



APPLICATION FORM FOR REGISTRATION ON THE W&RSETA SUPPLIER DATABASE

COVER SHEET

Province (Only one province may be indicated per submission) (Mandatory Field)	
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:	



SUPPLIER DATABASE SUBMISSION

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 complete 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.

W&RSETA Head Office and Regional Office details:

<p>Head Office Riverside Office Park Hennops House 1303 Heuwel Avenue Cnr. Lenchen South and Heuwel Avenue Centurion Pretoria Tel: 012 622 9500</p>	<p>Eastern Cape 18 Surrey Road Vincent East London Tel: 043 726 3281</p>	<p>Mpumalanga 202 Parkmed Centre 64 Mandela Street Emalaheni Tel: 013 690 1214</p>
<p>Gauteng Province (North) Ground Floor, Block B 1267 Pretorius Street Hatfield Office Park, Hatfield Tel: 012 430 4930</p>	<p>Western Cape 3rd Floor Old Warehouse Building Black River Park, Fir Road Observatory Tel: 021 442 6700</p>	<p>Free State First Floor, 200 Nelson Mandela Building, Cnr Nobel and Nelson Mandela Streets Bloemfontein Tel: 051 444 0766</p>
<p>Gauteng Province (South) Building 18, Woodlands Office Park, Western Service Road, Woodmead Tel: 011 656 0085</p>	<p>Kwa-Zulu Natal Office 102B, 1st Floor Clifton Place 19 Hurst Grove, Durban Tel: 031 277 0500</p>	<p>Limpopo FNB Building Cnr Jorrissen and Hans van Rensburg Streets, Polokwane Tel: 015 291 2237</p>
<p>North West 49 Office 9, Heystek Street, Rustenburg Tel: 014 592 0483</p>	<p>Northern Cape Shop 16b, Flaxley House, 24-28 Du Toitspan Road, Kimberley Tel: 053 831 4117</p>	

N.B: The Supplier Database registration schedule for 2011/2012

Submission Number	Submission Date
1 st Submission Date	30 September 2011
2 nd Submission Date	12 December 2011
3 rd Submission Date	30 March 2012

All submission is to reach the W&RSETA Head Office before closure of business on the stipulated closing date. W&RSETA official hours are between 8:00 and 17:00, Monday to Thursday and 08:00 and 16h00 on Fridays.

REQUIRED DOCUMENTATION:

No	Description	Special Instruction
1	Instructions for completion	To be read and applied
2	Products and services	Select applicable services that can be supplied or rendered. Maximum of 5 product / services to be selected
3	Vendor Information Form	To be completed in full
4	Company profile and shareholding certificate	Attached to registration documents
5	Individual/partners/shareholders/members ID copies	Attached to the registration documents
6	For Consultancy/professional Services: Updated copies of CV's	Attached to the registration documents
7	Updated Registration with the relevant applicable professional bodies/ certification	Attached to the registration documents
8	Banking details, copy of last 3 month bank statement, proof of business physical address and copy of ID document	Attached to the registration documents
9	Price list (all product and services listed)	Attached to the registration documents

Annexure:

A	Declaration Of Interest	To be completed in full and attached to the registration documents
B	Declaration of Suppliers Past SCM Practices	To be completed in full and attached to the registration documents
C1	Tax Clearance Certificate Requirements	To be read
C2	Tax Clearance Certificate Application	Valid original tax clearance certificate must be submitted. Where partnerships, Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. To be attached to the registration documents
D	Preference Points Claims Form	To be completed in full and attached to the registration document. Submit a valid or a certified copy of a B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS View additional notes below. Note 1
E	General conditions of contract	Each page must be and attached to the registration documents

Additional Notes:

▪ **Note 1. B-BBEE**

- A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

▪

- Failure to comply with all of the above criteria and completion of the forms as required, as well as submission of supporting documentation will result in the application being disqualified.
- **Kindly note**, for each service selected a list of three (3) contactable references and the value of past three years services rendered must be submitted. Please use the following format:

Product / Service Type	Name of organisation or that services were rendered	Contact Person	Contact Numbers	Value of Service
------------------------	---	----------------	-----------------	------------------

- Service Providers will only have an opportunity to apply for registration of a **maximum of 5 product/ service categories**.
- Company profiles, leaflets and brochures are also welcomed.

