



SOUTH AFRICAN NATIONAL
BIODIVERSITY INSTITUTE
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**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON
THE DATABASE OF THE INSTITUTE**

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

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), PPPFA of Act 5 of 2000 the Institute developed a supplier database to be used by the procurement office.

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

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 Institute. 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. You will be informed of the outcome of your application.

Please send completed this questionnaire to:

**2 Cussonia Avenue, Brummeria, Pretoria, 0001
OR
Private Bag X101, Pretoria, 0001
For attention: The Supplier Database Administrator
Procurement Office**

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A **company profile** may accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax and **must** therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that the South African National Biodiversity Institute reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notify** whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.
- No service will be rendered without an official **SANBI** order

Supplier detail:

Company / Supplier Name:

Company / Close Corporation Registration Number (Attachments compulsory)														
VAT registration number (if applicable):														
Income tax reference number:														
Web Address:														
E-Mail Address:														
Telephone Number:														
Fax Number: (compulsory)														
Toll Free Number:														
Number of full time employees:														

Postal Address: (compulsory)

Physical Address:

Postal Code:					

Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

Tax Clearance Certificate Attached	yes	no
Expiry date (compulsory):		

SMME status of your enterprise:

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

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
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	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (Please ✓ the relevant box)
(According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

HDI Ownership Status: Please read notes below very carefully
Instructions and Definitions:
(Please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **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.
- **Historically Disadvantaged Individuals (HDI):** For the purpose of registering as a supplier for the Department, 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.
- **Women:** 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.

HDI Ownership Status:
(Failure to complete this section will result in the application being declined)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%
Other	%

Declaration of any conflict of interest:

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**
- **An official government order will be accepted**
- **Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.**
- **The General Conditions of Contract(GCC) will come into effect should an order be placed (a copy of the GCC is available on request)**

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE _____

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE _____

Comments / Notes:

LIST OF COMMODITIES

NOTE: ONLY 8 WILL BE REGISTERED

NO	DISCRIPTION OF COMMODITY	X	CPT	MP	N-CAPE	KZN	OFS	JHB	PTA
1	ACCOUNTING & BOOKKEEPING SERVICES								
2	ADVERTISING								
3	ADVERTISING AND PRINTING								
4	AIR CONDITIONING SERVICES & REPAIRS								
5	AIR CONDITIONING SYSTEMS & CONTRACTORS								
6	ALARM SYSTEMS AND EQUIPMENT								
7	ANTI VIRUS SOFTWARE								
8	ARCHIVING SERVICES & SYSTEMS								
9	ART & CRAFT MATERIALS								
10	ASSET MANAGEMENT SYSTEMS								
11	ASSET MANAGEMENT SYSTEMS BARCODE								
12	ASSURANCE COMPANIES								
13	AUCTIONEERS								
14	AUDIO VISUAL AIDS & EQUIPMENT								
15	AUDIO VISUAL EQUIPMENT								
16	AUDIO VISUAL EQUIPMENT HIRE								
17	AUDIO VISUAL EQUIPMENT REPAIRS & SERVICES								
18	AUDIO VISUAL PRODUCTIONS								
19	AUDIO-VISUAL PRESENTATIONS								
20	AUDITING SERVICES								
21	AUTO SPARE PARTS & REPAIRS								
22	AUTOMATION & CONTROL SERVICES								
23	BACKUP SERVICES COMPUTER DATA								
24	BADGES CONFERENCE.EMBROIDERED, METAL								
25	BAGS CONFERENCE / TRAVEL / PROMOTIONAL								
26	BAGS REFUSE & PLASTIC								
27	BAKERIES								
28	BAR CODE AND MAGNETIC CARDS								
29	BARCODE SOFTWARE & PRINTERS								
30	BATTERIES								
31	BEVERAGES & ALCOHOL								
32	BLINDS & AWNINGS								
33	BOILERS								
34	BOOKS								
35	BRICKLAYERS								
36	BROKERS FINANCE								
37	BROKERS LABOUR								
38	BUILDING CONTRACTORS								
39	BUILDING MATERIALS & HARDWARE								
40	BUILDING SERVICES								
41	BUSINESS ADVISORY SERVICES (BAS)								
42	BUSINESS ANALYSIS AND DESIGN								
43	BUSINESS MANAGEMENT								
44	BUSINESS PLANS								
45	BUSINESS SOLUTIONS								
46	BUSINESS STRATEGY DEVELOPMENT								
47	BUSINESS SYSTEMS SOFTWARE								
48	BUSINESS TRAINING AND SKILLS SERVICES								
49	CABINET MAKERS								
50	CABLING CONTRACTORS								
51	CABLING SYSTEMS TELEPHONE								
52	CALL CENTRES & CALL CENTRE SOLUTIONS								
53	CARDS IDENTIFICATION								
54	CARPENTERS * CARPENTRY								
55	CARPET CLEANING SERVICES								
56	CARPETS* CARPETING								
57	CARTRIDGES								
58	CATERING EQUIPMENT & EQUIPMENT HIRE								
59	CATERING SERVICES								
60	CEILING CONTRACTORS								
61	CHANGE MANAGEMENT								
62	CHARTER SERVICES AIRCRAFT								
63	CHARTERED ACCOUNTANTS								
64	CHEMICALS								
65	CLEANING CHEMICALS								
66	CLEANING EQUIPMENT GENERAL								
67	CLEANING SERVICES								

