

## **REQUEST FOR REGISTRATIONS**

**The Wholesale and Retail SETA (W&RSETA) hereby invites prospective suppliers and service providers to apply for registration on the W&RSTA supplier database**

The W&RSETA invites prospective service providers to register on the W&RSETA supplier database. It is envisaged, that this database will contribute towards the availability of sufficient suppliers for the procurement of goods and services in compliance with the PFMA.

The award of business to providers will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail

**The purpose of this database is to give all prospective suppliers an equal opportunity to compete fairly in satisfying the W&RSETA requirements.**

Procurement of all goods and services are centralised and managed by the Supply Chain Management (SCM) Department based at our Head Office in Centurion.

### **Submission Requirements:**

- All applications must be completed on the provided standard template
- Detail submission requirements are contained in the application document
- The front cover of the submission must clearly state the specific province for which registration is applicable
- All submissions must be marked "Supplier Database 2014/2015" and addressed to the Executive Manager: Supply Chain Manager and a hard copy forwarded to the W&RSETA Head Office, 1303 Heuwel Avenue, Riverside Office Park, Hennops House, Cnr. Heuwel and Lenchen South Avenue, Centurion, 0046 by 11:00 on the 30 May 2014
- No email and / or faxed submissions will be accepted

All enquiries with regard to submissions must be in writing and addressed to the Executive Manager: Supply Chain Management at [supplierdatabase@wrseta.org.za](mailto:supplierdatabase@wrseta.org.za) or faxed to 086 506 6986 with the subject heading "Supplier Database 2014/2015"

No briefing sessions will be held and the W&RSETA reserves the right to conduct site visits where deemed necessary

Submissions made after the above indicated date will only be evaluated and accredited for during the next quarterly update or when the service/ products are required.

**NO LATE SUBMISSIONS WILL BE ACCEPTED**