

Pikitup Johannesburg (Pty) Ltd  
Cnr Bertha and Juta Streets  
Braamfontein  
2017  
Telephone: (011) 712 5372  
E-mail: [scm@pikitup.co.za](mailto:scm@pikitup.co.za)

# PIKITUP SUPPLIER REGISTRATION APPLICATION FORM





# PIKITUP Supplier Registration Application Form



This application form must be completed by suppliers in order to register suppliers on the PIKITUP vendor management system. In order for your application to be processed, the following documentation MUST accompany this form, failing which, your application will not be considered. Please DO NOT submit CDs or video tapes with this form.

DOCUMENT REQUIRED	CATEGORY OF SUPPLIER	TICK THE RELEVANT BOX INDICATING SUBMISSION OF THE REQUIRED DOCUMENTS
<b>Original</b> cancelled cheque or stamped letter from the bank, verifying the banking details of your business	All suppliers	
<b>Certified copy</b> of your business registration documents if you are incorporated as a partnership, close corporation or a company	All suppliers	
Certified copies of the ID documents of directors and shareholders / partners / members / sole proprietor	All suppliers	
A valid and <b>original</b> tax clearance certificate	All suppliers	
Proof of registration with the UIF (i.e. reference number issued by the UIF)	All suppliers who are employers in terms of the Unemployment Insurance Act 63 of 2001 as amended	
Proof of registration with the Compensation Fund for Workers' Compensation	All suppliers who are employers in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993 as amended (COIDA)	
A copy of the CIDB (Construction Industry Development Board) certificate NB: You can contact the CIDB on +27 12 482 7200 or +27 086 100 CIDB, or visit <a href="http://www.cidb.org.za">www.cidb.org.za</a> for information and registration. You are also required to obtain the document entitled "Code of Conduct for all parties engaged in construction procurement" from the CIDB.	All suppliers whose services constitute construction and /or engineering works in terms of the Construction Industry Development Board Act 38 of 2000 and its Procurement Regulations	
Proof of professional registration or a copy of any other registration certificate pertaining to your relevant industry, e.g. ECB (Electrical Contractors Board)	All suppliers, where applicable	
A valid verification certificate obtained from an accredited verification agency OR an ABVA-accredited verification agency (only in the absence of accredited verification agencies)	All suppliers whose turnover exceeds R5 million.	
Supporting documentation confirming the points scored regarding each element of the applicable scorecard, as used by the relevant verification agency	All suppliers submitting a valid verification certificate in terms of the BBBEE Codes of Good Practice	
<ul style="list-style-type: none"> <li>• Shareholder certificates and the shareholder's agreement (for companies); OR</li> <li>• association agreements (for close corporations); OR</li> <li>• partnership agreements (for partnerships and joint ventures),</li> </ul> confirming the percentage of Black ownership and Black management within the business	All suppliers	
Latest verified annual financial statements confirming annual turnover, Net Profit Before Tax (NPBT) and total cost of labour NB: Financial statements must be verified by an auditor for a company or a certified accounting officer for a close corporation, partnership or sole proprietorship.	All suppliers	
Letter signed off by an auditor or a certified accounting officer confirming shareholding of the entity. The auditor or certified accounting officer must also confirm that the company is a start-up or newly formed where the company is unable to produce Financial statements.	All suppliers	
Attached the most recent (not more than 3 months) <b>Municipal Account or Lease Agreement</b> , if renting	Municipal Account or Lease Agreement	
An Affidavit from the Police Confirming disability	Disabled Shareholders/members	





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# PIKITUP Supplier Registration Application Form



## Physical/registered address of business (*domicilium*) :

Building / Complex Name

Street Name and Number

Suburb

City

Code

Country

## POSTAL ADDRESS OF BUSINESS: *(This is the address to which an Invitation to Tender / enquiry and orders / contracts will be sent to)*

P O Box / Private Bag

City

Code

## Contact details

Name of Contact Person

Telephone Numbers Of Business

Alternative Number Of Business

Sales Representative Fax Number

*(Used by PIKITUP for electronic faxing of Request for Quotations, Contracts and Purchase orders)*

Is this a dedicated fax number?

YES

NO

Cell Phone



# PIKITUP Supplier Registration Application Form



## SECTION B: BUSINESS BANKING DETAILS

### Banking details

Name of Account Holder	<input type="text"/>			
Bank Name	<input type="text"/>			
Branch Name	<input type="text"/>			
Branch Code	<input type="text"/>			
Account Number	<input type="text"/>			
Account Type	<table border="1"><tr><td><input type="checkbox"/> Cheque</td><td><input type="checkbox"/> Savings</td><td><input type="checkbox"/> Transmission</td></tr></table>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Savings	<input type="checkbox"/> Transmission
<input type="checkbox"/> Cheque	<input type="checkbox"/> Savings	<input type="checkbox"/> Transmission		

### Authorisation of electronic transfer of Funds (EFT) to supplier's bank account

I, the undersigned, hereby authorise PIKITUP to credit my business account via Electronic Fund Transfer as aforementioned with the amount payable / due to specified beneficiary for goods and services rendered.

