



DATE

Enquiries: Dawn Prince

Dear Sir or madam

RE: LISTING ON THE W&RSETA PREFERRED SUPPLIER DATABASE: SUPPLIER INFORMATION UPDATING

Your listing on our preferred supplier database has reference.

You are kindly requested to assist us in ensuring that your company details as registered on our database are correctly captured and updated. This will be in the best interest of both parties and will be most valuable in ensuring the efficient and effective procurement process, which complies with our Country's Constitutional principles of fairness, transparency, equitable and openness.

Please peruse the attached details of your current listing as per our supplier database for accuracy and correctness.

Should you encounter any difficulties during this process, kindly contact Dawn Prince (dprince@wrseta.org.za) for assistance.

Please note that, should you fail to verify the requested information by 03 June 2010, your listing on the W&RSETA preferred supplier database will be deactivated and you will need to follow the necessary process for accreditation and re-registration.

In addition to the abovementioned steps, kindly forward the following documentation to our offices for the attention of Dawn Prince:

1. Copy of a cancelled cheque or a letter from your bank confirming your banking details
2. A valid original tax clearance certificate (should the one on record have expired)
3. Applicable proof of company registration
4. Copies of ID Documents of shareholders/partners/members/individual
5. Proof of company financial status/viability (e.g latest 3 months bank statement)
6. Updated company profile, leaflets and brochures
7. Proof of company physical address
8. Price list of core product and services (as per product and service listing hereunder)

We thank you for your cooperation,

Kind Regards,

M. Wajoodeen
Executive Manager: SCM



**APPLICATION FOR ACCURACY AND CORRECTNESS ON THE
W&RSETA SUPPLIER DATABASE**

COVER SHEET

Province (Only <u>one</u> province may be indicated per submission)	
Name of Province:	
Company / Entity Details	
Organisation Registered Name / Name of individual	
Organisation Trading name:	
Main Contact Details	
Name and Surname:	
Telephone Number:	
Cellular Phone Number:	
Fax Number:	
e-mail address:	
Sales Contact Details	
Name and Surname:	
Telephone Number:	
Cellular Phone Number:	
Fax Number:	
e-mail address:	

PLEASE COMPLETE.

ORGANISATIONAL DETAIL			
Organisation Registered Name			
Organisation Trading Name			
Postal Address			
Physical Address			
Telephone no			
E-mail address			
Fax number			
Company registration number			
Tax clearance certificate number			
VAT registration number			
Participation Capacity (please tick one)			
Consultancy	<input type="checkbox"/>	Supplier	<input type="checkbox"/>
Consortium Partner	<input type="checkbox"/>	Joint Venture Partner	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		<input type="checkbox"/>
Type of Organisation (please tick one)			
Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Close Corporation	<input type="checkbox"/>	(Pty) Ltd	<input type="checkbox"/>
Ltd	<input type="checkbox"/>	S(21) company	<input type="checkbox"/>
Public entity	<input type="checkbox"/>		<input type="checkbox"/>
Organisational Classification Detail			
Principal Business activities			
Business Sector			
Number of years the organisation has been in business			
Total number of employees			

The financial manager/ external auditor/ CEO/Accounting Officer (whichever is relevant to your type of business) needs to confirm the following:

The business/entity is:

(Please indicate on each of these. Failure to do so may invalidate your Supplier Database registration)	Yes	No
A going concern	<input type="checkbox"/>	<input type="checkbox"/>
In a sound financial condition	<input type="checkbox"/>	<input type="checkbox"/>
Have the financial and operational capacity to fulfill the contract requirements	<input type="checkbox"/>	<input type="checkbox"/>

