

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF THE ENTITY SMALL ENTERPRISE FINANCE AGENCY (sefa)

All suppliers are herewith invited to register as an approved supplier on the database of **sefa**

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 entity **sefa** 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 sefa.

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 **sefa**. 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.

The Database form must be accompanied with the following:

- Certified copy of Company Registration documents (CIPRO) certificate;
- Shareholders Certificates;
- Certified copy of valid VAT Registration Certificate (where applicable);
- Certified ID copies of owners/shareholders/members;
- Certified copy of B-BBEE certificate issued by a Verification Agency accredited by SANAS / registered Auditor approved by IRBA or an Accounting Officer;
- An original valid Tax Clearance Certificate must be attached;
- Workers compensation fund letter for proof of registration;
- Company profile or individual history, inclusive of relevant experience & expertise; and
- A track record of the company/individual with traceable references.

Applications without the relevant aforementioned information shall be disqualified. You will be informed of the outcome of your application.

When completed please hand deliver to:

**Eco Fusion 5, Block D, 1004 Teak Close, Eco Park, Centurion
For Attention: SEFA - The Supplier Database Administrator
Procurement Officer**

or alternatively send it to:

**Private Bag X28423
SUNNYSIDE
0132
For attention: SEFA - The Supplier Database Administrator**

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by all vendors seeking registration as an approved supplier;
- The questionnaire must be completed in full and be signed;
- A company profile may 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;
- Applicants will be contacted via fax and must therefore submit an operating fax number, failure to comply will result in excluding the supplier from the data base;
- It should be noted that **SEFA** reserves the right to accept or reject any application without being obliged to give any reasons in this respect;
- Suppliers will be notified whether their application was accepted or not;
- Supplier must comply with all the registration-criteria for registration to be finalised - failure to do so may result in the application being declined; and
- An original valid tax clearance certificate must be attached - failure to do so may result in the application being declined.

Supplier detail:

Company / Supplier Name:

Company / Close Corporation Registration Number																																						
VAT registration number (if applicable):																																						
Income tax reference number:																																						
Web Address:																																						
E-Mail Address:																																						
Telephone Number:																																						
Fax Number: (compulsory)																																						
Toll Free Number:																																						
Number of full time employees:																																						

Postal Address: (compulsory)

Physical Address: (compulsory)

Postal Code:																																						

Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

Tax Clearance Certificate Attached	yes	no
Expiry date:		

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 the enterprise	Citizenship	ID Number

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

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 or Entity.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to SMALL ENTERPRISE FINANCE AGENCY
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to SMALL ENTERPRISE FINANCE AGENCY.
- **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 SMALL ENTERPRISE FINANCE AGENCY, 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.

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.

HDI Ownership Status:

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

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%
B-BBEE Level (Attach Certificate / Exemption Letter)	

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- **The information furnished is true and correct;**
- **The Equity Ownership claimed is in accordance with the General Conditions;**
- **Any conflict of interest will be declared in the comment space below;**
- **An official sefa order will be accepted;**
- **Payment of any goods delivered or service rendered will be effected within 30 days from receipt of invoice; and**

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

Comments / Notes / Conflict of Interest:

LIST OF COMMODITIES

NOTE: ONLY 8 WILL BE REGISTERED

Please mark the 8 commodities your company wish to register with X in shaded column next to the commodity

