



## INVITATION TO REGISTER

### ON THE COMMUNITY WORK PROGRAMME SUPPLIER DATABASE

Southern African Youth Movement (SAYM) hereby invites all interested prospective suppliers and service providers to submit their applications for registration on the SAYM Supplier Database for the supply of goods and services to the Community Work Programme (CWP). Registration to the database is compulsory for all suppliers intending to do business with the SAYM during the 2018/19 Financial Period.

The Community Work Programme (CWP) is a community-driven government programme, funded by the National Department of Cooperative Governance and Traditional Affairs (CoGTA), the primary purpose of which is to create access to a minimum level of regular and predictable work for the unemployed / under-employed and Marginalised people. It also aims to contribute to the development of community assets and services, to strengthen community development approaches, and the economic 'agency' of people in marginalised economic areas, enhancing dignity and promoting social and economic inclusion.

Supplier registration form can be downloaded from the SAYM website [www.saym.co.za](http://www.saym.co.za) or obtained from the CWP Office listed below:

Baviaans local Municipal 2 Ferreira Street, Willow more 6445	Blue Crane Local Municipality 20 Mayila Street New Brighton Somerset East, 5850	Camdeboo Local Municipality/ Dr Beyers Naude Local Municipality 2D North Street Graaf – reniet 6280	Koukamma Local Municipality New Rest Hall Karredouw, 6400
Ikwezi Local Municipality/ Beyers Naude Municipality 77 main Street Janesville, 6265	Sunday River Valley Municipality 7D Voohrekker Street, Kirkwood 6120	Makana Local Municipality 5 Bathurse Street Grahams town 6139	Ndlambe Local Municipality Office 8 Led Office Voortrekker Road Opposite Standard Bank Alexandria, 6158
Nelson Mandela Local Municipality Second Floor Labour Building Ponana Tini Road Uitenhage,6242	Nelson Mandela Local Municipality Kwazakhele Hostel Corner Mavuso 4 Njali Road, Port Elizabeth,6201	Kouga Local Municipality Heugh Street (Traffic Dept) Humansdorp 6300	Walter Sisulu Local Municipality/Gariep Local Municipality Thusong Centre Burgersdorp 9744
Engcobo Local Municipality No:04 union Street, Ngcobo (next to garage) 5050	Enoch Mgijima Local Municipality/ Former Tsolwana LM 12 Murray Street, Tarkastad 5370	Enoch Mgijima Local Municipality/ Former lukhanji LM 5 Hopely Street Sterkstroom 5425	Intsika Yethu Local Municipality Old Education Building Corner High street &Bellia Cofimvaba 5380
Sakhisizwe Local Municipality Old Municipal Building Cala Town hall, (Opposite Cala Police Station Cala 5455	Inxuba Yethemba Local Municipality Community Buildings High Street, Cradock 5880	Emalahleni Local Municipality Cacadu Stadium, Cacadu/ Lady Frere 5410	Enoch Mgijima Local Municipality Former Lukhanji LM Gardens Clinic Complex, Sheepstone Road, Queenstown 5320

Senqu Local Municipality Thusong Service Centre Main Street Sterkspruit 9762	Elundini Local Municipality 530 Van Dyk Drive Ugie 5470	Walter Sisulu Local Municipality/ Maletswai Local Municipality No 8 Murray Street Aliwal North 9750	
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In addition to the minimum requirements stated in the supplier database form, Interested suppliers must also be registered on the Central Supplier Database (CSD) by National Treasury. Only suppliers meeting the minimum requirements as stated in the database registration form will be registered.

Enquiries and completed forms should be forwarded to: [procurement@saym.co.za](mailto:procurement@saym.co.za)

**Closing date: 10 September 2018**



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## SUPPLIER DATABASE REGISTRATION

*Community Work Programme*

NAME OF SERVICE PROVIDER

:

\_\_\_\_\_

CENTRAL SUPPLIER DATABASE UNIQUE REGISTRATION REFERENCE NUMBER:

### FOR OFFICIAL PURPOSES:

APPLICATION ACCEPTED		APPLICATION REJECTED	
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#### Capturing:

Captured by : \_\_\_\_\_

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

#### Verification:

Captured by : \_\_\_\_\_

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



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## SUPPLIER DATABASE REGISTRATION FORM

### IMPORTANT NOTES

Please read carefully before completion of registration form

1. To be completed by **all** vendors seeking registration as an approved supplier.
2. This is just a registration form for database and it does not guarantee any award of bid /contract.
3. The supplier registration form must be completed in **full** and be **signed** with all supporting documentation.
4. A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on the application form **MUST** be completed by the applicant.
5. Request for quotations will be communicated via fax and/or email. The applicant **must** therefore submit an **operating fax number and/or email address**.

