



# labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF LABOUR  
REPUBLIC OF SOUTH AFRICA

## INVITATION TO SUPPLIERS AND SERVICE PROVIDERS TO APPLY FOR REGISTRATION IN THE DEPARTMENT OF LABOUR'S DATABASE.

Prospective suppliers are invited to apply to register as approved suppliers on the official supplier database of the Department of Labour (DOL) in order to comply with the processes & procedures of the supply chain management as set out in the policy.

The Application form is standard to all the provincial offices. When the form is submitted, please address it to the relevant Provincial Office where you want to register your services .i.e. if you register in Gauteng it will have to be addressed to Gauteng Provincial Office. If it is the Head Office it will have to be addressed to the Head Office.

Please see the attached official registration form to be completed in full by a prospective service provider. **It is imperative that suppliers read the form carefully, complete all sections in full, sign and date the form. Attach all the required documents & send to the relevant office.**

**NB: The Supplier Database of the Department of Labour is not Central, once the forms are printed from the website the supplier must post or hand deliver the forms to its nearest Provincial Office (see contacts page on the website). Suppliers, who wish to be registered on to the Head Office Database only, may do so by posting or hand delivering the forms to the address below for attention:  
The Supplier Database Administrator.**

**Requirements:** Fully completed registration forms, SARS original Valid Tax Clearance Certificate, Company Profile, CK Certificate, Certified copies of IDs of shareholders.

Registration forms must be submitted to:

**The Department of Labour**

**Street address:**  
Laboria House  
215 Schoeman Street  
Pretoria  
0001

**Postal address:**  
Private Bag X117  
Pretoria  
0001

The database forms are available from the Department of Labour's website: <http://www.labour.gov.za> Completed registration forms must be hand delivered or posted to the relevant Provincial Office or Head Office. **No Faxed or scanned application forms will be accepted.**



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DEPARTMENT OF LABOUR  
REPUBLIC OF SOUTH AFRICA  
Private Bag X117, PRETORIA, 0001  
E-mail:

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

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

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), the Department 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 Department.**

Preference will be given to registered suppliers. 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 an ORIGINAL valid Tax Clearance Certificate (SARS), CIPRO Registration Certificate and the company profile must be attached. If registering for catering include R918 Health Certificate.**

**Companies that wish to conduct business with government are now required to submit their valid BEE Certificates obtained from an Accredited Verification Agency or Registered auditors approved by the IRBA. Companies with annual revenue of R 5 million or less must get an Exempted Micro-Enterprise Certificate from a registered auditor or Accounting Officer confirming their annual turnover.**

**NB: NO FAXED / SCANNED APPLICATIONS WILL BE ACCEPTED!**

Private Bag X117,  
PRETORIA, 0001  
For attention: The Supplier Database Administrator  
Department of Labour







