

# CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY SOC LTD (RF)

Convention Square, 1 Lower Long Street,  
Cape Town 8001, South Africa

Tel: +27 21 410 5000 Website: [www.cticc.co.za](http://www.cticc.co.za)

SUBMIT ELECTRONIC COPIES TO: [supplierdatabase@cticc.co.za](mailto:supplierdatabase@cticc.co.za)

## SUPPLIER DATABASE APPLICATION FORM FOR (SUPPLIERS / CONTRACTORS / SERVICE PROVIDERS / CONSULTANTS)



BASIC SUPPLIER INFORMATION			
Registered Business Name of Supplier			
Trading name of supplier			
Registration number			
Year of Registration			
VAT registration number			
Income tax reference number			
CSD Supplier Number (MAAA)			
Web Address			
E-Mail:	General correspondence		
	Proof of Payment		
	Receipt of Purchase Orders		
Telephone Number			
Fax Number			
Registered POSTAL Address:	PO Box/Bag		
	Suburb/Town		
	City	Postal Code	
Registered PHYSICAL Address:	Street		
	Suburb/Town		
	City	Province	
Business Type (tick the box)	<input type="checkbox"/>	Public Company Ltd	Attach certified copy of incorporation (CM3)
	<input type="checkbox"/>	Private Company (Pty) Ltd	Attach certified copy of incorporation (CM3)
	<input type="checkbox"/>	Close Corporation	Attach certified copy of (CK1 & CK2)
	<input type="checkbox"/>	Sole Proprietor	Attach certified copy of ID Document
	<input type="checkbox"/>	Partnership	Attach certified copy of partnership agreement
	<input type="checkbox"/>	Trust	Attach certified copy of trust document
	<input type="checkbox"/>	Co-operation	Attach certified copy of Co-op Registration
	<input type="checkbox"/>	Community Based Organisation	Attach certified copies of Members IDs
	<input type="checkbox"/>	Voluntary Association	Attach certified copy of Constitution
	<input type="checkbox"/>	Foreign Company	Attach certified copy of Incorporation
	<input type="checkbox"/>	Organ of State	N/A
<input type="checkbox"/>	Public Institution	Attach certified copy of incorporation (CM3)	

PARTICULARS OF COMPANY REPRESENTATIVE				
Full name and surname				
Identification number				
Position occupied in the company				
Email address of representative				
VAT registration number				
BANKING INFORMATION (Attach Bank Verification: Original stamped letter from bank or original cancelled cheque)				
Bank Name				
Branch Name				
Branch Code				
Account Holder				
Account Number				
Account Type (Tick One)	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Transmission
	<input type="checkbox"/>	Savings	<input type="checkbox"/>	Other
TAX INFORMATION (Attach a valid Tax Clearance Certificate or provide a Tax Compliance Status PIN)				
SARS Tax Reference Number				
VAT Registration Number				
Tax Compliance PIN				
BBBEE INFORMATION				
BEE Recognition Level				
Women Ownership				
Issue Date				
Expiry Date				
Company Classification:	<input type="checkbox"/>	Exempt Micro Enterprise	<input type="checkbox"/>	Qualifying Small Enterprise
	<input type="checkbox"/>		<input type="checkbox"/>	Generic Enterprise
I hereby certify that the above mentioned information is true and correct				
Signature ..... Name .....				