Information Checklist	Submitted	
	Yes	No
Telephone / Cell number as contact		
Physical address and Postal address		
Fax number or E-mail address		
Valid and Original SARS Tax Clearance Certificate and Tax Clearance Verification Pin		
Valid (Original or certified copy ) of B-BBEE certificate		
Original latest Bank Statement or Bank Letter with a bank stamp		
Company / CC Registration Certificate (Issued by CIPC)		
Certified copy of identity documents (ID) of all shareholders/members/Directors or sole traders		
A Business profile of not more than five (5) pages		
Commodity listed only four (4) may be selected		
Location where goods and/or services may be required		
SBD Forms completed		
Fill all forms completely		
Sign all forms		

**1. SUPPLIER DETAILS (All fields are mandatory)****Company details:**

Legal Name

Trading Name

Registration Number

CSD Supplier Number

VAT Number

Income Tax Number

**Company Contacts**

Telephone Number

Fax Number

E-mail Address

Website Address

Postal Address

Physical Address

**Main Contact:**

Name

Surname

Position

Telephone Number

Facsimile Number

Cellular Number

E-mail Address

**2. SUPPLIER GROUPING DETAILS (Please mark with an X the relevant box)**

1. Public Company

7. Foreign Company

2. Private Company

8. Joint Venture / Consortium

3. Closed Corporation (CC)

9. Section 21 Company

4. Sole Proprietor

10. Government / Parastatals

5. Partnership

11. Co-operative

6. Trust

12. Other (Please specify)

**3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE**

Full details of partners/directors/members/trustees/shareholders (

Name and Surname	Identity number	Personal Income Tax Reference Number	Position	Citizenship

**Note: Certified ID copies of partners, directors, members, trustees, shareholders or owners must be attached.**

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) INFORMATION**

Please mark your **B-BBEE Status credentials with an (X)**

B-BBEE Status	Mark with an (X)
Level 1 Contributor	
Level 2 Contributor	
Level 3 Contributor	
Level 4 Contributor	
Level 5 Contributor	
Level 6 Contributor	
Level 7 Contributor	
Level 8 Contributor	
Non-Compliant Contributor	

**4. DECLARATION**

**Verification of information supplied in this document, including attached documents:**

I/We, the undersigned, warrant that he / she is duly authorised to do so on behalf of the supplier, certifies that the information supplied including the annexures, is correct and accurate and acknowledge that:

If I found that the information supplied is incorrect Southern African Youth Movement will disqualify and remove the supplier from the database.

**TERMS AND CONDITIONS**

- Southern African Youth Movement cannot guarantee business opportunities. All procurement will be subject to the Supply Chain Management Policies of the Department of Cooperative Governance, Southern African Youth Movement, the general conditions of contract, and applicable legislation.
- All suppliers will be subjected to regular performance service review and could be deregistered if service standards are not maintained.
- The validity period of service offer or quotation must be at least 30 (thirty) days.
- Certified documents: Please ensure that The Commissioner of Oath has certified your company registration documents, Identity Documents and other copies.
- The supplier agrees that verification of information supplied may be undertaken against third party sources such as SARS, CIPC, CSD, etc.
- Please notify Southern African Youth Movement immediately of any change to the provided information.
- Please ensure all fields are completed. Incomplete application forms will not be processed.

**Supplier Name** : \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorised Representative**

\_\_\_\_\_  
**Signatory Name in Print**

\_\_\_\_\_  
**Signatory Position:**

\_\_\_\_\_  
**Signatory ID Number:**

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**5. LOCATION WHERE GOODS AND/OR SERVICES MAY BE REQUIRED**

PROSPECTIVE SERVICE PROVIDERS MUST INDICATE BY MEANS OF AN X WHERE GOODS AND SERVICE CAN BE PROVIDED BASED ON THE LOCATION OF THEIR ENTITY. FAILING TO COMPLY WITH THIS CONDITION WILL INVALIDATE THE PROSPECTIVE SUPPLIERS APPLICATION.

**EASTERN CAPE:**

Location	Mark with X
Beyers Naude (Camdebo, Baviaans, Ikhwezi)	
Blue Crane	
Ndlambe	
Makana	
Nelson Mandela Bay Metro	
Kouga	
Koukamma	
Walter Sisulu (Gariiep, Maletswai)	
Siyazenzela	
Senqu	
Enoch Mgijima (Tsolwana, Nkwana, Lukhanji)	
Engcobo	
Inxhuba Yethemba	
Insika Yethu	
Emalahleni	
Sakhisizwe	



## 6. LIST OF COMMODITIES

All suppliers must select a maximum of four (4) categories for their respective service/goods for consideration and inclusion into the database. Should more than 4 categories be selected, only the first 4 will be considered.

Name	Select (X)	Name	Select (X)
<b>Personal Protective Equipment</b>			
Conti-suits/overalls/dust coats		Rain coats	
T-Shirts		Safety boots	
Caps/Hats		Gumboots/Water boots	
Other: (describe)			
<b>Tools and Materials</b>			
Picks & heads		Brooms	
Hoes & heads		Jeyes fluid	
Shovels		Pine gel	
Forks		Degreaser	
Rakes		Bleach	
Lawn Mowers		Handy Andy	
Bush cutters		Sanitizers	
Tree cutters		Toilet papers	
Saws		Disposable nappies	
Wheel barrows		Vaseline	
Watering cans		Soap/liquid	
Water tanks			
Other: (describe)			

<b>Training and Technical Support</b>			
Home-based Care (HBC)			Agriculture
Health and safety			Supply-chain
Handyman			Infrastructure
First Aid			
Other (describe):			
<b>Catering</b>			
Standard Catering (including meat and vegetables)			Kosher
Vegetarian			Halaal
Vegan			