined in the PFMA. Major public entities are listed in schedule 2 of the PFMA and other public entities are listed in schedule 3 of the PFMA.
- e) ⁴ "Accounting authority" means the board or other controlling body of a public entity, or if the public entity does not have a controlling body, the chief executive officer or other person in charge of the public entity unless specific legislation applicable to that public entity designates another person.

SIGNED ON BEHALF OF ENTITY:	
FULL NAME AND SURNAME:	
DATE:	

PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION

INSTRUCTIONS

In order to ensure that applications are considered acceptable, it is necessary that the following principals are adhered to and all documentation requested herein submitted.

- The supplier registration document must be completed in full and all required documentation attached by the date of submission. Applicants must ensure that all necessary requirements are complied with so as not to result in application forms being rejected.
- Please note that no retyped documentation will be accepted.
- Suppliers who are found to have provided incorrect or fraudulent information will be disqualified from the CTICC supplier database.
- The use of correction fluid is prohibited and will lead to application forms being rejected; any alterations made must be initialled by the supplier and mistakes to be scratched out with a line through it.
- It is the responsibility of the supplier to assure all information on the CTICC supplier database is kept updated. The CTICC will not be held responsible for incorrect addresses or banking details.
- Database forms may be scanned in and emailed to CTICC, proof of bank details however must be submitted in original form

PAYMENT TERMS

Strictly 30 days from statement

DEFINITIONS

For definitions and terminology used in this document, please refer to the definitions set out on the CTICC Supply Chain Policy document located on our website at www.cticc.co.za

CHECKLIST

The following information must accompany the CTICC supplier registration application form:

Compulsory documents

- Business registration documentation, i.e. Certificate of Incorporation, CK1 or CK2 documents, Certified ID if Sole Proprietor or Business agreement if Partnership
- A valid Tax Clearance Certificate if a Tax Compliance PIN has not been provided
- An original cancelled cheque or original letter from bank. **(No copies will be accepted)**
- A valid certified BBBEE certificate or sworn affidavit for EMEs.
- A Copy of the latest Rates and Services account (Water & Electricity) from your local municipality where applicable or rental/lease agreement where possible.

Non-compulsory documents which may be included

- A referral letter or information providing previous experience
- A company profile
- Food safety documentation (applicable to Food and Beverage suppliers only e.g.: HACCP or GMP certificates)
- Any ISO Accreditation in line with core Business function
- Company greening policy
- CSD registration summary report

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PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION ON THE CSD

INSTRUCTIONS

It is mandatory from 01 July 2016, for all prospective providers of goods & services to be registered on the CSD as a way of simplifying the process of doing business with the Public Sector.

The CSD will be the source of all supplier information for all organs of state, which includes the CTICC.

Prospective suppliers should self-register on the CSD website, www.csd.gov.za

CONDITIONS PERTAINING TO PAYMENT OF INVOICES

CTICC REQUIREMENTS

The following information must be reflected on all invoices submitted for payment to the CTICC:

- The registered business name of the CTICC: Cape Town International Convention Centre Company SOC Ltd (RF)
- The VAT registration number of the CTICC: 4500188182
- The registered physical address of the CTICC: 1 Lower Long Street, Cape Town, 8001
- The order reference.

REQUIREMENTS FOR A TAX INVOICE TO BE VALID SECTION 20(4) of the VAT Act

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- Serial number and date of issue;
- Full and proper description of the goods and/or services;
- Quantity or volume of goods or services supplied;
- Price & VAT (according to any of the 3 approved methods discussed overleaf)

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