68	CLOSED CIRCUIT TV								
NO	DISCRPTION OF COMMODITY	X	CPT	MP	N-CAPE	KZN	OFS	JHB	PTA
69	CLOTHING GENERAL/PROTECTIVE & UNIFORMS								
70	CLOTHING MANUFACTURERS								
71	COFFEE & VENDING MACHINES								
72	COMPUTER CABLING SYSTEMS								
73	COMPUTER COMPONENTS								
74	COMPUTER CONSUMABLES								
75	COMPUTER HARDWARE & PRINTERS								
76	COMPUTER NETWORKING								
77	COMPUTER REPAIRS								
78	COMPUTER SERVICES								
79	COMPUTER SOFTWARE								
80	COMPUTER SOLUTIONS								
81	CONCRETE PRODUCTS								
82	CONFERENCE ACCESSORIES								
83	CONFERENCE CENTRES & FACILITIES								
84	CONFERENCING CENTRES & FACILITIES								
85	CONFERENCING SYSTEMS								
86	CONSTRUCTION CONTRACTORS								
87	CONSTRUCTION SERVICES GENERAL								
88	CONSTRUCTION STEEL								
89	CONSULTING SERVICES								
90	CONSULTING:ASSET MANAGMENT								
91	CONSULTING:ACCESS CONTROL SYSTEMS								
92	CONSULTING:ACQUISITION MANAGEMENT								
93	CONSULTING:ACTUARIES & REMUNERATION SERVICE								
94	CONSULTING:ADMINISTRATION								
95	CONSULTING:ADMINISTRATION EMPLOYEE								
96	CONSULTING:ASSET MANAGEMENT & BARCODING								
97	CONSULTING:ASSET SOFTWARE								
98	CONSULTING:AQUATIC SCIENTISTS/ECOLOGISTS								
100	CONSULTING:BUSINESS MANAGEMENT								
101	CONSULTING:CIVIL ENGINEERING								
102	CONSULTING:CONSERVATION/BIODIVERSITY PLANNERS								
103	CONSULTING:COMBUSTION ENGINEERS								
104	CONSULTING:COMMUNICATION								
105	CONSULTING:COMMUNICATION NETWORK								
106	CONSULTING:COMMUNICATION STRATEGIES & SYSTEMS								
107	CONSULTING:COMMUNITY BUILDING								
108	CONSULTING:COMMUNITY SERVICES								
109	CONSULTING:COMPUTER PROGRAMMING & SOFTWARE								
110	CONSULTING:CORPORATE ID								
111	CONSULTING: WEBSITE AND DATABASE DEVELOPMENT								
112	CONSULTING:DESIGN SERVICES								
113	CONSULTING:ECOLOGISTS								
114	CONSULTING:ECONOMICS								
115	CONSULTING:ECO-TOURISM								
116	CONSULTING:EDUCATION								
117	CONSULTING:ELECTRONIC								
118	CONSULTING:EMERGENCY & DISASTER MANAGEMENT								
119	CONSULTING:EMPLOYEE BENEFIT & EMPOWERMENT								
120	CONSULTING:EMPLOYEE DEVELOPMENT								
121	CONSULTING:EMPLOYMENT EQUITY								
122	CONSULTING:ENERGY RESOURCES								
123	CONSULTING:ENVIRONMENTAL								
124	CONSULTING:ESTUARINE SCIENTISTS/ECOLOGISTS								
125	CONSULTING:EVALUATION ASSETS								
126	CONSULTING:EXHIBITIONS								
127	CONSULTING:FINANCIAL & SYSTEM INTEGRATION								
128	CONSULTING:FINANCIAL ADMINISTRATION								
129	CONSULTING:FINANCIAL PLANNING								
130	CONSULTING:FINANCIAL SYSTEMS								