CONFERENCE ACCESSORIES	CURIOS
CONFERENCING SYSTEMS	ENTERTAINMENT FACILITIES
CORPORATE GIFTS & PRODUCTS	ESTATE AGENCIES & CONSULTANTS
COSMETICS	EXHIBITION CENTRES
CROCKERY & CUTLERY	FLORISTS
CURTAINING, RAILS & ACCESSORIES	GOVERNMENT SERVICES
DAIRY & RELATED PRODUCTS	GUESTHOUSE & LODGES
DRAWING OFFICE EQUIPMENT	HOTELS
DRIVING INSTRUCTORS	INSTITUTES
DRUMS COPIERS	LIBRARIES
ELECTRICAL APPLIANCES	MEDICAL PRACTITIONERS
ELECTRICAL COMPONENTS & EQUIPMENT	MINERAL & MINING
ELECTRONIC APPLIANCES	PHARMACEUTICALS
ELECTRONIC COMPONENTS & EQUIPMENT	PUBLICATIONS
FACILITATOR	PUBLISHERS
FIRE EXTINGUISHING	QUANTITY SURVEYERS
FLAGS & MAPS	RECRUITMENT AGENTS
FURNITURE	RESTAURANTS
GIFTS PROMOTIONAL	TEACHERS & EDUCATORS
INTERCOMMUNICATION SYSTEMS	TECHNICON
INVESTIGATION SERVICES	TOURS AND TOURISM
LABORATORY CONSUMABLES & EQUIPMENT	UNIVERSITIES
LOGO : CROCKERY	UPHOLSTERERS
LOGO : DESIGN SERVICES	<b>4. Construction</b>
LOGO : EMBROIDERY SERVICES	AIR CONDITIONING SYSTEMS
LOGO : ENGRAVING	BLASTING CONTRACTORS
MAILROOM EQUIPMENT	BOILERS
MEDICAL EQUIPMENT AND CONSUMABLES	BUILDING CONTRACTORS
MEDICAL SUPPLIES	CABINET MAKERS
MINING PRODUCTS	CARPENTERS * CARPENTRY
<b>3. General Services</b>	CARPETS
DATA COLLECTION SYSTEMS	CEILING CONTRACTORS
DOCUMENT BINDING SERVICES	CONCRETE PRODUCTS
DOCUMENT DUPLICATING SERVICES	CONSTRUCTION CONTRACTORS
DOCUMENT STORAGE SOFTWARE	CUPBOARDS BUILT IN
DRAIN CLEANING SERVICES	ELECTRICAL CONTRACTORS
DRAUGHTING SERVICES	ELEVATORS & CONVEYORS
DRY CLEANING SERVICES	EVACUATION SYSTEMS
EDITING SERVICES	GLAZING CONTRACTORS
ENCODING	HARDWARE & BUILDING SUPPLIES
ENCRYPTION SOFTWARE & SYSTEMS	IRRIGATION CONTRACTORS
ENGRAVING SERVICES & EQUIPMENT	LANDSCAPING / EARTHWORKING
ENTERTAINMENT SERVICES (TOURISTS)	LIGHTING CONTRACTORS
ENVIRONMENTAL SERVICES	LOADERS & LIFTS
EQUITY DEALING SERVICES	LOCKSMITHS
FACILITATION GENERAL SERVICES	PAINTING CONTRACTORS
FRAMING SERVICES	PARTITIONING CONTRACTORS
FREIGHT SERVICES (AIR, LAND, SEA)	PAVING CONTRACTORS
FURNITURE REMOVALS (OFFICE FURNITURE)	PLUMBING CONTRACTORS
GARDENING SERVICES	POWER TOOLS
GRAPHIC DESIGN SERVICES	ROAD CONSTRUCTION
ID CARD PERSONALISATION SYSTEMS	ROOFING CONTRACTORS
IMAGING SERVICES	TILING CONTRACTORS
IMPORT & EXPORT SERVICES	WATER INSTALLATIONS / RETICULATIONS

INFORMATION SERVICES	WATER PUMPS
INSPECTION SERVICES	WATERPROOFING CONTRACTORS
LABELS & LABELING SERVICES	WINDOW FITTINGS & GLASS
LEGAL INVESTIGATIONS & SERVICES	WORKSHOP EQUIPMENT
MANUFACTURING SERVICE	WEB SOLUTIONS DESIGN & MAINTANANCE
MEDICAL EQUIPMENT MAINTENANCE & REPAIRS	<b>5. Other not listed</b>
PEST CONTROL SERVICES	
PHOTOGRAPHY SERVICE	
PLOTTING SERVICES	
PRINTING & DESIGN SERVICES	
PROGRAMMING	
QUALITY CONTROL SERVICES	
RECYCLING SERVICES	
REMOVAL SERVICES FURNITURE	
RENOVATION SERVICES	
SAFES & SAFE REMOVAL SERVICES	
SECURITY & ACCESS CONTROL SYSTEMS	
SHUTTLE SERVICES	
TELECOMMUNICATIONS SYSTEMS	
TRANSLATION SERVICES	
TRANSPORT SERVICES (GOODS)	
VEHICLES HIRING	
VEHICLES INDUSTRY	
WASTE DISPOSAL	
WEB PAGES & DESIGN	

**6. Services: Consulting, Training and Development**  
*(for this commodity you are allowed to indicate all the type of services i.e. consulting, training and development)*

