

Application for Registration on the Western Cape Supplier Database (WCSD)

Ariba, on behalf of the Western Cape Government, is responsible for populating and maintaining the WCSD. This supplier database serves to enable the effective implementation of Preferential Procurement Policies. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, the Broad Based Black Economic Empowerment Act, (B-BBEE Act), No 53 of 2003, and the Regulations pertaining to these Acts. In terms of the latest Regulations forth-flowing from these Acts, preference points are allowed in accordance with the scores obtained for price and B-BBEE status level of companies, accompanied by an original signed Preference Point Claim form (WCBD 6.1).

The **original**, duly completed, registration form with accompanying documentation must be submitted to:

Ariba
SAP Africa, 4 Waterford Place, 2nd Floor, Century City,
Cape Town

Ariba
PO Box 1207, Cape Town, 8000

Direct enquiries to the Western Cape Supplier Database Helpdesk - Tel: 0861 – 225577 or 021 – 680 4666 Email: supplierdatabase@ariba.com Fax: 021 – 441 1288

PLEASE KEEP COPIES OF THIS REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS

Name of Business

[illegible]

Trading Name

	Y	N	N/A
Company Registration Document (Certified Copy)			
An Original Valid Tax Clearance Certificate (TCC)			
VAT Registration number to appear on the TCC if VAT registered			
U.I.F Registration number to appear on the TCC if registered for U.I.F			
Security Officer's Board Certificate (applicable to security services only) (Copy)			
Contractors Registration Certificate (applicable to construction industry only)(Copy)			
Co-Operatives – Registration Certificate (Certified Copy)			
B-BBEE Rating Certificate (Original Certified copy)			
Declaration of Interest – WCBD 4 (Original)			
Identity Document for Certificate of Correctness Signatory (Original Certified Copy)			
Preference Point Claim Form - WCBD 6.1 (Original)			

3.1 Sales Department

[illegible][illegible]

Y	N

Multiple copies of this page may be submitted if required.

[illegible]

Name / Area																			
Physical Address																			
	City															Code			
	Province																		
Telephone										Fax									

[illegible]

Name / Area																				
Physical Address																				
City																		Code		
Province																				
Telephone											Fax								Fax	

4.1 CORE BUSINESS OPERATION (MANDATORY FIELD)* **(Mark with X in applicable fields)*

Prime Contractor	☐	Sub-Contractor (less than 25 % generated turnover as prime contractor)	☐	Labour-only Contractor	☐
Supplier	☐	Manufacturer	☐	Legal Service Provider*	☐
Professional Services BUILT Environment	☐	Education, Training and Development Service Provider (ETD)	☐	Other**	☐

**Other, please specify _____

For more detail relating to your classification on the WCSD and commodity grouping, pages 8 and 9A, B and C of this registration form must also be completed.

5.1 ANNUAL AVERAGE TURNOVER*Indicate annual average turnover excluding Value Added Tax during the past three **years (If applicable)**:

1	R	2	R	3	R
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5.2 FINANCIAL DETAILS (BANKING)

Banking institution name																			
Branch																			
Branch Code																			
Town / City																			
Banking account number																			
Account holders name																			
Account Type																			

NB. MANDATORY REQUIREMENT

The template below must be completed, signed and stamped by your Bank to validate the financial data above.

<u>DATE STAMP OF BANK</u>	<u>FOR COMPLETION BY BANK OFFICIAL</u>
	<u>Bank Official's Detail</u>
	Name
	ID
	Number
	Signature
	Branch
	Tel Nr
	<u>Supplier's Detail</u>
	Account nr
	Branch Code

6.1 OWNERS AND SHAREHOLDERS

List all persons who are shareholders/owners in the business

Multiple copies of this page may be submitted, as needed.

Name of Holding company/trust																				
Percentage Share																				%

First Name																						
Surname																						
Identification Number																						
Percentage Share																				%		
Gender																			M	F		
Race Group																			A	C	I	W
Disabled																					Y	N

First Name																						
Surname																						
Identification Number																						
Percentage Share																				%		
Gender																			M	F		
Race Group																			A	C	I	W
Disabled																					Y	N

6.2 PARTICULARS OF EMPLOYEES

State the total number of permanent and temporary staff employed.

