

# SUPPLIER REGISTRATION FORM

Tshwane Rapid Transit

Version number	1	Document type	Form
Version date	06 June 2019	Document ID number	TRTPMT-FRM 001
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## I. ABBREVIATIONS, ACRONYMS AND DEFINITIONS

ABBREVIATIONS/ ACRONYMS	DESCRIPTION
TRT	Tshwane Rapid Transit
(Pty) Ltd	Proprietary Limited Company
VAT	Value Added Tax
B-BBEE	Broad Based Black Economic Empowerment
SANAS	South African National Accreditation System
IRBA	Independent Regulatory Board of Auditors
CCA	Close Corporation Act
CIPC	Companies and Intellectual Property Commission

This is an application to be accredited for registration on Tshwane Rapid Transit (Pty) Ltd (TRT) Vendor Database for the provision of various goods and services. Kindly complete all the relevant sections and submit this form together with the required supporting documentation to TRT as indicated.

Incomplete submissions will result in unsuccessful accreditation of your application. TRT commits to treating all Vendors information strictly confidential.

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## 1. SECTION A Company Details

BUSINESS DETAILS			
Registered Business Name			
Trading As			
TYPE OF BUSINESS (Tick applicable box)			
Close Corporation	<input type="checkbox"/>	Private Company (Pty) Ltd	<input type="checkbox"/>
Public Company (Limited)	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>
Professional Service Provider	<input type="checkbox"/>	Others	<input type="checkbox"/>

ADDRESS			
Physical Address		Postal Address	
	Code:		Code:
Province			

BUSINESS REGISTRATION			
Business Registration Number		VAT Number (if applicable)	
Tax Number for business		PAYE	

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BANKING DETAILS			
Institution		Account Holder's name	
Branch code		Account number	

CONTACT DETAILS FOR BUSINESS			
Main Contact Person		Mobile number	
Telephone number		Fax number	
Email address		Website	

CONTACT DETAILS FOR ACCOUNTS			
Main Contact Person		Telephone number	
Email Address		Mobile Number	

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## 2. SECTION B Products and Services

<b>PRODUCT(S) OR SERVICE (S) OFFERED</b> (Please tick products or services relevant to your organisation)			
Access Control		Mentoring	
Accommodation		Offsite Documents Storage	
Air Condition Supplier and Maintenance		Office Furniture	
Archiving & Related Services		Office Stationary	
Attorneys		Office Plants (Supply and Maintenance)	
Audio and Video System		Payroll Systems	
Auditing Accounting		Tyres and tyre tubes	
Advertising Bus Insurance		Performance Consultancy Services	
Bus Supplier		Pest Control	
Building Maintenance		Photographers and Video Services	
Blinds and Awnings		Plumbing	
Catering Services		Promotional Material Printing	
CCTV Installation and Maintenance		Protective Clothing	
Cleaning Services		Paper recycling services	
Conference Facilities		Recruitment Agencies	
Courier Services		Repair of Office Furniture/Electrical Equipment	
Consultant Business		Reference Check/Vetting Services	
Due Diligence		Risk Management and Auditing	
Marketing and Branding		Report Writers	
Monitoring and Evaluation		Research	

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Motivational Speakers		Security	
Motor Vehicles/Motorbikes		Sound and storage systems	
MS Office Training		Space design services	
Mechanical Services		Training and Development	
Document editing		Signage	
Electrical appliance		Transcripts and Recording	
Fuel and Ad Blue		Travel agencies	
Electrical Services		Transport and Shuttle Services	
Event Management		Water Coolers (Mineral Water Supply)	
Educational Tools		Surface data logging equipment	
Financial Administration Consultants		Workshop machinery, equipment and supplies	
First Aid Kit Suppliers		Electronic manufacturing , equipment accessories	
Furniture Removal Services		Safety and reuse vehicles	
Flowers		Wheels and wheel trims	
Graphic Designers		Vehicle window and windshields	
Hygiene Services and Consumables		Fuel tank and systems	
IT Support (hardware & software		Interior vehicle lighting	
Labour Lawyers		Location and navigation systems and components	
Labour Relations		Vehicle interior systems	
Scrap and waste material		Vehicle seating system	
Fibers, threads and yarns		Vehicle bodies and trailers	
Uniforms		Power generators	
Medical Assessments		Valves	
Elements and gases		Veterinary equipment and supplier	
Pumps		Vehicle maintenance and repair services	
Lubricants, oil, greases and anti-corrosives		Vehicle body repair/painting	
Directional drilling equipment			
Legal Services		<b>Other Goods/Services (Please specify) :</b>	

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Lease and rental of property or building		
Tax issues and preparation		

### 3. SECTION C Compulsory Documents

**PLEASE ENCLOSE THE FOLLOWING COMPULSORY DOCUMENTS WITH YOUR APPLICATION FORM**

**TICK**

Item No	Documentation required	Included	If not included provide reason
1	A concise company profile (max 5 pages)		
2	Company registration documents		
3	Original and valid Tax Clearance Certificate		
4	VAT registration certificate (for VAT vendors only)		
5	ID copies for all members/partners/directors		
6	Original certified copies of shareholder certificates / CIPRO documents		
7	BBBEE certificate issued by SANAS accredited suppliers or registered auditor approved by IRBA or Accounting Officer as contemplated in the CCA and CIP or if the annual turnover of the organization is less than R5 million, a letter from an accredited accountant to substantiate the		

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	annual turnover for exemption for the BBEE certificate must be provided.		
8	Evidence if you are an Affected Operator		
9	A letter from the bank confirming the banking details or a cancelled cheque		
10	Resolution authorizing the signatory to the proposal to sign and submit the application on the Bidder's behalf.		
11	Any other certificate pertaining to your relevant industry (e.g. For security companies: SIRA or PSIRA, for Catering companies: Health certificate and for Building & construction: CIDB or NHBRC etc.)		
12	Compensation for Occupational Injuries and Diseases (COID) number:		

#### 4. SECTION D Declaration

I, the undersigned (Name).....

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certify that the information mentioned above is correct.

-----  
Signature

-----  
Date

-----  
Position

<b>OFFICE USE ONLY</b>				
Captured by		<b>Initial:</b>	<b>Date</b>	
Checked by		<b>Initial:</b>	<b>Date</b>	

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