



NATIONAL DEPARTMENT OF HEALTH  
REPUBLIC OF SOUTH AFRICA  
Private Bag X 828 PRETORIA, 0001  
Tel: (012) 312-0000  
Fax (012) 312-0322

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**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON  
THE DATABASE OF THE NATIONAL DEPARTMENT OF HEALTH**

All suppliers are herewith invited to register as an approved supplier on the database of the Department.

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 Department 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 the National Department of Health.**

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 the Department. 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.** Please note that a valid Tax Clearance Certificate must be attached.

When completed this questionnaire, please fax to: Within 14 days after received.

**(012) 312-0322  
For Attention: The Supplier Database Administrator  
Procurement Office**

or alternatively send it to:

**National Department of Health, Private Bag X 828, Pretoria, 0001, or by hand at HALLMARK  
Building 231 Proes street, Pretoria  
at the reception  
For attention: The Supplier Database Administrator  
Procurement Office**

# 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 the DTI reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notify** whether application was accepted or not but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **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:																								
<b>Fax Number:</b> (compulsory)																								
Toll Free Number:																								
Number of full time employees:																								

Postal Address: (compulsory)

Physical Address:

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)

<b>Tax Clearance Certificate Attached</b>	yes	no
Expiry date:		



	<b>1. Sales/Distribution/Wholesales</b>		OFFICE AUTOMATION EQUIPMENT
	ACCOUNTING SYSTEMS SOFTWARE		OFFICE CONSUMABLES
	ARTWORK & PAINTINGS		OFFICE EQUIPMENT
	ASSET MANAGEMENT SYSTEMS		OFFICE FURNITURE
	AUDIO VISUAL AIDS & EQUIPMENT		PACKAGING MATERIALS
	BADGES CONFERENCE,EMBROIDER ED, METAL		PAINT SUPPLIES
	BAGS CONFERENCE / TRAVEL / PROMOTIONAL		PERISHABLES SUPPLIERS
	BATTERIES		PHOTOGRAPHY EQUIPMENT
	BEVERAGES & ALCOHOL		PRINTING CONSUMABLES
	BLINDS, AWNINGS		RECREATIONAL SUPPLIES
	BUILDING MATERIALS & HARDWARE		REFRIGERATION & AIR CONDITIONING
	CANDLES		SANITARYWARE
	CARTRIDGES		SECURITY & ACCESS CONTROL EQUIPMENT
	CATERING EQUIPMENT & EQUIPMENT HIRE		SOUND & MUSIC SYSTEMS/EQUIPMENT
	CELLULAR TELEPHONES		STATIONERY OFFICE BASIC
	CLEANING CHEMICALS		STORAGE SYSTEMS (DOCUMENT & COMPUTER)
	CLOSED CIRCUIT TV		TELECOMMUNICATION EQUIPMENT
	CLOTHING GENERAL/PROTECTIVE & UNIFORMS		TRAINING MATERIALS & SOFTWARE
	COFFEE & VENDING MACHINES		VEHICLES
	COMPUTER CABLING SYSTEMS		<b>2. Other Service</b>
	COMPUTER COMPONENTS		ASSURANCE COMPANIES
	COMPUTER CONSUMABLES		BAKERIES
	COMPUTER HARDWARE & PRINTERS		BANKS & FINANCIAL INSTITUTIONS
	COMPUTER NETWORKING		BREWERIES & BAR REQUISITES
	COMPUTER SOFTWARE		BROKERS FINANCE
	CONFERENCE ACCESSORIES		BROKERS INSURANCE
	CONFERENCING SYSTEMS		BROKERS LABOUR
	CORPORATE GIFTS & PRODUCTS		CALL CENTRES & CALL CENTRE SOLUTIONS
	COSMETICS		COLLEGES
	CROCKERY & CUTLERY		CONFERENCE CENTRES & FACILITIES
	CURTAINING, RAILS & ACCESSORIES		CURIOS
	DAIRY & RELATED PRODUCTS		ENTERTAINMENT FACILITIES
	DRAWING OFFICE EQUIPMENT		ESTATE AGENCIES & CONSULTANTS
	DRUMS COPIERS		EXHIBITION CENTRES
	ELECTRICAL APPLIANCES		FLORISTS
	ELECTRICAL COMPONENTS & EQUIPMENT		GOVERNMENT SERVICES
	ELECTRONIC APPLIANCES		GUESTHOUSE & LODGES
	ELECTRONIC COMPONENTS & EQUIPMENT		HOTELS
	FIRE EXTINGUISHING		INSTITUTES
	FLAGS & MAPS		LIBRARIES
	FURNITURE		MEDICAL PRACTITIONERS
	GIFTS PROMOTIONAL		MINERAL & MINING
	INTERCOMMUNICATION SYSTEMS		PHARMACEUTICALS
	INVESTIGATION SERVICES		PUBLICATIONS
	LABORATORY CONSUMABLES & EQUIPMENT		PUBLISHERS
	LOGO : CROCKERY		QUANTITY SURVEYERS
	LOGO : DESIGN SERVICES		RECRUITMENT AGENTS
	LOGO : EMBROIDERY SERVICES		RESTAURANTS
	LOGO : ENGRAVING		TEACHERS & EDUCATORS
	MAILROOM EQUIPMENT		TECHNICON
	MEDICAL EQUIPMENT AND CONSUMABLES		TOURS AND TOURISM
	MEDICAL SUPPLIES		UNIVERSITIES
	MINING PRODUCTS		UPHOLSTERERS