	MALE	
	Permanent	Temporary
AFRICAN		
COLOURED		
INDIAN		
WHITE		
DISABLED		

	FEMALE	
	Permanent	Temporary

7. CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WHO WARRANTS THAT I AM DULY AUTHORISED ON BEHALF OF THE SUPPLIER TO CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IN ITS SEMI-COMPLETE, COMPLETE AND AMENDED STATES, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE WITH THE DATE OF VERIFICATION DATE AS THE EFFECTIVE DATE AND ACKNOWLEDGES THAT: -

1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
2. If the information supplied is found to be incorrect then the client (Western Cape Government) may, in addition to any remedies it may have: -
 - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
 - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or
 - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

SIGNED ON THIS _____ DAY OF _____ 201__ AT _____

(SIGNATURE)

IN HIS /HER CAPACITY AS

(PRINT NAME)

ON BEHALF OF THE (SUPPLIER'S NAME) _____

IMPORTANT NOTICE

Your Tax Clearance Certificate and B-BBEE Rating Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate and an original valid certified copy of the B-BBEE Rating Certificate on or before the expiry of the currently housed Certificates, as well as an updated Declaration of Interest (WCBD 4) and Preference Points Claim Form (WCBD 6.1)

As a valid Tax Clearance Certificate and Declaration of Interest (WCBD 4) are mandatory requirements to conduct business with the Western Cape Government, failure to submit these will result in your immediate suspension on the WCSD, only to be lifted when the relevant valid documentation are submitted. Whilst in suspension, companies will be regarded as non-compliant and no quotes or tenders of such companies will be considered.

8. CLASSIFICATION ON WESTERN CAPE SUPPLIER DATABASE

IN ORDER TO BE IDENTIFIED / SOURCED AS A POTENTIAL SERVICE PROVIDER, YOUR BUSINESS NEEDS TO BE CLASSIFIED CORRECTLY.

Tick the appropriate block to indicate the correct classification of your company as a service provider:

Goods & Services	☐	Engineering & Construction	☐	Built Environment Consultant / Professional Service Provider	☐	Education, Training & Development	☐	Legal Services	☐
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To assist us in the categorization process and to ensure that your company is correctly classified, we require a short summary of your core business and key words that best describe your business operations and any specialisations.

Our core business is:

Key Words:

Specializations:

Trade Name:

Legal Name:

Co. Registered Code:

Please tick the appropriate block (s) applicable to your core business

Commodity list	Tick Block	Commodity list	Tick Block
Live Plant and Animal Material and Accessories and Supplies		Accessories and Supplies	
Live animals	1010	Material handling machinery and equipment	2410
Domestic pet products	1011	Containers and storage	2411
Animal feed	1012	Packaging materials	2412
Animal containment and habitats	1013	Industrial refrigeration	2413
Saddlery and harness goods	1014	Packing supplies	2414
Seeds and bulbs and seedlings and cuttings	1015	Components	
Floriculture and silviculture products	1016	Motor vehicles	2510
Fertilizers and plant nutrients and herbicides	1017	Marine transport	2511
Pest control products	1019	Railway and tramway machinery and equipment	2512
Mineral and Textile and Inedible Plant and Animal Materials		Aircraft	2513
Minerals and ores and metals	1110	Spacecraft	2515
Earth and stone	1111	Non motorized cycles	2516
Non edible plant and forestry products	1112	Transportation components and systems	2517
Non edible animal products	1113	Vehicle bodies and trailers	2518
Scrap and waste materials	1114	Transportation services equipment	2519
Fibers and threads and yarns	1115	Aerospace systems and components and equipment	2520
Fabrics and leather materials	1116	Power Generation and Distribution Machinery and Accessories	
Alloys	1117	Power sources	2610
Metal oxide	1118	Batteries and generators and kinetic power transmission	2611
Metal waste and scrap	1119	Electrical wire and cable and harness	2612
Chemicals including Bio Chemicals and Gas Materials		Power generation	2613
Explosive materials	1213	Atomic and nuclear energy machinery and equipment	2614
Elements and gases	1214	Tools and General Machinery	
Additives	1216	Hand tools	2711
Colorants	1217	Hydraulic machinery and equipment	2712
Waxes and oils	1218	Pneumatic machinery and equipment	2713
Solvents	1219	Automotive specialty tools	2714
Compounds and mixtures	1235	Supplies	
Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials		Structural materials and basic shapes	3010
Rubber and elastomers	1310	Concrete and cement and plaster	3011
Resins and rosins and other resin derived materials	1311	Roads and landscape	3012
Paper Materials and Products		Structural building products	3013
Paper materials	1410	Insulation	3014
Paper products	1411	Exterior finishing materials	3015
Industrial use papers	1412	Interior finishing materials	3016
Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		Doors and windows and glass	3017
Fuels	1510	Plumbing fixtures	3018
Gaseous fuels and additives	1511	Construction and maintenance support equipment	3019
Lubricants and oils and greases and anti corrosives	1512	Prefabricated structures	3020
Fuel for nuclear reactors	1513	Permanent structures	3022
Mining and Well Drilling Machinery and Accessories		Portable Structures	3023
Mining and quarrying machinery and equipment	2010	Portable Structure Building Components	3024
Well drilling and operation equipment	2011	Manufacturing Components and Supplies	
Oil and gas drilling and exploration equipment	2012	Castings	3110
Oil and gas drilling and operation materials	2013	Extrusions	3111
Oil and gas operating and production equipment	2014	Machined castings	3112
Farming and Fishing and Forestry and Wildlife Machinery and Accessories		Forgings	3113
Agricultural and forestry and landscape machinery and equipment	2110	Moldings	3114
Fishing and aquaculture equipment	2111	Rope and chain and cable and wire and strap	3115
Building and Construction Machinery and Accessories		Hardware	3116
Heavy construction machinery and equipment	2210	Bearings and bushings and wheels and gears	3117
Industrial Manufacturing and Processing Machinery and Accessories		Gaskets and seals	3118
Raw materials processing machinery	2310	Grinding and polishing and smoothing materials	3119
Petroleum processing machinery	2311	Adhesives and sealants	3120
Textile and fabric machinery and accessories	2312	Paints and primers and finishes	3121
Lapidary machinery and equipment	2313	Dyeing and tanning extracts	3122
Leatherworking repairing machinery and equipment	2314	Machined raw stock	3123
Industrial process machinery and equipment and supplies	2315	Industrial optics	3124
Foundry machines and equipment and supplies	2316	Pneumatic and hydraulic and electric control systems	3125
Industrial food and beverage equipment	2318	Housings and cabinets and casings	3126
Mixers and their parts and accessories	2319	Machine made parts	3127
Mass transfer equipment	2320	Stampings and sheet components	3128
Electronic manufacturing machinery and equipment and accessories	2321	Machined extrusions	3129
Chicken processing machinery and equipment	2322	Machined forgings	3130
Sawmilling and lumber processing machinery and equipment	2323	Fabricated pipe assemblies	3131
Metal cutting machinery and accessories	2324	Fabricated bar stock assemblies	3132
Metal forming machinery and accessories	2325	Fabricated structural assemblies	3133
Rapid prototyping machinery and accessories	2326	Fabricated sheet assemblies	3134
Welding and soldering and brazing machinery and accessories and supplies	2327	Fabricated tube assemblies	3135
Metal treatment machinery	2328	Fabricated plate assemblies	3136
		Refractories	3137
		Magnets and magnetic materials	3138