Signature	_____
Name	_____
Capacity	_____
Date	_____

### For Completion by your Bank

<p style="text-align: center;"><b>Bank Stamp</b></p>
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I certify that I am duly authorised by \_\_\_\_\_ to give such information and that such information is correct.

Signature	_____
Name of Authorised Official	_____
Date	_____

## SECTION C: PRODUCTS AND SERVICES

1	ADVERTISING AND PUBLISHING SERVICES	38	CONTRACTORS: LINING FURNANCE
2	AUDIO & AUDIO VISUAL	39	CONTRACTORS: MAITENANCE SERVICES
3	LITTER BIN	40	CONTRACTORS: PAVING
4	BIN LINERS	41	CONTRACTORS: PLUMBING
5	BIN SPARES(WHEELS & LIDS)	42	CONTRACTORS: PROJECT MANAGEMENT
6	BUILDING MAINTENANCE & RENOVATIONS	43	CONVEYORS
7	CATERING SERVICES	44	CORPORATE GIFTS
8	COMMUNICATION SERVICES	45	CORPORATE WARE
9	COMPUTER CONSUMABLES	46	CROCKERY AND CUTTLERY
10	CONSTRUCTION	47	ENTERTAINMENT SERVICES
11	CONSULTING: ARCHITECTURAL	48	EVENT MANAGEMNT SERVICES
12	CONSULTING: MANAGEMENT/BUSINESS	49	FACILITY MAINTENANCE SERVICES
13	CONSULTING: CHEMICAL ENGINEERING	50	FIREFIGHTING EQUIP
14	CONSULTING: CIVIL ENGINEERING	51	FLEET MANAGEMENT SERVICES
15	CONSULTING: ELECTRICAL ENGINEERING	52	FOOD AND BEVERAGE
16	CONSULTING: QUANTITY SURVEYOR	53	FUELS & LUBRICANTS
17	CONSULTING: SURVEYING	54	FURNITURE
18	CONSULTING: WASTE MANAGEMENT & DISPOSAL	55	GARDENING EQUIPMENT
19	CONSULTING: TRANSPORTATION PLANNING	56	GARDENING SERVICES
20	CONSULTING: ENVIRONMENTAL	57	GAS & EQUIPMENT
21	CONSULTING: FINANCIAL SERVICES	58	CASUAL LABOUR BROKERAGE
22	CONSULTING: HR SERVICES	59	HARDWARE MATERIALS
23	CONSULTING: IT SERVICES	60	HOTEL TRAVEL AND CONFERENCE SERVICES
24	CONSULTING: LEGAL SERVICES	61	HYGIENE & SANITARY
25	CONSULTING: SUPPLY CHAIN MANAGEMENT SERVICES	62	INCINERATOR
26	CONTRACTOR: AIR CONDITIONING SERVICES	63	INDUSTRIAL AND STREET CLEANING SERVICES
27	CONTRACTOR: WASTE COLLECTION AND RECYCLING	64	INSECTICIDES SUPPLIES
28	CONTRACTOR: WASTE MANAGEMENT & DISPOSAL	65	INSURANCE SERVICES
29	CONTRACTORS: AUCTIONEERS	66	IT HARDWARE & SOFTWARE SUPPLY
30	CONTRACTORS: CIVIL ENGINEERING	67	LOCKSMITH SERVICES
31	CONTRACTORS: CLEANING SERVICES	68	MEDIA SERVICES
32	CONTRACTORS: DEMOLITION	69	OFFICE CLEANING SERVICES
33	CONTRACTORS: EFFLUENT CONTROL AND TREATMENT	70	OFFICE EQUIPMENT & MACHINES
34	CONTRACTORS: ELECTRICAL	71	OFFICE SPACE AND INTERIOR DECORATION SERVICES
35	CONTRACTORS: FIRE FIGHTING EQUIPMENT AND SYS	72	PASSENGER VEHICLE HIRE
36	CONTRACTORS: GLAZING	73	PEST CONTROL SERVICES
37	CONTRACTORS: LANDSCAPING	74	PHOTOGRAPHIC SERVICES

Please tick the products and services your business wishes to supply or render to PIKITUP. Refrain from ticking products and services that you have no capacity or competence or experience in supplying or rendering.