- 2 -

Develop	Training	Consult	Description	Develop	Training	Consult	Description
			ACOUSTIC SERVICES & MATERIALS				EVALUATION ASSETS
			ACQUISITION MANAGEMENT				FINANCIAL PLANNING
			ACTUARIES & REMUNERATION SERVICE				FINANCIAL SYSTEMS
			ADMINISTRATION				GENDER EQUITY
			ADMINISTRATION EMPLOYEE				GEOLOGICAL SERVICES
			AGRICULTURAL ENGINEERS				GEOPHYSICAL
			AIR POLLUTION ENGINEERS				GOVERNANCE
			ASSET SOFTWARE				HEALTH CARE
			BUSINESS MANAGEMENT				HOUSING
			BUSINESS SKILLS				HUMAN RECOURCES
			CHEMICAL ENGINEERS				INDUSTRIAL
			CIVIL ENGINEERING				INFORMATION MANAGEMENT
			COMBUSTION ENGINEERS				INFRASTRUCTURE
			COMMUNICATION				INSTITUTIONAL
			COMMUNICATION NETWORK				INSURANCE
			COMMUNICATION STRATEGIES/SYSTEMS				INTERNET
			COMMUNITY BUILDING				LABORATORY
			COMMUNITY SERVICES				LABOUR
			COMPUTER LITERARY				LANDSCAPE SERVICES
			COMPUTER PROGRAMMING/SOFTWARE				LEGAL SERVICES
			COMPUTER SYSTEM & SOLUTIONS				LOGISTICAL SERVICES
			CONCEPTUAL				LOGISTICS SYSTEMS
			CONFERENCE & EVENTS				MANAGEMENT
			CONSTRUCTION ENGINEERS				MANAGEMENT TOOLS
			CORPORATE ID				MARKETING & ADVERTISING
			CUSTOMER INTERACTIONS				METAPHYSICAL & EMOTIONAL
			DATABASE				MULTIMEDIA
			DESIGN SERVICES				OPERATION FIELDS
			DISTRIBUTION				ORGANISATIONAL DYNAMICS
			DRAINAGE				PERFORMANCE MANAGEMENT
			E-BUSINESS STRATEGIES				PERSONAL DEVELOPMENT
			ECONOMETRIC SURVEY				PERSONNEL
			ECONOMIC STRATEGY				PROJECT MANAGEMENT
			ECONOMIC TRADE				PROMOTIONS & ADVERTISING
			ECONOMICS				PUBLIC RELATIONS & SERVICES
			ECO-TOURISM				RISK MANAGEMENT
			EDUCATION				ROAD ENGINEERS
			ELECTRICAL ENGINEERS				SCIENTIFIC
			ELECTRONIC				SECRETARIAL
			EMPLOYEE BENEFIT & EMPOWERMENT				SOFTWARE BUSINESS
			EMPLOYMENT EQUITY				SPORT
			EMPLOYEE DEVELOPMENT				STRATEGIES
			EMPOWERMENT MODELS				STRESS MANAGEMENT
			EMPOWERMENT WOMEN				TECHNICAL SKILLS
			ENERGY RESOURCES				TECHNOLOGY
			ENGINEERS HYDRAULIC				TELECOMMUNICATION
			ENGINEERS INSTRUMENTATION				TOWNSHIP & RURAL PROJECTS
			ENTREPRENURIAL SKILLS				VENTILATION ENGINEERS
			ERECTION ENGINEERS				WASTE
			FINANCIAL ADMINISTRATION				WATER PURIFICATION/SUPPLY/STORAGE

**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 Enterprise	ID Number	Date RSA Citizenship obtained	Male /Female	Total % of business / enterprise owned		
					No franchise prior to elections	Women Equity	Disabled

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

Please attach copies of ID.

**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.
- **Previously Disadvantaged Individuals (PDI):** 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.
- **BBBEE:** Broad-based black economic empowerment as defined in section 1 of the Broad- Based Black Economic Empowerment Act
- **IRBA :**Independent Regulatory Board for Auditors

**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.**



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....  
Name of state institution at which you or the person connected to the bidder is employed:

.....  
Position occupied in the state institution:  
.....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO



#### 4 DECLARATION

I,THE UNDERSIGNED(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



### Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Account Type

- Cheque Account
- Savings Account
- Transmission Account
- Bond Account
- Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

\*Please include CC/CK where applicable

Practise Number

**Bank stamp**

It is hereby confirmed that this details have been verified against the following screens

- ABSA-CIF** screen
- FNB-Hogans** system on the CIS4
- STD Bank-Look-up**-screen
- Nedbank-** Banking Platform under the Client Details Tab

### Contact Details

Business

Area Code  Telephone Number  Extension

Home

Area Code  Telephone Number  Extension

Fax

Area Code  Fax Number

Cell

Cell Code  Cell Number

Email Address

Contact Person:

Supplier Signature	Regional Office Sender
Print Name	Print Name
	Rank
/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

**NB: All relevant fields must be completed**