



## Service Provider Registration Form

New service provider  Updating existing info

[\* Tick relevant box above]

### Important information regarding registration as a prospective service provider:

- > This form must be completed by ALL vendors seeking registration as an approved supplier.
- > All fields of the questionnaire MUST be completed in full.
- > The form MUST be printed, signed and posted /delivered to the following address:  
**Government Communication and Information System (GCIS)**  
**Private Bag X745, Pretoria, 0001**  
**356 Vermeulen Street, Midtown Building, Pretoria**
- > The above information must be submitted in a sealed envelope marked clearly with the words: **'Service Provider Registration Details'**
- > Service providers without a valid tax clearance certificate must complete the SARS application form, forward it to the South African Revenue Service, and submit the received certificate to GCIS. GCIS does not apply to SARS on your behalf.
- > Applicants will be contacted via telephone or email, and must therefore submit a telephone number or email address - failure to comply will result in exclusion of the applicant from the database.
- > Service providers will be automatically notified of the outcome of their applications.
- > The GCIS reserves the right to accept or reject any application.
- > Prospective service providers must comply with all the registration criteria for registration to be finalised.
- > Failure to comply with any of the above may result in an application being declined.
- > For assistance in completing this application form, kindly refer to information on page 6 of this document.

### GCIS procurement contact details: Supply Chain Management and Auxiliary Services

Tel: 012 314 2464  
Fax number: 012 323 0353  
Email: [scm@gcis.gov.za](mailto:scm@gcis.gov.za)

## 1. Service Provider Details Form

Company name [orders will be issued on this name]													
Trading name													
Company* registration number													
VAT number													
Income tax number													
Telephone number													
<b>Fax number</b> [compulsory]													
Email address													
Website address													
Postal Address													
Physical address													
<b>Main contact person</b>													
Name													
Surname													
Position in company													
Telephone number													
Fax number													
Cell number													
Email address													

\* In the case of applicant being a one-man concern, kindly furnish ID number, and provide copy of ID documents.

## 2. Company /Service Provider Classification [mark relevant box with an X]

ISO listed	Importer	Services	Manufacturer	Repairer	Black-owned	Distributor	Exporter
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## 3. Service Provider Grouping detail [mark relevant box with an X]

- 1  Public Company (Ltd)
- 2  Private Company (Pty) Ltd
- 3  Closed Corporation (cc)
- 4  Other (specify)
- 5  Joint Venture
- 6  Consortium
- 7  Sole Proprietor
- 8  Foreign Company
- 9  Partnership
- 10  Trust
- 11  Section 21 Company
- 12  Government / Parastatal

**4. Preference Point Claims** [refer section 8 for definitions]

<b>A</b>	Percentage of black individuals that have economic interests in the enterprise	%
<b>B</b>	Percentage of black individuals that reflect genuine decision-making at board, executive and operational management levels.	%
<b>C</b>	Total number of full-time equivalent paid employees	
<b>D</b>	Total number of full-time equivalent paid employees that qualify as black individuals	
<b>E</b>	Total annual turnover	R
<b>F</b>	Total gross asset value (fixed property excluded)	R
<b>G</b>	Total amount spent on training of employees at a SETA-registered training institute	R
<b>H</b>	Total amount invested into other black-empowered enterprises with an annual turnover of at least R100 €€€Á	R
<b>I</b>	Total annual expenditure on purchases	R
<b>J</b>	Total annual expenditure purchased from black-empowered enterprises	R

**Name in print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**5. Service Provision Categories** *[mark relevant box with an X]*