Commodity list	Tick Block	Commodity list	Tick Block
Electronic Components and Supplies		Sports and Recreational Equipment and Supplies and Accessories	
Printed circuits and integrated circuits and microassemblies	3210	Collectibles and awards	4910
Discrete semiconductor devices	3211	Camping and outdoor equipment and accessories	4912
Passive discrete components	3212	Fishing and hunting equipment	4913
Electronic hardware and component parts and accessories	3213	Watersports equipment	4914
Electron tube devices and accessories	3214	Winter sports equipment	4915
Automation control devices and components and accessories	3215	Field and court sports equipment	4916
Supplies		Gymnastics and boxing equipment	4917
Lamps and lightbulbs and lamp components	3910	Target and table games and equipment	4918
Lighting fixtures and accessories	3911	Fitness equipment	4920
Electrical equipment and components and supplies	3912	Other sports	4921
Electrical wire management devices and accessories and supplies	3913	Sports equipment and accessories	4922
Distribution and Conditioning Systems and Equipment and Components		Recreation and playground and swimming and spa equipment and supplies	4924
Heating and ventilation and air circulation	4010	Food Beverage and Tobacco Products	
Fluid and gas distribution	4014	Fruits and vegetables and nuts and seeds	5010
Industrial pumps and compressors	4015	Meat and poultry products	5011
Industrial filtering and purification	4016	Seafood	5012
Laboratory and Measuring and Observing and Testing Equipment		Dairy products and eggs	5013
Laboratory and scientific equipment	4110	Edible oils and fats	5015
Measuring and observing and testing instruments	4111	Chocolate and sugars and sweeteners and confectionary products	5016
Laboratory supplies and fixtures	4112	Seasonings and preservatives	5017
Medical Equipment and Accessories and Supplies		Bread and bakery products	5018
Veterinary equipment and supplies	4212	Prepared and preserved foods	5019
Medical apparel and textiles	4213	Beverages	5020
Patient care and treatment products and supplies	4214	Tobacco and smoking products and substitutes	5021
Dental equipment and supplies	4215	Cereal and pulse products	5022
Dialysis equipment and supplies	4216	Drugs and Pharmaceutical Products	
Emergency and field medical services products	4217	Anti infective drugs	5110
Patient exam and monitoring products	4218	Antineoplastic agents	5111
Medical facility products	4219	Cardiovascular drugs	5112
Medical diagnostic imaging and nuclear medicine products	4220	Hematologic drugs	5113
Independent living aids for the physically challenged	4221	Central nervous system drugs	5114
Intravenous and arterial administration products	4222	Autonomic nervous system drugs	5115
Clinical nutrition	4223	Drugs affecting the respiratory tract	5116
Orthopedic and prosthetic and sports medicine products	4224	Drugs affecting the gastrointestinal system	5117
Physical and occupational therapy and rehabilitation products	4225	Hormones and hormone antagonists	5118
Postmortem and mortuary equipment and supplies	4226	Agents affecting water and electrolytes	5119
Respiratory and anesthesia and resuscitation products	4227	Immunomodulating drugs	5120
Medical sterilization products	4228	Miscellaneous drug categories	5121
Surgical products	4229	Drugs affecting the ears, eye, nose and skin	5124
Medical training and education supplies	4230	Veterinary nutritional supplement	5125
Wound care products	4231	Domestic Appliances and Supplies and Consumer Electronic Products	
Information Technology Broadcasting and Telecommunications		Floor coverings	5210
Communications Devices and Accessories	4319	Bedclothes and table and kitchen linen and towels	5212
Components for information technology or broadcasting or telecommunications	4320	Window treatments	5213
Computer Equipment and Accessories	4321	Domestic appliances	5214
Data Voice or Multimedia Network Equipment or Platforms and Accessories	4322	Domestic kitchenware	5215
Software	4323	Consumer electronics	5216
Office Equipment and Accessories and Supplies		Domestic wall treatments	5217
Office machines and their supplies and accessories	4410	Apparel and Luggage and Personal Care Products	
Office and desk accessories	4411	Clothing	5310
Office supplies	4412	Footwear	5311
Printing and Photographic and Audio and Visual Equipment and Supplies		Luggage and handbags and packs and cases	5312
Printing and publishing equipment	4510	Personal care products	5313
Audio and visual presentation and composing equipment	4511	Sewing supplies and accessories	5314
Photographic or filming or video equipment	4512	Timepieces and Jewelry and Gemstone Products	
Photographic and recording media	4513	Jewelry	5410
Photographic filmmaking supplies	4514	Timepieces	5411
Defense and Law Enforcement and Security and Safety Equipment and Supplies		Gemstones	5412
Light weapons and ammunition	4610	Published Products	
Conventional war weapons	4611	Printed media	5510
Missiles	4612	Electronic reference material	5511
Rockets and subsystems	4613	Signage and accessories	5512
Launchers	4614	Furniture and Furnishings	
Law enforcement	4615	Accommodation furniture	5610
Public safety and control	4616	Commercial and industrial furniture	5611
Security surveillance and detection	4617	Classroom and instructional and institutional furniture and fixtures	5612
Personal safety and protection	4618	Merchandising furniture and accessories	5613
Fire protection	4619		