**THE FOLLOWING MUST BE COMPLETED TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME**

INDICATE YOUR ECONOMIC SECTOR		INDICATE THE SIZE OF YOUR BUSINESS				
Sector or subsector in accordance with Standard Industrial Council		Size of your class	Total full time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business X
<b>All tiers of Government</b>	<b>X</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>
Agriculture		Medium	100	R5m	R5m	
		Small	50	R3m	R3m	
		Very small	10	R0.50m	R0.50m	
		Micro	5	R0.20	R0.20	
Manufacturing		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.1m	R2m	
		Micro	5	R0.2m	R0.10m	
Electricity, Gas and Water		Medium	200	R51m	R19m	
		Small	50	R13m	R5m	
		Very small	20	R5.10	R2m	
		Micro	5	R 0.20	R0.10m	
Construction		Medium	200	R26m	R5m	
		Small	50	R6m	R1m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Wholesale Trade, Commercial Agents and Allied Services		Medium	200	R64m	R10m	
		Small	50	R32m	R5m	
		Very small	20	R6m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Retail, Motor Trade and Repair Services		Medium	200	R39m	R6m	
		Small	50	R19m	R3m	
		Very small	20	R4m	R0.60m	
		Micro	5	R0.20m	R0.10m	
Catering, Accommodation, Food & Beverage		Medium	200	R13m	R3m	
		Small	50	R6m	R1m	
		Very small	20	R1.50m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Transport, Storage and Communications		Medium	200	R26m	R3m	
		Small	50	R13m	R1m	
		Very small	20	R3m	R0.90m	
		Micro	5	R0.20m	R0.10m	
Finance and Business Services		Medium	200	R26m	R6m	
		Small	50	R13m	R3m	
		Very small	20	R3m	R0.50m	
		Micro	5	R0.20m	R0.10m	
Community, Social and Personal Service		Medium	200	R13m	R6m	
		Small	50	R6m	R3m	
		Very small	20	R1m	R0.60m	
		Micro	5	R0.20m	R0.10m	

**MARK WITH "X" THE CATEGORY OF COMMODITIES/SERVICES YOU CAN SUPPLY**

CODE	MAIN COMMODITY	X
<b>00000</b>	<b>FOOD</b>	
00010	Baking Products & Ingredients	
00020	Breads & Pastries	
00030	Cultural Foods	
00040	Dairy Products	
00050	Dry Food	
00060	Fish	
00070	Fresh Fruit & Vegetables	
00080	Frozen Fruits	
00090	Herbs	
00100	Meat & Poultry	
00110	Prepared Vegetables	
00120	Prepared foods	
00130	Vegetables	
<b>10000</b>	<b>BEVERAGE</b>	
10010	Beers	
10020	Ciders & spirit coolers	
10030	Fresh Fruit Juices	
10040	Coffee/ Tea	
10050	Liquor	
10060	Milk	
10070	Mineral Water	
10080	Soft Drinks	
10090	Spirits	
10100	Wines	
<b>20000</b>	<b>CATERING</b>	
20010	Bakeware, Cookware & Kitchenware	
20020	Catering Equipment hire	
20030	Crockery	
20040	Cutlery	
20050	facilities Furniture & Fittings	
20060	Glassware	
20070	Kitchen Equipment	
20080	Tableware & Linen	
20090	Vending Machines	
<b>30000</b>	<b>HARDWARE</b>	
30010	Metals	
30020	Building	
30030	Electrical	
30040	Painting	
30050	Plumbing	
30060	Timber	
<b>40000</b>	<b>PAINTING AND STATIONERY</b>	
40010	General Stationery	
40020	Office Equipment	
40030	Office Furniture	
40040	Printing, copying and photographic supplies	
<b>50000</b>	<b>CONSULTANT SERVICES</b>	
50010	Recruitment Agencies	
50020	Training & development Consulting	
50030	HR Consultant	
50040	Legal Consultant	
50060	Engineering consultant	

CODE	MAIN COMMODITY	X
<b>50000</b>	<b>CONSULTANT SERVICES (CONTINUED)</b>	
50070	Marketing consultant	
50080	Electrical Consultant	
50090	Environmental Consultant	
50100	Health & Safety Consultant	
50110	Food & Services Consultant	
<b>60000</b>	<b>CONTRACTORS &amp; MAINTENANCE</b>	
60010	Air Conditioning	
60020	Building	
60030	Carpentry	
60040	Catering Equipment	
60050	Chemical & Cleaning	
60060	Electrical	
60070	Engineering	
60080	Fencing	
60090	Flooring	
60100	Lifts	
60110	Mechanical	
60120	Medical	
60130	Painting	
60140	Pest Control	
60150	Plumbing	
60160	Rigging	
60170	Roofing	
60180	Scaffolding	
60190	Security	
60200	Signage	
60210	Tiling	
60220	Waste	
<b>70000</b>	<b>CONFERENCING / MARKETING/GENERAL SERVICES</b>	
70010	Accommodation	
70020	Advertising	
70030	Concert Organizers/Promoters	
70040	Conference Organizers	
70060	Corporate Gifts	
70070	Courier Services	
70080	Entertainment	
70090	Film Production & Photography	
70100	Flags & Banners	
70110	Florists, Décor & Plant Hire	
70120	Interpretation	
70130	Marquee Hire	
70140	Public Relations Agencies	
70150	Sanitary/Toilet Hire	
70160	Tour Operators	
70170	Transportation, Vehicle Hire & Chauffeur	
70180	Travel Agents	
70190	Usher Services	
70200	Corporate Uniforms & Badges	
<b>80000</b>	<b>INFORMATION TECHNOLOGY/AUDIO VISUAL</b>	
80010	AV Equipment	
80020	Cabling & Networking	
80030	Consultants	
80040	Hardware & Peripheral	
80050	Software	
80060	Telecommunications	