	<b>3. General Services</b>		<b>4. Construction</b>
	DATA COLLECTION SYSTEMS		AIR CONDITIONING SYSTEMS
	DOCUMENT BINDING SERVICES		BLASTING CONTRACTORS
	DOCUMENT DUPLICATING SERVICES		BOILERS
	DOCUMENT STORAGE SOFTWARE		BUILDING CONTRACTORS
	DRAIN CLEANING SERVICES		CABINET MAKERS
	DRAUGHTING SERVICES		CARPENTERS * CARPENTRY
	DRY CLEANING SERVICES		CARPETS
	EDITING SERVICES		CEILING CONTRACTORS
	ENCODING		CONCRETE PRODUCTS
	ENCRYPTION SOFTWARE & SYSTEMS		CONSTRUCTION CONTRACTORS
	ENGRAVING SERVICES & EQUIPMENT		CUPBOARDS BUILT IN
	ENTERTAINMENT SERVICES (TOURISTS)		ELECTRICAL CONTRACTORS
	ENVIRONMENTAL SERVICES		ELEVATORS & CONVEYORS
	EQUITY DEALING SERVICES		EVACUATION SYSTEMS
	FACILITATION GENERAL SERVICES		GLAZING CONTRACTORS
	FRAMING SERVICES		HARDWARE & BUILDING SUPPLIES
	FREIGHT SERVICES (AIR, LAND, SEA)		IRRIGATION CONTRACTORS
	FURNITURE REMOVALS (OFFICE FURNITURE)		LANDSCAPING / EARTHWORKING
	GARDENING SERVICES		LIGHTING CONTRACTORS
	GRAPHIC DESIGN SERVICES		LOADERS & LIFTS
	ID CARD PERSONALISATION SYSTEMS		LOCKSMITHS
	IMAGING SERVICES		PAINTING CONTRACTORS
	IMPORT & EXPORT SERVICES		PARTITIONING CONTRACTORS
	INFORMATION SERVICES		PAVING CONTRACTORS
	INSPECTION SERVICES		PLUMBING CONTRACTORS
	LABELS & LABELING SERVICES		POWER TOOLS
	LEGAL INVESTIGATIONS & SERVICES		ROAD CONSTRUCTION
	MANUFACTURING SERVICE		ROOFING CONTRACTORS
	MEDICAL EQUIPMENT MAINTENANCE & REPAIRS		TILING CONTRACTORS
	PEST CONTROL SERVICES		WATER INSTALLATIONS / RETICULATIONS
	PHOTOGRAPHY SERVICE		WATER PUMPS
	PLOTTING SERVICES		WATERPROOFING CONTRACTORS
	PRINTING & DESIGN SERVICES		WINDOW FITTINGS & GLASS
	PROGRAMMING		WORKSHOP EQUIPMENT
	QUALITY CONTROL SERVICES		
	RECYCLING SERVICES		<b>5. Other not listed</b>
	REMOVAL SERVICES FURNITURE		
	RENOVATION SERVICES		
	SAFES & SAFE REMOVAL SERVICES		
	SECURITY & ACCESS CONTROL SYSTEMS		
	SHUTTLE SERVICES		
	TELECOMMUNICATIONS SYSTEMS		
	TRANSLATION SERVICES		
	TRANSPORT SERVICES (GOODS)		
	VEHICLES HIRING		
	VEHICLES INDUSTRY		
	WASTE DISPOSAL		
	WEB PAGES & DESIGN		
	WEB SOLUTIONS DESIGN & MAINTANANCE		
	WORKSHOP FACILITATIONS		