NO	DISCRIPTION OF COMMODITY	X	CPT	MP	N-CAPE	KZN	OFS	JHB	PTA
131	CONSULTING:FORENSIC								
132	CONSULTING:GOVERNANCE								
133	CONSULTING:HUMAN RECOURCES								
134	CONSULTING:INFRASTRUCTURE								
135	CONSULTING:INSURANCE								
136	CONSULTING:INTERIOR DECORATING								
137	CONSULTING:INTERNET								
138	CONSULTING:IT SERVICES & STRATEGIES								
139	CONSULTING:LABORATORY								
140	CONSULTING:LABOUR								
141	CONSULTING:LANDSCAPE SERVICES								
142	CONSULTING:LEGAL SERVICES								
143	CONSULTING:LOGISTICAL SERVICES								
144	CONSULTING:LOGISTICS SYSTEMS								
145	CONSULTING:MARKETING & ADVERTISING								
146	CONSULTING:MEDIA RELATIONS								
147	CONSULTING:PERFORMANCE MANAGEMENT								
148	CONSULTING:PERSONAL DEVELOPMENT								
149	CONSULTING:POWER SUPPLY & SYSTEMS								
150	CONSULTING:PROJECT MANAGEMENT								
151	CONSULTING:PROMOTIONS & ADVERTISING								
152	CONSULTING:PUBLIC RELATIONS & SERVICES								
153	CONSULTING:QUALITY CONTROL								
154	CONSULTING:RESOURCE ECONOMISTS								
155	CONSULTING:SOCIAL SCIENTISTS								
156	CONSULTING:STRATEGIC PLANNING & DEVELOPMENT								
157	CONSULTING:SKILLS ANALYSIS & DEVELOPMENT								
158	CONSULTING:RISK MANAGEMENT								
159	CONSULTING:TAXATION								
160	CORPORATE GIFTS & PRODUCTS								
161	COURIER SERVICES								
162	CUPBOARDS BUILD IN								
163	CURTAINING, RAILS & ACCESSORIES								
164	DATA BACKUP SERVICES & SOFTWARE								
165	DRAIN CLEANING SERVICES								
166	DRIVING INSTRUCTORS								
167	ELECTRICAL CONTRACTORS								
168	ENTERTAINMENT (PERFORMERS)								
169	FENCING CONTRACTORS								
170	FIRE EXTINGUISHING								
171	FURNITURE								
172	IRRIGATION CONTRACTORS								
173	PAVING CONTRACTORS								
174	PEST CONTROL SERVICES								
175	PLUMBING CONTRACTORS								
176	PRINTING SERVICES								
177	PROCUREMENT SERVICES								
178	QUANTITY SURVEYERS								
179	RECRUITMENT AGENTS								
180	SHUTTLE SERVICES								