Commodity list		Tick Block	Commodity list		Tick Block
Cleaning Equipment and Supplies			Educational Equipment and Materials and Accessories and Supplies		
Water and wastewater treatment supply and disposal	4710		Developmental and professional teaching aids and materials and accessories and supplies	6010	
Industrial laundry and dry cleaning equipment	4711		Classroom decoratives and supplies	6011	
Janitorial equipment	4712		Arts and crafts equipment and accessories and supplies	6012	
Cleaning and janitorial supplies	4713		Musical instruments and parts and accessories	6013	
			Toys and games	6014	
Service Industry Machinery and Equipment and Supplies			Editorial and Design and Graphic and Fine Art Services		
Institutional food services equipment	4810		Advertising	8210	
Vending machines	4811		Writing and translations	8211	
Gambling or wagering equipment	4812		Reproduction services	8212	
Farming and Fishing and Forestry and Wildlife Contracting Services			Photographic services	8213	
Fisheries and aquaculture	7010		Graphic design	8214	
Horticulture	7011		Professional artists and performers	8215	
Livestock services	7012		Public Utilities and Public Sector Related Services		
Land and soil preparation and management and protection	7013		Utilities	8310	
Crop production and management and protection	7014		Telecommunications media services	8311	
Forestry	7015		Information services	8312	
Wildlife and flora	7016		Financial and Insurance Services		
Water resources development and oversight	7017		Development finance	8410	
Mining and oil and gas services			Accounting and auditing	8411	
Mining services	7110		Banking and investment	8412	
Oil and gas exploration services	7111		Insurance and retirement services	8413	
Well drilling and construction services	7112		Credit agencies	8414	
Oil and gas extraction and production enhancement services	7113		Healthcare Services		
Oil and gas restoration and reclamation services	7114		Comprehensive health services	8510	
Oil and gas data management and processing services	7115		Disease prevention and control	8511	
Oil and gas well project management services	7116		Medical practice	8512	
Building and Construction and Maintenance Services			Medical science research and experimentation	8513	
Building construction and support and maintenance and repair services	7210		Alternative and holistic medicine	8514	
General building construction	7213		Food and nutrition services	8515	
Industrial Production and Manufacturing Services			Medical Surgical Equipment Maintenance Refurbishment and Repair Services	8516	
Plastic and chemical industries	7310		Education and Training Services		
Wood and paper industries	7311		Vocational training	8610	
Metal and mineral industries	7312		Alternative educational systems	8611	
Food and beverage industries	7313		Educational institutions	8612	
Fibers and textiles and fabric industries	7314		Specialized educational services	8613	
Manufacturing support services	7315		Educational facilities	8614	
Machinery and transport equipment manufacture	7316		Travel and Food and Lodging and Entertainment Services		
Manufacture of electrical goods and precision instruments	7317		Restaurants and catering	9010	
Machining and processing services	7318		Hotels and lodging and meeting facilities	9011	
Industrial Cleaning Services			Travel facilitation	9012	
Decontamination services	7610		Performing arts	9013	
Cleaning and janitorial services	7611		Commercial sports	9014	
Refuse disposal and treatment	7612		Entertainment services	9015	
Toxic and hazardous waste cleanup	7613		Personal and Domestic Services		
Environmental Services			Personal appearance	9110	
Environmental management	7710		Domestic and personal assistance	9111	
Environmental protection	7711		National Defense and Public Order and Security and Safety Services		
Pollution tracking and monitoring and rehabilitation	7712		Public order and safety	9210	
Pollutants tracking and monitoring and rehabilitation services	7713		Military services and national defense	9211	
Transportation and Storage and Mail Services			Security and personal safety	9212	
Mail and cargo transport	7810		Politics and Civic Affairs Services		
Passenger transport	7811		Political systems and institutions	9310	
Material packing and handling	7812		Socio political conditions	9311	
Storage	7813		International relations	9312	
Transport operations	7814		Humanitarian aid and relief	9313	
Transportation repair or maintenance services	7818		Community and social services	9314	
Management and Business Professionals and Administrative Services			Public administration and finance services	9315	
Management advisory services	8010		Taxation	9316	
Human resources services	8011		Trade policy and regulation	9317	
Legal services	8012		Organizations and Clubs		
Real estate services	8013		Work related organizations	9410	
Marketing and distribution	8014		Religious organizations	9411	
Trade policy and services	8015		Clubs	9412	
Business administration services	8016		Civic organizations and associations and movements	9413	
Engineering and Research and Technology Based Services					
Professional engineering services	8110				
Computer services	8111				
Economics	8112				
Statistics	8113				
Manufacturing technologies	8114				
Earth science services	8115				
Information Technology Service Delivery	8116				