1 INSTRUCTIONS FOR COMPLETION (Please read carefully)

- Please clearly mark envelopes with the title “**2011/2012 Supplier Database Registration**”, addressed to “The Executive Manager SCM” at: W&RSETA Head Office address as stated on page 2 above.
- The front cover of the submission must clearly state the specific province for which the registration is applicable to.
- The service/s for which the organisation would like to be registered must be marked by putting a cross (x) in the “applicable” column in the list of services hereunder.
- The next Supplier Database publication will only occur in the Government Tender Bulletin.

Queries

- All queries must be in writing and addressed to the Executive Manager SCM at supplierdatabase@wrseta.org.za or Faxed to 086 506 7017 with the subject heading:

SupplierDataBase 2011/2012 – NAME OF COMPANY

- No telephonic queries will be responded to.

2 PRODUCTS AND SERVICES LIST

Product / Service	Special Requirement	Applicable
Advertising and advertising related services	Portfolio of services and clients	
Corporate Clothing	Portfolio of services and clients	
Corporate Gifts (including promotional items)	Portfolio of services and clients	
Framing	Portfolio of services and clients	
Design and layout of publications	Portfolio of services and clients	
Editorial Services	Portfolio of services and clients	
Event Management	Portfolio of services and clients	
Media Services	Portfolio of services and clients	
Multimedia and related products and services	Portfolio of services and clients	
Printing	Portfolio of services and clients	
Sound and Lighting control	Portfolio of services and clients	
Web Design and Update	Portfolio of services and clients	
Copy Writing	Portfolio of services and clients	
Translation services	Portfolio of services and clients	
Media Monitoring	Portfolio of services and clients	
DVD Production	Portfolio of services and clients	
Filming and production related services	Portfolio of services and clients	
Communication and public relations services	Portfolio of services and clients	
Branding and corporate identity	Portfolio of services and clients	
Photographic services	Portfolio of services and clients	
Management Development Training	Accreditation with an ETQA	
Office Admin Training	Accreditation with an ETQA	
Assessor Training	Accreditation with an ETQA	
Moderator Training	Accreditation with an ETQA	

Product / Service	Special Requirement	Applicable
SDF Training	Accreditation with an ETQA	
Mentoring Training	Accreditation with an ETQA	
SCM Training	Accreditation with an ETQA	
First Aid Training	Accreditation with an ETQA	
MS Office Training	Accreditation with an ETQA	
Policy Development Training	Accreditation with an ETQA	
Soft Skills Training	Accreditation with an ETQA	
Performance Management Training	Accreditation with an ETQA	
Workplace Forum Training	Accreditation with an ETQA	
Customer Service Training	Accreditation with an ETQA	
Project Management Training	Accreditation with an ETQA	
Managing of ETD intervention Training	Accreditation with an ETQA	
Qualification Development Training	Accreditation with an ETQA	
General Training	Accreditation with an ETQA	
Assessment	Competence in the relevant unit standard/s and registration with ETDPSETA	
Certification partners	Prior experience in SAQA regulated certification processes	
Learning material evaluators	Accreditation with an ETQA	
Moderation (organisation)	Competence in the relevant unit standard	
Moderation (individual)	Competence in the relevant unit standard	
Monitoring and evaluation of programmes	Competence in the relevant unit standard	
Verification*	Competence in the relevant unit standard ; Prior experience	
Long Term and Short term insurance services	Portfolio of clients	
Job Evaluation Consultants	Portfolio of services and clients	
Labour Evaluation Consultants	Portfolio of services and clients	
Organisational Development Specialists	Portfolio of services and clients	
Recruitment and Placement	Portfolio of services and clients	
Credit Record checking	Portfolio of services and clients	
Business process specialists	Portfolio of services and clients	
Payroll Outsourcing	Portfolio of services and clients	
Response Handling	Portfolio of services and clients	
Employee Assistance Program services	Portfolio of services and clients	

