

Ref: 5/4/1

**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE
DATABASE OF USAASA**

Suppliers will be required to register per Province; if a supplier wants to register more than one province separate registration forms must be submitted. The provinces are: Gauteng (GP), KwaZulu-Natal (KZN), Mpumalanga (MP), Eastern Cape (EC), Western Cape (WC), Northern Cape (NC), Free State (FS), Limpopo (LP) and North West (NW). Original Tax Clearance Certificate must be provided with every completed registration document. Suppliers must register in provinces where they have a physical presence, i.e if a supplier registers for Mpumalanga they must have a physical address and presence in that province.

All suppliers are herewith invited to register as an approved supplier on the database of the Universal Service and Access Agency of South Africa (USAASA).

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), USAASA 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 propose providing goods and services to USAASA.

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 USAASA. 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 the following documents must be attached with your application.

A valid Tax Clearance Certificate (SARS)
CIPRO Registration Certificates
Certificates of registration with relevant association where applicable
Copy of company profile
Black Broad Based Economic Empowerment Certificate (BBBEE)
Small Medium and Micro Enterprises (SMMEs)

When completed this form be returned to:

Universal Service and Access Agency of South Africa (USAASA)
Postal Address:
P.O. Box 12601,
Vorna Valley, 1686

For attention: The Supplier Database Administrator Supply Chain Management Unit.

IMPORTANT NOTES

Please read carefully

1. To be completed by all **suppliers** seeking registration as an approved supplier;
2. The form must be completed in **full** and be **signed**;
3. A **company profile** must 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;
4. It should be noted that USAASA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
5. Suppliers will **not be notified** whether application was accepted or not but will be advised of the outcome if telephonically requested;
6. Suppliers must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.
7. **The following documents must be attached to this form:**
 - 7.1. Valid Tax Clearance Certificate (original document)
 - 7.2. Certificate of Incorporation from Registration of Companies (CIPRO)
 - 7.3. Company profile
 - 7.4. Professional registration documents, if applicable (certified copy)
8. Details of bank account (see paragraph 12).
9. If there is not sufficient space on this form to provide the information requested please attach the information to this form.
10. If you have any queries please contact Supply Chain Management Unit:+**27 11 564 1600**
11. Payment will be made within 30 days after receiving the original invoice.
12. Please post this form to: Universal Service and Access Agency of South Africa (USAASA)
Postal Address:P.O. Box 12601,VornaValley, 1686
13. Physical address for hand delivery of the forms:
Building 01, Thornhill Office Park, 94 Bekker Road, Vorna Valley, Midrand

Company / Supplier Name:

Postal Address: (compulsory) Physical Address: (compulsory)

[illegible]

Describe how you would classify your company? e.gManufacturer Repairer Distributor	
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	Form of Company	Tick	Document required
1	Public Company (Ltd)		Certified copy of Certificate of Incorporation (CM3)
2	Private company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM3)
3	Closed Corporation (cc)		Certified copy of CK 1 and CK 2 documents
5	Joint Venture		Certified copy of partnership agreement
6	Consortium		Certified copy of partnership agreement
7	Sole Proprietor		Certified copy of ID document
9	Partnership		Certified copy of partnership agreement
10	Trust		Certified copy of trust document
11	Co-operative		Certified copy of registration document

4 Main Contact Person in Your Company:

[illegible]

5 Contact Person (Sales) in Your Company:

[illegible]

6 Compliance Documents

Tax Clearance Certificate	Yes	No
CIPRO Certificates	Yes	No
Membership/Association Certificates	Yes	No
Company Profiles	Yes	No

7 SMME Status of Your Enterprise:

- **Please use this table to determine the SMME Status of your enterprise**

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

(According to SMME table) (Compulsory) Please ✓ the relevant box in each column

Sector:.....

Medium		Small		Very Small		Micro	
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8 HDI Ownership Status

List all partners, proprietors and shareholders (**compulsory**)

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

8.1 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 Historically 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 HDI / Women Equity Ownership in an 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.

8.2 HDI Ownership Status:

(Failure to complete this section will result in the application being declined)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DI)	%
Youth owned equity	%

9 Experience: Information regarding last three contracts.

[illegible]

10 Certification of Correctness of Information Supplied

I/We, the undersigned, certify that the information supplied in this document including the annexure is correct and accurate and acknowledge that:

- i) If the information supplied is found to be incorrect, USAASA, in addition to any other remedial action it takes, may:
 - a. disqualify my/our company from participating in any work from USAASA
 - b. reject my/our company from registering in the database of USAASA
 - c. if already registered in the database, de-register the company from the Suppliers Database of USAASA
 - d. cancel the contract and claim damages which USAASA may suffer by having to make less favourable arrangements after such cancellation.

Signed on thisday of 2011, at
Before the commissioner of oaths.

.....
Signature of the supplier/duly authorized Name in block letters
representative of the company

Signed and affirmed before me at on thisday
of..... 20..., by the deponent who has acknowledged that he/she
knows and understands the content of this document, and he/she has no objection to affirming,
that he/she regards the affirmation to be binding on his/her conscience.

COMMISSIONER OF OATHS

Full name:

Business address:
.....
.....

