



Private Security Industry Regulatory Authority
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**APPLICATION FOR REGISTRATION
SUPPLIER DATABASE**

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

BY HAND: THE SUPPLIER DATABASE OFFICE
SUPPLY CHAIN MANAGEMENT OFFICE
Private Security Industry Regulatory Authority
481 Belverdere Street
Pretoria

For attention: The Supplier Database Administrator

or

BY MAIL: THE SUPPLIER DATABASE OFFICE
C/O SUPPLY CHAIN MANAGEMENT OFFICE
Private Bag X817
Pretoria
0001

For attention: The Supplier Database Administrator

ENQUIRIES:

The Supplier Database Administrator Tel 012 337 5500

- Annexure 1: SMME table**
- Annexure 2: Category / Commodity list**
- Annexure 3: Required Documentation Checklist**
- Annexure 4: Banking Information**
- Annexure 5: Proprietors/Shareholders/Partners/Sole Proprietors/Trustees/Owners**
- Annexure 6: General Information & Definition**

Kindly submit all relevant documentation requested in Annexure 3

Public Finance Management Act, 1999 (Act 1 of 1999) - (PFMA)
Accounting Officers Procurement Procedures - (AOPP)

SERVICE PROVIDER REGISTRATION FORM

Sections to be completed in **black ink**, submitted with an **original signature** commissioned by an authorized **Commissioner of Oath**

Company registration details

Company Name:

Trading Name:

Reg.No.: Vat No.:

e.g. 2004/140566/23

Income Tax No.: Number of full time employees:

Accreditation / Certification

*Cidb Number Prof.Reg.Date

*Contractor Grade CE GB EE SW ME

e.g. 5CE PE

	Yes	No			
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**SAACE Reg. No./ other prof. reg. no.

*Note: Cidb info. for contractors only **Note: SAACE No. for professionals only

Company Details

Website Address:

Email Address:

Telkom area code: e.g. 012,011 ect.

Telephone No. Fax No:

Toll free No

Postal Address:

City / Town: Postal Code:

Physical Address:

City / Town Postal Code:

Classification of Business: Please all the relevant boxes

ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales
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Supplier Grouping detail: (type of firm) Please ✓ the relevant box

Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/Parastatels/Organ of State	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>		

Contact Person Details

Contact Person:- Title: First Name:

Surname: ID No.:

Cell No.: Work No.:

Fax No.: Position:

E-mail:

[Please complete Annexure 5: List of Owners / Proprietors / Partners / Sole Proprietors / Trustees \(page 10\)](#)

HDI Ownership Status:

Historically Disadvantage Individuals (HDI)	<input type="text"/>	% of ownership
Women Equity (WE)	<input type="text"/>	% of ownership
Disabled Individuals (DA)	<input type="text"/>	% of ownership

SBD Goals Information:

Skills Empowerment	<input type="text"/>	% of turnover
Human Resources	<input type="text"/>	% of turnover
Upliftment of Communities	<input type="text"/>	% of turnover

Locality Province No Yes If "Yes" please define:

Locality Region No Yes If "Yes" please define:

Locality Municipal Area No Yes If "Yes" please define:

Locality Rural Area No Yes If "Yes" please define:

SMME Status

* Please use the table per Annexure 1 (page 5) to determine the SMME status of your enterprise

* Please ✓ the relevant box

- Micro
- Very Small
- Small
- Medium
- Large

Business Information

Please indicate your appropriate sector with ✓

- | | | | |
|--------------------------------|--------------------------|--------------------------------|--------------------------|
| Agriculture | <input type="checkbox"/> | Wholesale Trade, Commercial | <input type="checkbox"/> |
| Mining and Quarrying | <input type="checkbox"/> | Catering, Accommodation, Other | <input type="checkbox"/> |
| Manufacturing | <input type="checkbox"/> | Transport and Storage | <input type="checkbox"/> |
| Electricity, Gas and Water | <input type="checkbox"/> | Finance and Business Services | <input type="checkbox"/> |
| Construction | <input type="checkbox"/> | Community, Social and Personal | <input type="checkbox"/> |
| Retail, Motor Trade and Repair | <input type="checkbox"/> | | |

Declaration of any Conflict of Interest

Are you currently working as an employee in any organ of state? Yes No

If "Yes", give details:

Have you worked in any organ of state for the past 12 months? Yes No

If "Yes", give details:

Do you have any relative working for an organ of state? Yes No

If "Yes", give details:

Do you have any close relationship with any official working in our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Are you currently servicing on any structures of our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then **PSIRA** may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by **PSIRA** as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which **PSIRA** may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20__ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

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Area

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Commissioner of Oaths Signature

Commissioner of Oaths Full Name

Annexure 1 - SMME table

Values of following items dependent on most recent Financial Statement

Item	Value
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property exluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

For office use only	
Summary of results	SMME Status as per above (✓ appropriate block)
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micr
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micr
Column 4	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micr

Annexure 2 - Commodity list

Private
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please indicate with ✓