# PIKITUP Supplier Registration Application Form



## 2 Direct empowerment

### 2.1 Management Control

#### 2.1.1 Board Participation

2.1.1 What is the actual number of Board members in your enterprise?

2.2.2 What percentage of exercisable Voting Rights is held by black Board Members?  %

2.2.3 What is the actual number of executive positions on the Board occupied by blacks?

2.2.4 What is the actual number of executive positions on the Board occupied by black women?

#### 2.2 Executive Participation

2.2.1 What is the actual number of executive management positions in your company?

2.1.1 What percentage of your company's executive management positions is occupied by blacks?  %

2.1.2 What percentage of your company's executive management positions is occupied by black women?  %

2.2.2 What percentage of your company's executive management positions is occupied by people living with disabilities?  %

## 3 Human Resource Development and Employment Equity

### 3.1.1. Employment Equity (in terms of the Employment Equity Act)

3.1 What is the number of people employed by your business?

3.2 Have you submitted your Employment Equity Plan to the Department of Labour?  YES  NO

If YES, please attach approved Employment Equity Plan from the Department of Labour

Please complete the following table (on the next page)



## 4 Skills Development ( in terms of the National Development Act

### 4.1 Skills Development

- 4.1.1 What percentage of your payroll is contributed towards skills development?    %
- 4.1.2 What percentage of your payroll is spent on skills development for black employees?    %
- 4.1.3 What percentage of your payroll is spent on skills development for Critical Skills and/or Core Skills of black employees?    %
- 4.1.4 What percentage of your payroll is spent on skills development for Critical Skills and/or Core Skills of black women employees?    %
- 4.1.5 What percentage of your payroll is spent on skills development for black employees with disabilities?    %

### 4.2 Learnerships

- 4.2.1 How many learnership positions do you have?
- 4.2.2 What percentage of black employees are on SETA accredited Learnerships?    %
- 4.2.3 What percentage of women employees are on SETA accredited Learnerships?    %
- 4.2.4 What percentage of formerly black unemployed people and/or black people formerly residing in rural areas are on Learnerships?    %

### 4.3 Organisational Transformational Index (NB: Please attach skills development plan)

- 4.3.1 Does your enterprise have a comprehensive Black Economic Empowerment strategy? 

YES	NO
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- 4.3.2 Does your enterprise have a Skills Development Facilitator? 

YES	NO
-----	----
- 4.3.3 Does your enterprise have a policy on non-discrimination widely published within the enterprise which is being implemented? 

YES	NO
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- 4.3.4 Does your enterprise comply with all relevant employment related legislation? 

YES	NO
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- 4.3.5 Has your enterprise implemented an effective human resource management plan? 

YES	NO
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## 5 Indirect Empowerment

- 5.1 Does your enterprise have a preferential procurement policy? YES  NO
- 5.2 What was your total procurement spend in the past 12 months? R
- 5.3 How much (both Rand and percentage) of this was spent with black owned enterprises?<sup>2</sup> R   %
- 5.4 How much (both Rand and percentage) of this was spent with black women owned enterprises? R   %
- 5.5 How much (both Rand and percentage) of this was spent with black empowered enterprises?<sup>3</sup> R   %
- 5.6 What percentage of the above procurement is on long term contracts (2 years and more)?  %

Please provide a list of five (5) BEE companies with which preferential procurement was done (last financial year)

1.	R
2.	R
3.	R
4.	R
5.	R

## 6 Enterprise Development

### 6.1. What are your key SMME's development projects? Specify

How much of Profit Before Tax does your enterprise spend developing black SMMEs ?	Total : R.....
List name of at least 3 companies	
1.	R
2.	R
3.	R
4.	R

## 7 Socio Economic Development

7.1 How much of Net Profit After Tax does your enterprise spend on Socio Economic Developments projects? R

### 7.2 What are your key Corporate Social Investment Projects? Specify

2.3. Corporate Social Investment Project	Total : R.....
1.	
2.	
3.	

## 8 Annual Turnover

R

<sup>2</sup> Defined in terms of the Government Strategy Document for Broad Based Black Economic Empowerment as a company or economic entity that is 50.1% owned by black persons and where there is substantial management control by black people

<sup>3</sup> Defined in terms of the Government Strategy Document for Broad Based Black Economic Empowerment as one that is at least 25.1% owned by black persons and where there is substantial management control by black people



# PIKITUP Supplier Registration Application Form



## SECTION E: SUPPLIER PROFILE

In order for PIKITUP to build up a profile of its suppliers, we would like you to complete the following:

### Commercial

Name 3 commercial references/referees of previous projects / contracts and provide their name(s) and telephone number(s):

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### Financial

Has your business ever been declared insolvent or had a judicial management order granted against it?  YES  NO  
If yes, please elaborate:

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### Technical

Is your business a permit holder under the South African National Standards (SANS)?  YES  NO  
If yes, indicate product(s) for which permits are held, including permit numbers

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Are you working to accredited National or International Standards?  YES  NO If yes, indicate products and to which standards: \_\_\_\_\_

### Quality

Does your business operate a Quality Management System which includes:

- Quality policy and objectives  YES  NO
- Document and record control system (e.g. proof of competence, minutes of meetings and references)  YES  NO
- Procedure for non-conforming products / services  YES  NO
- Procedure for corrective and preventative action  YES  NO

Has your Quality Management System been assessed and certified by any Nationally or Internationally recognised accreditation body?  YES  NO If yes, please provide a copy of the certificate.