**ADD ANY COMMODITIES/SERVICES NOT LISTED AND SUPPLY SPECIFIC ITEMS WITHIN THE MAIN CATEGORIES:**

A series of horizontal dashed lines for writing, spanning the width of the page.

## MFMA DECLARATION

This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. **No Registration will be accepted from persons in the service of the state.**

### Section 1: Particulars of principals

**Principal:** means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No.71 of 2008), a trustee, shareholder or a member of a close corporation registered in terms of Close Corporations Act, 1984, (Act No.69 of 1984).

Full name of principal	Identity number	Personal tax reference number	Residential Address	Municipal Number	Acc.

\* Attach separate page, if necessary.

**NB:** Please attach certified copy(ies) of ID document(s) and municipal accounts.  
If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

### Section 2: Record of service to the state

Are you or any of the company's principals presently in the service of the state, or, been in the service of the state in the past twelve months?

- Yes  No (tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- |   |  |
|---|--|
| <input type="checkbox"/> a member of any municipal council                                      | <input type="checkbox"/> an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                 | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Provinces | <input type="checkbox"/> an employee of Parliament or a provincial legislature   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity             |  |
| <input type="checkbox"/> an official of any municipality or municipal entity                    |  |

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

### Section 3: Record of family member in the service of the state

**family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption.

## MFMA DECLARATION

Is any family member of the company's principals in the service of the state?

- Yes  No (tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

### Section 4: Record of other interests

Do you or any of the company's principals have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of offers which you may submit to the CTICC?

- Yes  No (tick appropriate box)

Are you aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of offers which you may submit to the CTICC?

- Yes  No (tick appropriate box)

Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are registered with the CTICC as an approved supplier?

- Yes  No (tick appropriate box)

If answered yes to any of the above, provide particulars (insert separate page if necessary)

### Section 5: Record of termination of previous contracts with an organ of state

Was any contract between your company, including any of its joint venture partners, terminated during the past five years for reason other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract?

- Yes  No (tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

### Section 6: Record in terms of the MFMA (No. 56 of 2003)

Is the company or any of its principals listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?

*(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).*

- Yes  No (tick appropriate box)

Is the company or any of its principals listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

*(To access this Register enter the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).*

- Yes  No (tick appropriate box)

Was the company or any of its principals convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

- Yes  No (tick appropriate box)

Does the company or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity,

## MFMA DECLARATION

or to any other municipality / municipal entity, that is in arrears for more than three months? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
If answered yes to any of the above, provide particulars (insert separate page if necessary)	
<b>Section 7: Questionnaire to bidding foreign suppliers</b>	
Is the entity a resident of the Republic of South Africa (RSA)? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
Does the entity have a branch in the RSA? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
Does the entity have a permanent establishment in the RSA? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
Does the entity have any source of income in the RSA? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
In the entity liable in the RSA for any form of taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box)	
<b>Section 8: Declaration</b>	
The undersigned, who warrants that he/she is duly authorised to do so on behalf of the entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:	
i) neither the name of the entity, nor any of its principals, appears on: a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No.12 of 2004); or b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za);	
ii) the entity or any of its principals has not been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa) within the last five years;	
iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);	
iv) the entity is not associated, linked or involved with any other tendering entities submitting tender offers;	
v) the entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a bid or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a bid;	
vi) the entity has no other relationship with any other entity or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;	
vii) neither the entity nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity, and are not in arrears for more than three months;	
viii) SARS may, on an on-going basis, disclose the entity's tax compliance status to the CTICC and, when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of a contract that is entered into in excess of the threshold prescribed by National Treasury, for SARS to do likewise.	
Note:	
a) Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of an invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority.	
b) 'MSCM Regulations: "in the service of the state" means to be – (a) member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity <sup>3</sup> or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (d) a member of the accounting authority <sup>4</sup> of any national or provincial public entity; or (e) an employee of Parliament or a provincial legislature.	
c) <sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.	
d) <sup>3</sup> "National or provincial public entity" shall bear the meaning as defined in the PFMA. Major public entities are listed in schedule 2 of the PFMA and other public entities are listed in schedule 3 of the PFMA.	
e) <sup>4</sup> "Accounting authority" means the board or other controlling body of a public entity, or if the public entity does not have a controlling body, the chief executive officer or other person in charge of the public entity unless specific legislation applicable to that public entity designates another person.	