Product / Service	Special Requirement	Applicable
Debt Counseling Services	Portfolio of services and clients	
Catering for less than 5 people with less than 24 hours notice	Catering for various dietary requirements(e.g. Halaal, vegetarian, vegan & kosher)	
Catering for more than 5 people	Catering for various dietary requirements (e.g. Halaal, vegetarian, vegan and kosher)	
Crockery & appliances	N/A	
Document Archives / Corporate Offsite Storage facilities	Electronic storage facilities (e.g. scanned documents)	
Flowers and flower delivery services	Portfolio of services and clients	
Office Deco Services	Portfolio of services and clients	
Office Furniture	Portfolio of services and clients	
Office Maintenance	Portfolio of services and clients	
Security Services <ul style="list-style-type: none"> • Alarm systems • Access Control Systems • CCTV Systems • Arm Response 	Registration with the relevant national body	
Electrical Services	Portfolio of services and clients Registration with the relevant national body	
Maintenance contract for existing water purifying dispensers	N/A	
Pest Control Services	Portfolio of services and clients	
Recording Services	N/A	
Transcription Services	N/A	
Renovations and Restoration services	Portfolio of services and clients	
Driver (Casual & Part time)	Portfolio of services and clients	
Messenger or Delivery Services	Portfolio of services and clients	
Courier Services <ul style="list-style-type: none"> • National • International 	Portfolio of services and clients	
Fire Systems	Portfolio of services and clients Registration with the relevant national body	
Development of learning material	Experience and expertise in the development of learning material	
Research Services	N/A	

Product / Service	Special Requirement	Applicable
Economic Research	Knowledge and experience of conducting projects in Sector Skills Planning, Labour Market Analysis and Skills Forecasting	
Social Research	Knowledge and experience of conducting research projects in Skills Development arena minimum 3 years experience	
Sector Specific Research	Knowledge and experience of conducting projects in the W&R Sector, minimum 2 years experience	
Impact Evaluation	Knowledge and experience in development, execution and reporting of impact evaluations minimum number of impact evaluations 3.	
Research Project Management	Submit proof of have experience in managing research projects	
Career Guides	Knowledge and Experience in developing Career guides for various audiences using various forms of media	
ISO 9001:2008 auditing	Registered SABS ISO 9001:2008 auditors	
Dispute resolution experts	Portfolio of services and clients	
General Legal services	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
Litigation	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
Conciliation, mitigation and arbitration	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
Contract drafting	SETA knowledge, minimum 3 years experience in public sector legal services, labour law expertise	
Stationery (including photocopy paper; excluding computer consumables)	N/A	
Groceries (including cleaning products)	Delivery to the relevant W&RSETA offices	
Computer Consumables (including toners, printer cartridges ,drum kits etc)	N/A	
Mentors for small businesses	Experience and expertise in mentorship and small business development	
IT Hardware / Software maintenance and repair	N/A	
IT Hardware distributors (PC's, Notebooks, Printer, servers, backup devices)	N/A	
IT Software: Microsoft software packages: software (Office, Visio, Project, etc) , licenses	N/A	
Software packages (Commercial Of The Shelf Software, antivirus)	N/A	
Network cabling (IT, data and voice)	N/A	
UPS vendors and maintenance	N/A	

Product / Service	Special Requirement	Applicable
Data Backup Services	N/A	
Telephony (including fax related service*s)	N/A	
Software development	N/A	
Strategic Planning	Portfolio of services and clients	
Teambuilding	Portfolio of services and clients	
Commercial Property	Portfolio of services and clients	

CONSULTANCY/PROFESSIONAL SERVICES

Description	Special Requirement	Applicable
Independent Skills Development Facilitator	Proof of experience and contactable references	
Monitoring of implementation of learning programmes	Proof of experience and contactable references	
Verification of learners on learning programmes	Proof of experience and contactable references	
Quality Assurance of learning programmes	Proof of experience and contactable references	
Project Management	Proof of experience and contactable references	
External Moderation of learning Programmes	Competence in the specific unit standard	
Monitoring, verification and Quality assurance of learning programmes	Proof of experience and contactable references	

3. VENDOR INFORMATION FORM

Please complete this document accurately as the information contained herein is required for the following purposes:

- To support W&RSETA in the implementation of a system of preferences as required by the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Failure to complete the form in full may result in the supplier not being considered for the awarding of any orders or contracts by the W&RSETA.

PLEASE COMPLETE ALL PAGES.

ORGANISATIONAL DETAIL (Mandatory Field)			
Organisation Registered Name			
Organisation Trading Name			
Postal Address			
Physical Address			
Telephone no			
E-mail address			
Fax number			
Company registration number			
Company practice number			
Company professional 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		
In a sound financial condition		
Have the financial and operational capacity to fulfill the contract requirements		