Full Names: _____

Signature: _____

Capacity: _____

W&RSETA Standard Supplier Database Registration Documents

Code	Product / Service	Special Requirement	Applicable
COM001	Advertising and advertising related services	Portfolio of services and clients	
COM002	Corporate Clothing	Portfolio of services and clients	
COM003	Corporate Gifts (including promotional items)	Portfolio of services and clients	
COM004	Framing	Portfolio of services and clients	
COM005	Design and layout of publications	Portfolio of services and clients	
COM006	Editorial Services	Portfolio of services and clients	
COM007	Event Management	Portfolio of services and clients	
COM008	Media Services	Portfolio of services and clients	
COM009	Multimedia and related products and services	Portfolio of services and clients	
COM010	Printing	Portfolio of services and clients	
COM011	Sound and Lighting control	Portfolio of services and clients	
COM012	Web Design and Update	Portfolio of services and clients	
COM013	CopyWriting	Portfolio of services and clients	
COM014	Translation services	Portfolio of services and clients	
COM015	Media Monitoring	Portfolio of services and clients	
COM017	DVD Production	Portfolio of services and clients	
COM018	Filming and production related services	Portfolio of services and clients	
COM019	Communication and public relations services	Portfolio of services and clients	
COM020	Branding and corporate identity	Portfolio of services and clients	
COM021	Photographic services	Portfolio of services and clients	
ETD001	Management Development Training	Accreditation with an ETQA	
ETD002	Office Admin Training	Accreditation with an ETQA	
ETD003	Assessor Training	Accreditation with an ETQA	
ETD004	Moderator Training	Accreditation with an ETQA	
ETD005	SDF Training	Accreditation with an ETQA	
ETD006	Mentoring Training	Accreditation with an ETQA	
ETD007	SCM Training	Accreditation with an ETQA	
ETD008	First Aid Training	Accreditation with an ETQA	

W&RSETA Standard Supplier Database Registration Documents

Code	Product / Service	Special Requirement	Applicable
ETD009	MS Office Training	Accreditation with an ETQA	
ETD010	Policy Development Training	Accreditation with an ETQA	
ETD011	Soft Skills Training	Accreditation with an ETQA	
ETD012	Performance Management Training	Accreditation with an ETQA	
ETD013	Workplace Forum Training	Accreditation with an ETQA	
ETD014	Customer Service Training	Accreditation with an ETQA	
ETD015	Project Management Training	Accreditation with an ETQA	
ETD016	Managing of ETD intervention Training	Accreditation with an ETQA	
ETD017	Qualification Development Training	Accreditation with an ETQA	
ETD018	General Training	Accreditation with an ETQA	
ETQ001	Assessment	Competence in the relevant unit standard/s and registration with ETDPSETA	
ETQ002	Certification partners	Prior experience in SAQA regulated certification processes	
ETQ003	Learning material evaluators	Accreditation with an ETQA	
ETQ004	Moderation (organisation)	Competence in the relevant unit standard	
ETQ005	Moderation (individual)	Competence in the relevant unit standard	
ETQ006	Monitoring and evaluation of programmes	Competence in the relevant unit standard	
ETQ007	Verification*	Competence in the relevant unit standard ; Prior experience	
FIN001	Long Term and Short term insurance services	Portfolio of clients	
FIN002	Travel Related Services <ul style="list-style-type: none"> • Flights • Car Hire • Accommodation • Venue Hire • Visa applications 	Portfolio of services and clients	
HRO001	Job Evaluation Consultants	Portfolio of services and clients	
HRO002	Labour Evaluation Consultants	Portfolio of services and clients	
HRO003	Organisational Development Specialists	Portfolio of services and clients	
HRO004	Recruitment and Placement	Portfolio of services and clients	
HRO005	Credit Record checking	Portfolio of services and clients	
HRO006	Business process specialists	Portfolio of services and clients	