## 6. Services: Consulting, Training and Development

Develop	Training	Consult	Description	Develop	Training	Consult	Description
			ACOUSTIC SERVICES & MATERIALS				FINANCIAL PLANNING
			ACQUISITION MANAGEMENT				FINANCIAL SYSTEMS
			ACTUARIES & REMUNERATION SERVICE				GENDER EQUITY
			ADMINISTRATION				GEOLOGICAL SERVICES
			ADMINISTRATION EMPLOYEE				GEOPHYSICAL
			AGRICULTURAL ENGINEERS				GOVERNANCE
			AIR POLLUTION ENGINEERS				HEALTH CARE
			ASSET SOFTWARE				HOUSING
			BUSINESS MANAGEMENT				HUMAN RECOURCES
			BUSINESS SKILLS				INDUSTRIAL
			CHEMICAL ENGINEERS				INFORMATION MANAGEMENT
			CIVIL ENGINEERING				INFRASTRUCTURE
			COMBUSTION ENGINEERS				INSTITUTIONAL
			COMMUNICATION				INSURANCE
			COMMUNICATION NETWORK				INTERNET
			COMMUNICATION STRATEGIES/SYSTEMS				LABORATORY
			COMMUNITY BUILDING				LABOUR
			COMMUNITY SERVICES				LANDSCAPE SERVICES
			COMPUTER LITERARY				LEGAL SERVICES
			COMPUTER PROGRAMMING/SOFTWARE				LOGISTICAL SERVICES
			COMPUTER SYSTEM & SOLUTIONS				LOGISTICS SYSTEMS
			CONCEPTUAL				MANAGEMENT
			CONFERENCE & EVENTS				MANAGEMENT TOOLS
			CONSTRUCTION ENGINEERS				MARKETING & ADVERTISING
			CORPORATE ID				METAPHYSICAL & EMOTIONAL
			CUSTOMER INTERACTIONS				MULTIMEDIA
			DATABASE				OPERATION FIELDS
			DESIGN SERVICES				ORGANISATIONAL DYNAMICS
			DISTRIBUTION				PERFORMANCE MANAGEMENT
			DRAINAGE				PERSONAL DEVELOPMENT
			E-BUSINESS STRATEGIES				PERSONNEL
			ECONOMETRIC SURVEY				PROJECT MANAGEMENT
			ECONOMIC STRATEGY				PROMOTIONS & ADVERTISING
			ECONOMIC TRADE				PUBLIC RELATIONS & SERVICES
			ECONOMICS				RISK MANAGEMENT
			ECO-TOURISM				ROAD ENGINEERS
			EDUCATION				SCIENTIFIC
			ELECTRICAL ENGINEERS				SECRETARIAL
			ELECTRONIC				SOFTWARE BUSINESS
			EMPLOYEE BENEFIT & EMPOWERMENT				SPORT
			EMPLOYMENT EQUITY				STRATEGIES
			EMPOWERMENT MODELS				STRESS MANAGEMENT
			EMPOWERMENT WOMEN				TECHNICAL SKILLS
			ENERGY RESOURCES				TECHNOLOGY
			ENGINEERS HYDRAULIC				TELECOMMUNICATION
			ENGINEERS INSTRUMENTATION				EMPLOYEE DEVELOPMENT
			ENTREPRENURIAL SKILLS				TOWNSHIP & RURAL PROJECTS
			ERECTION ENGINEERS				VENTILATION ENGINEERS
			EVALUATION ASSETS				WASTE
			FINANCIAL ADMINISTRATION				WATER PURIFICATION/SUPPLY/STORAGE
			FINANCIAL PLANNING/SYSTEMS				WORKPLACE SURVEYS/NEED ANALYSIS

**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.

**Terminology:**

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **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 the Department, the rebuttable 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)	%

**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**

\_\_\_\_\_  
**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER OR  
AUTHORISED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

**Comments / Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# NATIONAL HEALTH REPUBLIC OF SOUTH AFRICA

## SUPPLIER MAINTENANCE:

BAS  PMIS  LOGIS  WCS

CONTRACTOR  
CONSULTANT

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries. :	
Tel. No.:	_____

OFFICE: .....

### The Director General : NATIONAL HEALTH

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

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the 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).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____

**Address Detail**

Payment Address   
 (Compulsory if Supplier)

Postal Code

**New Detail**

New Supplier information  Update Supplier information

Supplier Type:  Individual  Department  Partnership  
 Company  Trust  
 CC  Other ( Specify )

Department Number

**Supplier Account Details**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number   
 Branch Name   
 Branch Number

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

	<b>Bank stamp</b>
	<p>It is hereby confirmed that this details have been verified against the following screens</p> <p><b>ABSA-CIF</b> screen</p> <p><b>FNB-Hogans</b> system on the CIS4</p> <p><b>STD</b> Bank-Look-up-screen</p> <p><b>Nedbank</b>- Banking Platform under the Client Details Tab</p>

**Contact Details**

Business	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area Code	Telephone Number	Extension
Home	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area Code	Telephone Number	Extension
Fax	<input type="text"/>	<input type="text"/>	
	Area Code	Fax Number	
Cell	<input type="text"/>	<input type="text"/>	
	Cell Code	Cell Number	
Email Address	<input type="text"/>		
Contact Person:	<input type="text"/>		

Supplier Signature	Regional Office Sender		
Print Name	Print Name		
	Rank		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

**NB: All relevant fields must be completed**