ACCOMMODATION	CLOTHING GENERAL/PROTECTIVE & UNIFORMS
ACCOUNTING & BOOKKEEPING SERVICES	COFFEE & VENDING MACHINES
ADVERTISING	COLLEGES
ADVERTISING & PRINTING SERVICES	COMPUTER CABLING SYSTEMS
AIR CONDITIONING SERVICES AND REPAIRS	COMPUTER COMPONENTS
AIR CONDITIONING SYSTEMS AND CONTRACTORS	COMPUTER CONSUMABLES
ALARM SYSTEMS AND EQUIPMENT	COMPUTER HARDWARE & PRINTERS
ANTI VIRUS SOFTWARE	COMPUTER NETWORKING
ARCHITECTS & ARCHITECTURAL SERVICES	COMPUTER REPAIRS
ARCHIVING SERVICES & SYSTEMS	COMPUTER SERVICE DEVELOPMENT SOFTWARE
ART & CRAFT MATERIALS	COMPUTER SOFTWARE
ASSET MANAGEMENT SYSTEMS	COMPUTER SOLUTIONS
AUCTIONEERS	CONFERENCE CENTRES & FACILITIES
AUDIO VISUAL AIDS & EQUIPMENT	CONSULTING SERVICES
AUDIO VISUAL EQUIPEMENT HIRE	CONSULTING:ACCESS CONTROL SYSTEMS
AUDIO VISUAL PRODUCTIONS	CONSULTING:ASSET MANAGEMENT
AUDIO VISUAL REPAIRS & SERVICES	CONSULTING:ACQUISITION MANAGEMENT
AUDIO VISUAL PRESENTATIONS	CONSULTING:ACTUARIES & REMUNERATION SERVICE
AUDITING SERVICES	CONSULTING:ADVERTISING
AUTOMATION & CONTROL SERVICES	CONSULTING:AIR POLLUTION ENGINEERS
BACKUP SERVICES COMPUTER DATA	CONSULTING:BUSINESS MANAGEMENT
BADGES CONFERENCE,EMBROIDERED, METAL	CONSULTING:BUSINESS SKILLS
BAGS CONFERENCE / TRAVEL / PROMOTIONAL	CONSULTING:CIVIL ENGINEERING
BANKS & FINANCIAL INSTITUTIONS	CONSULTING:COMMUNICATION STRATEGIES & SYSTEMS
BANQUETING & BANQUETING EQUIPMENT	CONSULTING:COMPUTER PROGRAMMING & SOFTWARE
BAR CODE & MAGNETIC CARDS	CONSULTING:COMPUTER SYSTEM & SOLUTIONS
BARCODE SOFTWARE & PRINTERS	CONSULTING:CORPORATE ID
BATTERIES	CONSULTING:DATABASE
BLINDS, AWNINGS	CONSULTING:E-BUSINESS STRATEGIES
BOOKS	CONSULTING:ECONOMIC STRATEGY
BUILDING CONTRACTORS	CONSULTING:ECONOMICS
BUILDING MATERIALS & HARDWARE	CONSULTING:ELECTRICAL ENGINEERS
BUILDING SERVICES	CONSULTING:ELECTRONIC
BUSINESS ADVISORY SERVICES (BAS)	CONSULTING:EMERGENCY & DISASTER MANAGEMENT
BUSINESS ANALYSIS AND DESIGN	CONSULTING:EMPLOYEE BENEFIT & EMPOWERMENT
BUSINESS MANAGEMENT	CONSULTING:EMPLOYEE DEVELOPMENT
BUSINESS PLANS	CONSULTING:ENGINEERS
BUSINESS SOLUTIONS	CONSULTING:ENVIRONMENTAL
BUSINESS STRATEGY DEVELOPMENT	CONSULTING:EXHIBITIONS
BUSINESS TRAINING AND SKILLS SERVICES	CONSULTING:FINANCIAL & SYSTEM INTEGRATION
CABINET MAKERS	CONSULTING:FLEET SERVICES MANAGEMENT
CABLING SYSTEMS & MANAGEMENT	CONSULTING:FORENSIC
CABLING SYSTEM TELEPHONE	CONSULTING:GEOGRAPHICAL INFORMATION
CALL CENTRES & CALL CENTRE SOLUTIONS	CONSULTING:GOVERNANCE
CANDLES	CONSULTING:HEALTH CARE
CARDS IDENTIFICATION	CONSULTING:INFORMATION MANAGEMENT
CARPENTERS * CARPENTRY	CONSULTING:INFRASTRUCTURE
CARPET CLEANING SERVICES	CONSULTING:INTERIOR DECORATION
CARPETS * CARPETING	CONSULTING:LEGAL SERVICES
CARTRIDGES	CONSULTING:LOGISTICAL SERVICES
CATERING EQUIPMENT & EQUIPMENT HIRE	CONSULTING:LOGISTICS SYSTEMS
CATERING SERVICES	CONSULTING:MANAGEMENT TOOLS
CEILING CONTRACTORS	CONSULTING:MARKETING & ADVERTISING
CELLULAR TELEPHONE NETWORK PROVIDERS	CONSULTING:MICRO FINANCE SERVICES
CELLULAR TELEPHONES SALES AND CONTRACTS	GIFTS PROMOTIONAL