### Safety

Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act (Act 85 of 1993) (OHS Act) that clearly states overall health and safety objectives and commitment to improving health and safety performance?  YES  NO If yes, attach a copy of this policy.

Are you registered with the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA)?

YES  NO Registration number \_\_\_\_\_

Has your business experienced any incident that resulted in a fatality or serious injury?  YES  NO

If yes, provide details thereof.



# PIKITUP Supplier Registration Application Form



Has any non-conformances or prohibition notices been issued by the Department of Labour to your business on previous projects?

YES

NO

If yes, provide details thereof.

Do you maintain the integrity and safety of all health and safety related equipment and do you have an effective maintenance schedule?

YES

NO

If no, provide reasons?

## **Environmental**

Do you have an Environmental Management System in place?

YES

NO

Does your facility routinely work with any hazardous substances?

YES

NO

Has your Environmental Management System been assessed and certified by any Nationally or Internationally recognised accreditation body?  YES  NO If yes, please provide a copy of the certificate.

## **Human Resources**

How many full-time employees do you currently have? \_\_\_\_\_

How many part-time employees do you have? \_\_\_\_\_

Please provide an organogram of your overall business structure indicating all human resources within your business.

## **Facilities, Plant & Equipment**

Please provide a summary of your plant and facilities: \_\_\_\_\_

Please attach a list detailing tools and equipment held by your business.

## **CIDB Declaration:**

I confirm that I have read the document entitled "Code of Conduct for all parties engaged in construction procurement" and will abide by it.

YES

NO

NA



# PIKITUP Supplier Registration Application Form



## SECTION F: DECLARATION OF INTERESTS

Are you or any other person who holds an interest in your business (i.e. a shareholder, a director, or a member or partner, a line manager, or a fellow employee), employed by PIKITUP or serves as a director at PIKITUP, or was previously employed by PIKITUP or served as a director at PIKITUP?  YES  NO

If **yes**, state particulars.

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Are you, or any other person who holds an interest in your business, a close family member (i.e. related by birth, marriage, domestic partnership, adoption, guardianship or the like) to or an associate (i.e. a friend, rival, business partner, neighbour, etc) of an PIKITUP employee and/or director?  YES  NO

If **yes**, state particulars.

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Have you, or any other person who holds an interest in your business, given a business courtesy to or received a business courtesy from an PIKITUP employee and/or director over the last 12 (twelve) months?  YES  NO

If **yes**, state particulars.

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Have you, or any other person who holds an interest in your business undergone PIKITUP supplier disciplinary process and / or has been suspended from the PIKITUP supplier database over the last 5 (five) years?  YES  NO

If yes, state particulars.

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Is your business currently engaged in defending any legal proceedings which have been instituted against it (including against any of its directors / members / partners), or has your business (including any directors / members / partners) either been charged with or been convicted of any criminal act, or has any judgment or decision been made against it by any administrative or regulatory body?  YES  NO

If **yes**, state particulars.

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### **DECLARATION:**

I, the undersigned [*insert full name of signatory*] \_\_\_\_\_, duly authorised to complete this application form in my capacity as [*insert capacity, i.e., member, director, partner, etc*] \_\_\_\_\_ on behalf of the applicant [*insert full name of the business entity*] \_\_\_\_\_ certify that, to the best of my knowledge, the information furnished herein is true and correct. I accept that PIKITUP reserves its right to act against the applicant or me personally in terms hereof, should this declaration prove to be false.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



# PIKITUP Supplier Registration Application Form



## **NOTE TO ALL SUPPLIERS:**

PIKITUP (PIKITUP) reserves the right to verify and confirm any of the information provided on this application form. PIKITUP may request additional information during its tender evaluation process.

Incomplete submissions will not be processed. An incomplete submission will include failure to provide any supporting documentation required to be submitted with this form.

*If there are any changes to the information provided on this form, please inform the relevant contact person within PIKITUP's vendor management department within **7 (seven)** working days of such change. Outdated information could lead to your business not being invited to tender or not receiving correct payment!*

**NB: Bank information:**

In all instances payment will be made via EFT directly into your bank account as per the banking details provided on this application form.

Should you change your banking details, you will once again be required to submit an original cancelled cheque or stamped letter from the bank, verifying these banking details.

**All information provided by suppliers will be treated as strictly confidential**