<input type="checkbox"/>	<b>Accountants / Auditors</b>	<input type="checkbox"/>	<b>Labels / Labelling services</b>
<input type="checkbox"/>	<b>Advertising</b>	<input type="checkbox"/>	<b>Locksmiths</b>
<input type="checkbox"/>	<b>Air-conditioning systems</b>	<input type="checkbox"/>	<b>Manufacturing services</b>
<input type="checkbox"/>	<b>Artwork / Paintings</b>	<input type="checkbox"/>	<b>Office consumables</b>
<input type="checkbox"/>	<b>Audio-Visual Aids &amp; Equipment</b>	<input type="checkbox"/>	<b>Office equipment</b>
<input type="checkbox"/>	<b>Badges:</b>	<input type="checkbox"/>	<b>Office furniture</b>
<input type="checkbox"/>	<b>Conference/Embroidered/Metal</b>	<input type="checkbox"/>	<b>Pest Control services</b>
<input type="checkbox"/>	<b>Bags: Conference/Travel/Promotional</b>	<input type="checkbox"/>	<b>Photography equipment</b>
<input type="checkbox"/>	<b>Blinds / Awnings / Curtaining</b>	<input type="checkbox"/>	<b>Photography services</b>
<input type="checkbox"/>	<b>Cleaning services</b>	<input type="checkbox"/>	<b>Plumbing contractors</b>
<input type="checkbox"/>	<b>Cleaning chemicals</b>	<input type="checkbox"/>	<b>Printing &amp; Design services</b>
<input type="checkbox"/>	<b>Clothing: General/Protective/Uniforms</b>	<input type="checkbox"/>	<b>Recording / Transcribing services</b>
<input type="checkbox"/>	<b>Computer consumables</b>	<input type="checkbox"/>	<b>Renovation services</b>
<input type="checkbox"/>	<b>Computer Hardware and Printers</b>	<input type="checkbox"/>	<b>Safes &amp; Safe Removal services</b>
<input type="checkbox"/>	<b>Computer Software</b>	<input type="checkbox"/>	<b>Security / Access Control Equipment</b>
<input type="checkbox"/>	<b>Corporate Gifts / Products</b>	<input type="checkbox"/>	<b>Stationery Office</b>
<input type="checkbox"/>	<b>Courier &amp; Delivery services</b>	<input type="checkbox"/>	<b>Storage Systems: Documents/Computers</b>
<input type="checkbox"/>	<b>Crockery / Cutlery</b>	<input type="checkbox"/>	<b>Telecommunications systems</b>
<input type="checkbox"/>	<b>Document Duplicating services</b>	<input type="checkbox"/>	<b>Training</b>
<input type="checkbox"/>	<b>Domestic equipment</b>	<input type="checkbox"/>	<b>Translation services</b>
<input type="checkbox"/>	<b>Electrical Appliances</b>	<input type="checkbox"/>	<b>Travel Agents</b>
<input type="checkbox"/>	<b>Elevators &amp; Conveyors: Maintenance &amp; Repairs</b>	<input type="checkbox"/>	<b>Vehicle Hiring</b>
<input type="checkbox"/>	<b>Engraving services</b>	<input type="checkbox"/>	<b>Workshop facilitation</b>
<input type="checkbox"/>	<b>Entertainment Facilities</b>		
<input type="checkbox"/>	<b>Flags &amp; Maps</b>		

Name in print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**6. List of Directors / Owners / Partners**

<b>Name</b>	<b>Position</b>	<b>% shareholding</b>	<b>Identity number</b>	<b>Nationality</b>

**7. Declaration of Interest** [*existing affiliation/acquaintance/relation with any GCIS employee(s)*]

<b>Name</b>	<b>Position</b>	<b>GCIS Directorate: Provincial office /Region</b>

**Name in print:** \_\_\_\_\_

**Position in company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 8. Information to assist in completion of this application form

### **Black Economic Empowerment (BEE) Definitions and Concepts**

The BEE Commission defined BEE as a strategy aimed at substantially increasing black participation at all levels of the economy. BEE is aimed at redressing the imbalances of the past by seeking to substantially and equitably transfer ownership, management and proportionate control of South Africa's financial and economic resources to the majority of its citizens. It also aims to ensure broader and meaningful participation in the economy by black people.

- A **black company** is seen as one which is 50.1% owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise.
- A **black-powered company** is one that is at least 25.1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether black enterprise has control or not.
- A **black woman-owned enterprise** is one with at least 25.1% representation of black women within the black equity and management portion.
- A **community or broad-based enterprise** has an empowerment shareholder who represents a broad base of members such as a local community or where the benefits support a target group, for example black women, people living with disabilities, the youth and workers. Shares are held via direct equity, non-profit organisations and trusts.
- A **co-operative or collective enterprise** is an autonomous association of people who voluntarily join together to meet their economic, social and cultural needs and aspirations through the formation of a jointly-owned enterprise and democratically -controlled enterprise.

**Please note that information supplied must be reliable. We encourage that a reputable company does the rating of your business if in doubt.**

**For further information visit the dti's B-BBEE website at <http://bee.thedti.gov.za/>.**

## 9. Use this table to determine the SMME Status of your enterprise

[mark relevant box in each column, with an X]

A. Sector	B. Full-time employees				C. Annual turnover				D. Total Gross asset value (millions) [property excluded]			
	Medium	Small	Very small	Micro	Medium	Small	Very small	Micro	Medium	Small	Very small	Micro
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 & 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

**NB:** In order to claim specific goal preference points, the following above and below tables must be completed. A failure to complete these tables will result in a zero preference point claim, and any incorrect calculation will result in the disqualification of this bid.

The information will be interpreted as stipulated in Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act: No 5 of 2000, in the purchasing process.

## 10. Data table

	Criteria	Value (ZAR)
<b>A</b>	Percentage of black individuals that have economic interests in the enterprise	
<b>B</b>	Percentage of black individuals that reflect genuine decision making at board, executive and operational management levels.	
<b>C</b>	Total number of full-time equivalent paid employees	
<b>D</b>	Total number of full-time equivalent paid employees that qualify as black individuals	
<b>E</b>	Total annual turnover	<b>R</b>
<b>F</b>	Total gross asset value (fixed property excluded)	<b>R</b>
<b>G</b>	Total amount spent on training of employees at a SETA-registered training institute	<b>R</b>
<b>H</b>	Total amount invested into other black empowered enterprises with an annual turnover of at least R100 000	<b>R</b>
<b>I</b>	Total annual expenditure on purchases	<b>R</b>
<b>J</b>	Total annual expenditure purchased from black-empowered enterprises	<b>R</b>