CHANGE MANAGEMENT	GLAZING CONTRACTORS
CHARTERED SERVICES AIRCRAFT	GRAPHIC DESIGN SERVICES
CHARTERED ACCOUNTANTS	GUESTHOUSE & LODGES
CONSULTING:MEDIA RELATIONS	HOSPITALITY SERVICES CORPORATE
CONSULTING:MULTIMEDIA	HOTELS
CONSULTING:PERFORMANCE MANAGEMENT	INSTITUTES
CONSULTING:PERSONAL DEVELOPMENT	INTERIOR DECORATORS
CONSULTING:PROJECT MANAGEMENT	INTERIOR DESIGN SERVICES
CONSULTING:PUBLIC RELATIONS & SERVICES	INTERPRETING SERVICES LANGUAGE
CONSULTING:QUALITY CONTROL	INVESTIGATION SERVICES
CONSULTING:RISK MANAGEMENT	LOCKSMITHS
CONSULTING:ROAD ENGINEERS	LOGO : CROCKERY
CONSULTING:SECRETARIAL	LOGO : DESIGN SERVICES
CONSULTING:SKILLS ANALYSIS & DEVELOPMENT	LOGO : EMBROIDERY SERVICES
CONSULTING:STRATEGIC PLANNING & DEVELOPMENT	LOGO : ENGRAVING
CONSULTING:STRESS MANAGEMENT	MAGAZINE PUBLICATIONS
CONSULTING:TELECOMMUNICATION	MAGAZINE SUPPLIERS
CONSULTING:TOWNSHIP & RURAL PROJECTS	MAILING SERVICES (LIKE POST OFFICE)
CONTAINERS & PACKAGING	MAILROOM EQUIPMENT
CORPORATE GIFTS & PRODUCTS	MAPS
COURIER SERVICES	MARKET RESEARCH
CROCKERY & CUTLERY	OFFICE EQUIPMENT
CUPBOARDS BUILT IN	OFFICE FURNITURE
CURIOS	PARTITIONS
CURTAINING, RAILS & ACCESSORIES	PARTITIONING CONTRACTORS
CLEANING CHEMICALS	PEE-GUARDERS (TRADITIONAL AND PROFESSIONAL)
CLEANING EQUIPMENT	PERSONNEL AGENCY
CLEANING SERVICES	PEST CONTROL SERVICES
CLOSED CIRCUIT TV	PHOTOGRAPHY EQUIPMENT
DATA CAPTURING & MANAGEMENT SERVICES	PHOTOGRAPHY SERVICE
DOCUMENT BINDING SERVICES	PLUMBING CONTRACTORS
DOCUMENT DUPLICATING SERVICES	POWER TOOLS
DUPPLICATING EQUIPMENT	PRINTING & DESIGN SERVICES
ELECTRICAL APPLIANCES	PRINTING SERVICES TEXTILE
ELECTRICAL APPLIANCES HOUSEHOLD	PUBLICATIONS
ELECTRICAL COMPONENTS & EQUIPMENT	RECORDING SERVICES SOUND & CONFERENCES
ELECTRICAL CONTRACTORS	RECRUITMENT AGENTS
ELECTRONIC APPLIANCES	RECYCLING SERVICES
ELECTRONIC COMPONENTS & EQUIPMENT	REFRIGERATION EQUIPMENT & REPAIR
ELECTRONIC CONTRACTORS	RESERVES NATURE
EMBROIDERY SERVICES (& LOGO'S)	RESORTS HOLIDAY
EMERGENCY MEDICAL SUPPLIES & EQUIPMENT	RESTAURANTS
ENCODING	ROAD CONSTRUCTION
ENCRYPTION SOFTWARE & SYSTEMS	SAFES & SAFE REMOVAL SERVICES
ENGRAVING SERVICES & EQUIPMENT	SANITARYWARE
ENTERTAINMENT SERVICES (PERFORMERS)	SEMINARS
ENTERTAINMENT FACILITIES	SECURITY
ENTERTAINMENT VENUES & THEATRES	SERVICE PROVIDERS CELLULAR TELEPHONES
EVACUATION SYSTEMS	SHUTTLE SERVICES
EVENT & CONFERENCE MANAGEMENT	SIGNS
EXHIBITION CENTRES	STATIONERY OFFICE BASIC
FACILITATION GENERAL SERVICES	STORAGE SERVICES & FACILITY
FACILITATION SERVICES CONFERENCE	STORAGE SYSTEMS (DOCUMENT & COMPUTER)
FIRE EXTINGUISHING	STRATEGY FACILITATION AND TRAINING
FIRST AID SUPPLIES & EQUIPMENT	TEAM BUILDING
FLAGS & MAPS	TELECOMMUNICATION EQUIPMENT
FLOORING CONTRACTORS	TELECOMMUNICATIONS SYSTEMS
FLOORISTS	TOURS AND TOURISM
FRAMING SERVICES	TRAINING MATERIAL AND SOFTWARE
FRANKING MACHINES & EQUIPMENT	TRAINING
FREIGHT SERVICES (AIR, LAND, SEA)	TRANSLATION SERVICES
FURNITURE	TRANSPORT
FURNITURE REMOVALS (OFFICE FURNITURE)	UNIVERSITIES
	WEB PAGES & DESIGN
	OTHER:

SUPPLIER DETAILS

CREDIT ORDER INSTRUCTION

COMPANY'S FULL TRADING NAME

(please print clearly)

1. I/We hereby request and authorise you to pay any amounts which accrue to me/us to the credit of my/our account with the mentioned bank.

ENTERPRISE REGISTRATION NUMBER

Year	Number

2. I/We understand that the credit tranfer 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/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements.)

(Please attach a copy of the Registration Certificate)

3. I/We also understand that a payment advice will be supplied by sefa in the normal way, and that it will indicate the date on which funds will be available in my/our account.

VAT NUMBER

4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.

IDENTITY NUMBER

5. I / We will not hold sefa liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied to sefa prior to payment.

BUSINESS ADDRESS

Street: _____

Suburb: _____

City: _____

Telephone and area code: () _____

Fax number and area code: () _____

POSTAL ADDRESS

Street: _____

Suburb: _____

City: _____

Code: _____

PAYMENT ADDRESS

Street: _____

Suburb: _____

City: _____

Code: _____

Initials and Surname

Authorised Signature

Date

Name of Bank	_____
Name of Branch	_____
Branch Code	_____
Account Name	_____
Account Number	_____
Account Type*	_____

*Please enter numeric value:

1 = Cheque Account

4 = Bond Account

2 = Savings Account

5 = (Not in use)

3 = Transmission Account

6 = Subscription Account

Please complete this form then post or hand deliver the original to:

SEFA

Private Bag X28423, Sunnyside, 0132

OR

Eco Fusion 5, Block D, 1004 Teak Close

Witch Hazel Avenue, Eco Park, Centurion



DATE STAMP OF BANK

FOR COMPLETION BY BANK OFFICIAL:

Bank account details are hereby certified as being correct:

Name: _____

ID Number: _____

Signature: _____