Please note: only **3** commodities will be registered

Construction		
Airconditioning Systems	Metalwork & Burglar Bars	Other (Specify)
Alarm/Security/Access Control	Painting	
Automatic Sliding Doors	Paving	
Auto Sprinkle Fire Protection Systems	Plastering	
Brickwork/Masonry	Plumbing	
Carpeting/Tiling/Floor covering		
Ceilings, Partitioning and Shopfitting		
Cladding Contracts		
Compressed Air Installations		
Electrical Contracts		
Evacuation Systems		
Fencing		
General Building Work		
Lift & Escalator Equipment		
Mechanical Contracts		

Services		
Accommodation	Garden Services	Telecommunication
Advertising/Public Relations	Handyman	Transport Services Goods
Auto Repairs & Services	Horticultural Services	Transport Services Passengers
Auto Electrical and Hydraulic Repairs	Insurance/Employee Benefits	Transportation Services
Bookkeepers	IT Maintenance	Travel Agencies
Carpet Cleaning	IT Management	Telephone & Data Line Maintenance
Cartridges	IT Networking	Training & Development
Catering/Vending/Food Supply	IT Programming	Upholsterers
Cleaning Services	Laundry Service/Dry Cleaning	Web pages & Design
Computer Supplies/Services	Locksmith Services	Other (Specify)
Corporate Gifts/Corporate Clothing	Media Liaison	
Copywriting	Mailing/Courier Service	
Courier Services	Municipal Services	
Cleaning Equipment/Materials	Office Maintenance	
Data Backup Services & Software	Personnel Services	
Data Capturing & Management Services	Pest Removal Services	
Debt Collection	Performance Management	
Distribution	Printing/Photography/Graphic Design	
Document Binding Services	Promotional Material	
Entertainment	Publishing	
Exhibition Centres	Radio Publicity/TV Publicity	
Fire Extinguishers & Refills	Recruitment Agencies	
Fire Hydrants	Safety & Security Services	
Food & Beverage	Security & Access Control	
Florist	Site Cleaning	

Professional Services

Accountants/Financial Advisory Services	OHS Consultants	Other (Specify)
Architects	Organisation Development Consultants	
Attorneys/Legal Services	Pre-Employment Assessment Consultants	
Archival Services Consultants	Project Managers	
Business Information Management	Training Providers	
Contractors	Translation Services	
EDMS Consultants		
EAP Consultants		
Industrial Relations Consultants		
Job Description Consultants		
Legal Compliance Consultants		

Wholesalers/Traders

Books	Generating Sets	Other (Specify)
Building Materials/Hardware	Health Safety and Environmental Suppliers	
Batteries	IT Hardware and Software	
Cartridges	Office Consumables	
Cleaning Supplies/Chemicals/Pesticides	Office Equipment	
Clothing	Paint Supplies	
Computer Equipment/Software	Paper & Stationery	
Curtains	Refridgeration & Air Conditioning	
Consumables	Refuse Bulk Containers	
Domestic Appliances	Protective Clothing/Uniforms	
Envelopes	Supply Plants, Flowers and Seeds	
Groceries	Toilet Paper Wrapped/Unwrapped	
Electrical Supplies & Equipment	Vehicles	
Fire Extinguishing	Vehicles, Equipment, Trailers & Tractors	
Fire Protection & Detection		
Floor Coverings		
Food Supplies		
Furniture		
Fencing		
Fire Fighting Equipment and Consumables		

Summary: Core Business

In your own words, please state your core business:

1

2

Trade Name (= sole supplier of specific brand name)

Fill the specific **brand names** that the company **own** or **solely distribute**, which you wish to register:

Annexure 3 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.
 All documentation is to be provided in its original format and/or certified.
Please ✓ submitted documents

Document Name	Attached
Original Valid Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Director's ID's	<input type="checkbox"/>
Certified Copy of Accreditation Certificates	<input type="checkbox"/>
Cancelled Cheque / Verification Letter of Bank	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsement	<input type="checkbox"/>
Proof of Disability (Doctor's Letter)	<input type="checkbox"/>
Proof of Ownership/Shareholding Certificate	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>

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Captured by:	<input type="text"/>		
Date:	<input type="text"/>	New <input type="checkbox"/>	Update <input type="checkbox"/>
Status:	Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting Approval <input type="checkbox"/>		
Done VAT Checked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Reason if 'No':"/>
Send Summary Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Reason if 'No':"/>

Annexure 4 - Banking Information

AFFIX OFFICIAL BANK
STAMP HERE

Bank Name:
Bank Location:
Branch Name:
Branch Code:
Account Holder:
Account Number:
Account Type:

Bank Official Name:
Designation:
Signature:

Reference Number / Description to be used:

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Cancelled cheque

AFFIX A CANCELLED CHEQUE HERE

Annexure 6 - General information & Definitions

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

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. Please define your principal business to a **MAXIMUM OF 3 (THREE) COMMODITIES**.
- **Trade Names:**
The trade names that the company own or distribute, which you wish to be registered for.
- **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.
- **Disability:**
In respect of a person, a permanent of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.
- **Establishment of HDI / 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.
- **Fronting:**
Companies with **no** Black Economic Empowerment (BEE) status **illegally** claiming to be headed by **previously disadvantaged individuals*** and claim false BEE credentials in order to win tenders/contracts.