Capacity: Area:

11 Bank Details

1. I / We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/or account with the mentioned bank.
2. I / We understand that the credit transfer hereby authorised will be processed by computer through a system known as the 'ACB Electronic Fund Service' and I/ We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/or bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
3. I / We also understand that a payment advice will be supplied by USAASA in the normal way, and that it will indicate the date on which funds will be available in my/or account.
4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.
5. I / We will not hold USAASA liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to USAASA prior to payment.

Initials and surname

Authorised Signature

Date

DETAILS OF MY/OUR BANK ACCOUNT

Account Holder _____

Name of Branch _____

Branch Code _____

Account Name _____

Account Number _____

Account Type* _____ If Cheque Account, attach a blank, cancelled cheque

• Please enter numeric value:

1=Cheque 4=Bond Account

2=Savings Account 5=(Not in use)

3=Transmission 6=Subscription account

DATE STAMP OF BANK

FOR COMPLETION BY BANK OFFICIAL:

Bank account details are hereby certified as being correct:

Name: _____

ID Number: _____

Signature: _____

12 Checklist for USAASA Supplier Data Base Registration

PLEASE SUBMIT ALL RELEVANT INFORMATION REQUIRED BELOW, AS INSUFFICIENT INFORMATION MAY INVALIDATE YOUR APPLICATION.

Company: _____

- ☐ Fax number / e-mail address
- ☐ Physical address / Postal address
- ☐ Tel number (s) as contact number
- ☐ Cell number (s) as contact number
- ☐ Form fully completed
- ☐ Form signed
- ☐ Indicate HDI / WE / SMME status
- ☐ Certificate of Incorporation from Registration of Companies (CIPRO)
- ☐ Company profile
- ☐ SARS Tax Clearance Certificate

Checked by: _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____

Annexure B

Using a priority scale of 1-5, 1 being the most important service and five being the least important service you want to provide, Please tick a maximum of 5 services for which you want your company to be registered for in that order of priority.

	Category	Number		Category	Number
1	<i>Office Building Administration</i>		7	<i>Marketing Communications :</i>	
	Cleaning services			Public relations / Reputation Management (incl. media monitoring & analysis)	
	Stationery and Cartridges			Corporate Identity/Design	
	Printing paper			Advertising (radio & TV, production and placement	
	Catering services			Promotions (events, signs & banners etc)	
	Courier services			Stakeholder Relations (Annual Reports, sustainability reports; multimedia presentations etc)	
	Indoor Plants			Digital & Mobile media services	
	Interior Design			Corporate gifts & Promotional Items	
	Office building maintenance and repair (e.g Electrical, plumbing, painting, generator)			Video & photographers	
	Sanitation and fumigation services				
	OHASA compliance (boards, fire drills, training, inspections)				
	Furniture suppliers				
	General repairs Handyman				
	Editing & Proof reading				
	Data Capturers				
2	<i>Human Resources</i>		8	<i>Information Technology</i>	
	Recruitment and placement Agencies			IT Software and hardware	
	HR & Organizational development			Networking design and layout	
	Training and Support			Web page designers	
	HR & Organizational development			Office equipment and supply	
	Skills development and Training((SCM , Finance(PFMA), Project Management, ICT , Report Writing, Leadership skills , Managerial Skills, Business Management , Financial Management Computer literacy, Microsoft Office			IT & Project Management	
	Business Process Specialist			Data Warehouse	
	Dispute resolution experts			Printing Solutions	
	Employee Health and Wellness			ERP system development and maintenance	
	Labour relations experts			Onsite and Offsite Backup Solution	
	Business processes Specialist			Disaster Management Solutions	
	Labour relations experts				
	Employee Wellness Programmes				
4	<i>Event Management</i>		9	<i>Consulting services</i>	
				Business Development experts	
	Conference and Workshop venues			Legal services (arbitrators, mediators, senior counselors, Advocates, labour experts etc.)	
	Teambuilding services and venues			Legal firms	
	Motivational Speakers			Occupational Health Service Providers	

				Organisational Development (skills audit, structure, evaluations, competency assessments, policies etc.)	
	Event Management companies			Corporate Governance (Roles and Responsibilities of Board and EXCO, Fiduciary responsibilities of Board and EXCO, Board and subcommittee charter)	
	Professional Catering Services			Pastel Evolution , VIP Payroll system and Caseware	
5	<i>Security</i>		10	<i>Research</i>	
	Access control			Monitoring and evaluation	
	Alarms			Policy Development Consultants	
	Armed response			Strategy Development Consultants	
	Locksmith & others			Suppliers of Research Material	
	Repairs and maintenance of security system and access control				
	UPS maintenance				
6	<i>Property</i>		11	<i>Finance services</i>	
	Agencies			Asset valuers	
	Valuation & Appraisers			Accountants Firms	
	Space Planners			Auctioneers	
				Financial and Risk Auditing Firms	
				Forensic Audit and Investigation Firms	
				Value for money investigations	
			12	<i>Other services</i>	
				Traveling Agencies	
				Hotel and Accommodation	
				General Repairs Handyman	
				Pest control	
				Furniture supplies	
				Furniture removal	
				General suppliers and Logistics Management	
				Mechanical Repair, Supply & Installation	