W&RSETA Standard Supplier Database Registration Documents

Code	Product / Service	Special Requirement	Applicable
HRO007	Payroll Outsourcing	Portfolio of services and clients	
HRO008	Response Handling	Portfolio of services and clients	
HRO009	Employee Assistance Program services	Portfolio of services and clients	
HRO010	Debt Counseling Services	Portfolio of services and clients	
CAT001	Catering for less than 5 people with less than 24 hours notice	Catering for various dietary requirements(e.g. Halaal, vegetarian, vegan & kosher)	
CAT002	Catering for more than 5 people	Catering for various dietary requirements (e.g. Halaal, vegetarian, vegan and kosher)	
OPS002	Crockery & appliances	N/A	
OPS003	Document Archives / Corporate Offsite Storage facilities	Electronic storage facilities (e.g. scanned documents)	
OPS004	Flowers and flower delivery services	Portfolio of services and clients	
OPS005	Office Deco Services	Portfolio of services and clients	
OPS006	Office Furniture	Portfolio of services and clients	
OPS007	Office Maintenance	Portfolio of services and clients	
OPS008	Security Services <ul style="list-style-type: none"> • Alarm systems • Access Control Systems • CCTV Systems • Arm Response 	Registration with the relevant national body	
OPS009	Electrical Services	Portfolio of services and clients Registration with the relevant national body	
OPS010	Maintenance contract for existing water purifying dispensers	N/A	
OPS011	Pest Control Services	Portfolio of services and clients	
OPS012	Recording Services	N/A	
OPS013	Transcription Services	N/A	
OPS014	Renovations and Restoration services	Portfolio of services and clients	
OPS015	Driver (Casual & Part time)	Portfolio of services and clients	
OPS016	Messenger or Delivery Services	Portfolio of services and clients	
OPS017	Courier Services <ul style="list-style-type: none"> • National • International 	Portfolio of services and clients	
OPS018	Fire Systems	Portfolio of services and	

W&RSETA Standard Supplier Database Registration Documents

Code	Product / Service	Special Requirement	Applicable
		clients Registration with the relevant national body	
QUA001	Development of learning material	Experience and expertise in the development of learning material	
RES001	Research Services	N/A	
RES002	Economic Research	Knowledge and experience of conducting projects in Sector Skills Planning, Labour Market Analysis and Skills Forecasting	
RES003	Social Research	Knowledge and experience of conducting research projects in Skills Development arena minimum 3 years experience	
RES004	Sector Specific Research	Knowledge and experience of conducting projects in the W&R Sector, minimum 2 years experience	
RES005	Impact Evaluation	Knowledge and experience in development, execution and reporting of impact evaluations minimum number of impact evaluations 3.	
RES006	Research Project Management	Submit proof of have experience in managing research projects	
RES007	Career Guides	Knowledge and Experience in developing Career guides for various audiences using various forms of media	
RES008	ISO 9001:2008 auditing	Registered SABS ISO 9001:2008 auditors	
SCM001	Dispute resolution experts	Portfolio of services and clients	
SCM002	General Legal services	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
SCM003	Litigation	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
SCM004	Conciliation, mitigation and arbitration	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	

W&RSETA Standard Supplier Database Registration Documents

Code	Product / Service	Special Requirement	Applicable
SCM005	Contract drafting	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
SCM006	Stationery (including photocopy paper; excluding computer consumables)	N/A	
SCM007	Groceries (including cleaning products)	Delivery to the relevant W&RSETA offices	
SCM008	Computer Consumables (including toners, printer cartridges ,drum kits etc)	N/A	
SME015	Mentors for small businesses	Experience and expertise in mentorship and small business development	
ITS001	IT Hardware / Software maintenance and repair	N/A	
ITS002	IT Hardware distributors (PC's, Notebooks, Printer, servers, backup devices)	N/A	
ITS003	IT Software: Microsoft software packages: software (Office, Visio, Project, etc) , licenses	N/A	
ITS004	Software packages (Commercial Of The Shelve Software, antivirus)	N/A	
ITS005	Network cabling (IT, data and voice)	N/A	
ITS006	UPS vendors and maintenance	N/A	
ITS007	Data Backup Services	N/A	
ITS008	Telephony (including fax related services)	N/A	
ITS009	Software development	N/A	
STR001	Strategic Planning	Portfolio of services and clients	
STR002	Teambuilding	Portfolio of services and clients	