<b>SIGNED ON BEHALF OF ENTITY:</b>	
<b>FULL NAME AND SURNAME:</b>	
<b>DATE:</b>	



# PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION

## INSTRUCTIONS

In order to ensure that applications are considered acceptable, it is necessary that the following principals are adhered to and all documentation requested herein submitted.

- The supplier registration document must be completed in full and all required documentation attached by the date of submission. Applicants must ensure that all necessary requirements are complied with so as not to result in application forms being rejected.
- Please note that no retyped documentation will be accepted.
- Suppliers who are found to have provided incorrect or fraudulent information will be disqualified from the CTICC supplier database.
- The use of correction fluid is prohibited and will lead to application forms being rejected; any alterations made must be initialled by the supplier and mistakes to be scratched out with a line through it.
- It is the responsibility of the supplier to assure all information on the CTICC supplier database is kept updated. The CTICC will not be held responsible for incorrect addresses or banking details.
- Database forms may be scanned in and emailed to CTICC, proof of bank details however must be submitted in original form

## PAYMENT TERMS

**Strictly 30 days from statement**

## DEFINITIONS

For definitions and terminology used in this document, please refer to the definitions set out on the CTICC Supply Chain Policy document located on our website at [www.cticc.co.za](http://www.cticc.co.za)

## CHECKLIST

The following information must accompany the CTICC supplier registration application form:

### Compulsory documents

- Business registration documentation, i.e. Certificate of Incorporation, CK1 or CK2 documents, Certified ID if Sole Proprietor or Business agreement if Partnership
- A valid Tax Clearance Certificate if a Tax Compliance PIN has not been provided
- An original cancelled cheque or original letter from bank. **(No copies will be accepted)**
- A valid certified BBBEE certificate or sworn affidavit for EMEs.
- A Copy of the latest Rates and Services account (Water & Electricity) from your local municipality where applicable or rental/lease agreement where possible.

### Non-compulsory documents which may be included

- A referral letter or information providing previous experience
- A company profile
- Food safety documentation (applicable to Food and Beverage suppliers only e.g.: HACCP or GMP certificates)
- Any ISO Accreditation in line with core Business function
- Company greening policy
- CSD registration summary report

## PARTICIPATION AND CONDITIONS PERTAINING TO SUPPLIER REGISTRATION ON THE CSD

### INSTRUCTIONS

It is mandatory from 01 July 2016, for all prospective providers of goods & services to be registered on the CSD as a way of simplifying the process of doing business with the Public Sector.

The CSD will be the source of all supplier information for all organs of state, which includes the CTICC.

Prospective suppliers should self-register on the CSD website, [www.csd.gov.za](http://www.csd.gov.za)

### CONDITIONS PERTAINING TO PAYMENT OF INVOICES

#### CTICC REQUIREMENTS

The following information must be reflected on all invoices submitted for payment to the CTICC:

- The registered business name of the CTICC: Cape Town International Convention Centre Company SOC Ltd (RF)
- The VAT registration number of the CTICC: 4500188182
- The registered physical address of the CTICC: 1 Lower Long Street, Cape Town, 8001
- The order reference.

#### REQUIREMENTS FOR A TAX INVOICE TO BE VALID SECTION 20(4) of the VAT Act

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- Serial number and date of issue;
- Full and proper description of the goods and/or services;
- Quantity or volume of goods or services supplied;
- Price & VAT (according to any of the 3 approved methods discussed overleaf)

Convention Square, 1 Lower Long Street,  
Cape Town 8001, South Africa

GPS co-ordinates: 33° 54' 56" S by 18° 25' 36" E

Tel: +27 21 410 5000 Fax: +27 21 410 5001

Email: [info@cticc.co.za](mailto:info@cticc.co.za)

Website: [www.cticc.co.za](http://www.cticc.co.za)



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OUR  
WORLD

we are a green conscious convention centre

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