



SUPPLIER REGISTRATION FORM PIC CORPORATE (Regional offices-Cape Town and Durban)

This is an application for registration on the PIC supplier database for products & services.

Title (Prof./ Dr / Mr / Mrs / Ms/) and Surname _____

(if sole proprietor)

Name of Business: _____

(Contracts/orders will be issued on this name and invoices must reflect it)

Trading Name: _____

Previous Name of business: _____

Physical address of business:

Code: _____

Postal address

Code: _____

Business Landline Code: _____ Number: _____

Business e-mail: _____ Business Fax: _____



Sales Contact: _____ Contact Number: _____

Accounts Contact: _____ Contact Number: _____

Business registration number (if applicable) _____

(in case of sole proprietor, please furnish identity number)

Tax number of business: (if applicable) _____

VAT Registration number: (if applicable) _____

Bank Information:

**Please attach an original cancelled cheque or an original bank verification letter.*

Bank: _____ Branch code: _____

Branch Location: _____

Account Holder : _____

Bank Account number: _____ Account type: _____

All payments will be made electronically directly to your bank account.

Kindly note that it will be your responsibility to inform PIC in writing, of any changes in your banking details.

Compulsory documentation to be submitted

Documents	Indicate yes/no
Valid Tax Clearance Certificate	
CIPRO Docs (If Applicable)	
ID Documents of Board of Directors, members, owners, shareholders or executive committee	
BEE Certificate issued by a SANAS accredited BEE verification agency) (For turnover over above R 5 million) Letter from auditor/ accountant if annual turnover is less than R5 mill and no BEE verification is	

conducted.	
Cancelled Cheque/Letter with bank stamp from bank	

Nature of Business: New applications

◆ Describe main business activities:

Maintenance and repairs	Tick if applicable to your business	KZN	Western Cape
Installation and maintenance of Audiovisual equipment			
Carpets/tiling			
Electrical appliances			
Electrician			
General handyman (including moving and repairing of furniture)			
Installation of Audiovisual equipment (DSTV, TV's etc.)			
Installation of data points			
Installation of shelves, kitchen units and storage units			
Installation of telephone points			
Kitchen appliances			
Locksmith			
Plumber			
Removal companies			
Safe removals			

Hiring of furniture and equipment			
Cutlery and Crockery			
Marquees Tent			
Stackable chairs and tables			
Table cloths			

Health and safety equipment			
First Aid Kit			
Fire equipment			

Emergency gear (hard hats, reflector jackets)			
Other emergency equipment			
Maintenance and repairs of fire equipment			

Kitchen appliances			
Office equipment			
Binding Machines			
Laminating Machines			
Shredders			
Voice recording systems			
Gelatine (Paper cutter)			
Franking machine and postage services			
Maintenance and repairs of office equipment			

Office Furniture			
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Other			
Accommodation (relocation of employees)			
Fixed Asset verification			
Bulk shredding of documentation			
Catering services			
Courier services			
Cutlery and crockery			
Florist			
Laundry services/Dry cleaning			
Newspaper and magazines suppliers and deliveries			
Paper recycling			
Printing			
Shuttle Services			
Stationery (including printing, supply and delivery of envelopes)			
Supply and delivery of groceries			
Teambuilding activities (present teambuilding activities.			
Venues and accommodation for teambuilding/management breakaway /conferences			

Valuation of furniture and equipment Consultant Services				
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Turnover:

◆ Annual Turnover for last 3 years:

Addresses:

Physical address: Physical address:
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Tel no:..... Tel no:.....

Fax no:..... Fax no:.....

PO Box/Private Bag..... PO Box/Private Bag.....

City:..... City:.....

Code:..... Code:.....

Registered Professional name..... Registered Professional name.....

Physical address: Physical address.....
.....

Tel no:..... Tel no:.....

Fax no:..... Fax no:.....



PO Box/Private Bag.....

PO Box/Private Bag.....

City:.....

City:.....

Code:.....

Code:.....

Registered Professional name.....

Registered Professional name.....

Attach list if space provided is inadequate

MANAGEMENT							
List all the Board of directors, Partners, members, Executive committee or Shareholders. (Please attach separate page if space provided is not sufficient).							
Name	ID	Citizenship	Gender	Race	Disability	Capacity	%Shareholding

TERMS AND CONDITIONS

- The application form must be completed and signed in full.
- All the required and supportive documentation must be submitted in original or certified copy with the application form.
- Failure to complete the documentation and/or to submit requested documentation will result in excluding you as supplier from the database.
- The Public Investment Corporation reserves the right to validate all information submitted and any misrepresentations of facts will result in automatic disqualification of the supplier.
- Hard copies must be delivered to the Public Investment Corporation in the Tender Box at entrance:
Block C, Riverwalk Office Park
41 Matroosberg Road, Ashlea Gardens
Extension 6, Menlo Park
- Soft copy must be email to supplierdatabase@pic.gov.za.
- It is the responsibility of the supplier to update the PIC of any changes in information submitted on the questionnaire in writing.
- The Supplier must supply a valid tax clearance and valid BEE certificate where applicable annually.
- Failure to complete the documentation and/or to submit requested documentation will result in excluding you as supplier from the database.
- Any applications of **Electricians** must be submitted with a proof of registration at the Department of Labour's Electrical Compliance Board. Proof of registration must be submitted with the application. **Failure to submit proof of registration will invalidate the application.**
- Any applications of **plumbers** must be submitted with proof of registration at the Plumbing Registration Board. Proof of registration must be submitted with the application. **Failure to submit proof of registration will invalidate the application.**
- All goods supplied must be **SABS** approved.
- **Registration on the PIC's supplier database does not guarantee securing work from the PIC.**



Declaration

I _____ hereby declare, in my capacity as _____ and duly authorized thereto, that the information provided in the above questionnaire is to my knowledge factually correct and that I or any of the director's of the organisation are not related to any directors or employees of the PIC.

Signed at _____ this _____ day of _____

Signature

Designation