



**Broadband Infraco (SOC) Ltd  
Woodmead Country Club Estate  
21 Woodlands Drive, Building 9  
Woodmead  
SANDTON  
2146  
Tel: +2711 235 1717**

## **APPLICATION FORM TO REGISTER ON THE BROADBAND INFRACO SUPPLIER DATABASE**

**Procurement Contacts**  
*For any enquiries please contact*

*Commercial Department  
Tel: +2711 235 1717  
Fax: 086 6466 306*

**TO ALL SUPPLIERS SEEKING REGISTRATION  
AS PREFERRED SUPPLIER OF GOODS AND SERVICES  
ON THE PROCUREMENT DATABASE OF BROADBAND INFRACO**

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All suppliers are herewith invited to register as preferred supplier on the database of Infraco.

In order to comply with the procedures set out in the BBI Commercial Procurement Policy and Procedures, Supply Chain Management Guidelines and National Treasury Regulation, as referred to in the Public Finance Management Act (PFMA)), Infraco is developing a supplier database to be used by the organisation's Commercial Unit when procuring goods and services on behalf of the organisation.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit future quotations to Infraco.**

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 supply of goods or services to Infraco. 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 compiling our database according to legislation.**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

When completed this questionnaire, please send your documents to:

**For Attention: Commercial Department  
Broadband Infraco (SOC) Ltd.  
Commercial Department**

or alternatively hand deliver it to:

**Broadband Infraco (SOC) Ltd.  
Woodmead Country Club Estates  
21 Woodlands Drive, Building 9  
Woodmead  
2146  
Sandton**

**For Attention: Commercial Department**

# SUPPLIER APPLICATION FORM

### IMPORTANT NOTES Please read carefully

- To be completed by **all** entities seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and **signed**
- A **company profile** must 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;
- It should be noted that Broadband Infraco reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **be notified** whether their application was accepted or not by means of written confirmation by e-mail;
- Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

**Please attach the following documentation and /or information:**

- Valid Tax Clearance certificate
- Certified Copy of registration Certificate
- Certified Id copies of entity owners
- Company Profile
- Shareholder certificate
- UIF certificate
- CIDB Registration if applicable

## A. Supplier Detail

Company/ Supplier Name:	
Company / CC Registration Number:	
VAT Registration number if applicable:	
Income Tax Reference Number ( <b>Compulsory</b> ):	
<b>A copy of the Tax Clearance Certificate must be attached for verification:</b>	
Web address:	
Email address:	
Telephone Number:	
Fax Number:	
Mobile Number:	
Number of full time employees:	
Number of years in business	
Postal address ( <b>Compulsory</b> ):	

**B. Business Background**

**Type of Firm:** (Please tick the relevant box)

<input type="checkbox"/>	Public Company (Ltd)
<input type="checkbox"/>	Private Company (Pty) Ltd
<input type="checkbox"/>	Closed Corporation (CC)
<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Consortium
<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>	Foreign Company
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Trust
<input type="checkbox"/>	Section 21 Company
<input type="checkbox"/>	Government / Parastatals
<input type="checkbox"/>	Other (Specify)

**Participation Capacity:** (Please tick the relevant box or boxes)

<input type="checkbox"/>	Prime Contractor
<input type="checkbox"/>	Sub-Contractor
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Services including Professional Services
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Repairer
<input type="checkbox"/>	ISO Listed
<input type="checkbox"/>	Importer
<input type="checkbox"/>	Exporter
<input type="checkbox"/>	Distributor
<input type="checkbox"/>	Sales / Retailer
<input type="checkbox"/>	Other (Specify)

**Business Sector:** (Please tick the relevant box or boxes)

<input type="checkbox"/>	Agriculture
<input type="checkbox"/>	Mining and Quarrying
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Electricity, Gas and Water
<input type="checkbox"/>	Construction

<input type="checkbox"/>	Retail and Motor Trade
<input type="checkbox"/>	Wholesale Trade, Commercial and Other Trade
<input type="checkbox"/>	Catering Accommodation and Other
<input type="checkbox"/>	Transport, Storage and Other Trade
<input type="checkbox"/>	Communications
<input type="checkbox"/>	Finance and Business Services
<input type="checkbox"/>	Repair / Allied Services
<input type="checkbox"/>	Commercial Agents
<input type="checkbox"/>	Community and Social services
<input type="checkbox"/>	Personal Services
<input type="checkbox"/>	Other (Specify)

**C. Contacts**

**Main Contact Person in your Company:**

Name:	
Position in company:	
Mobile Number:	
Fax Number:	
E-mail address:	

**Sales Contact Person in your Company:**

Name	
Position in company	
Mobile Number	
Fax Number	
E-mail address	

**D. Business References for Previous Projects**

LIST THE FOUR LARGEST MOST IMPORTANT CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS

**E. Broad Based Black Economic Empowerment**

**BEE Status of your Enterprise:** (Please tick the relevant Box)

LEVEL 1	
LEVEL 2	
LEVEL 3	
LEVEL 4	
LEVEL 5	
LEVEL 6	
LEVEL 7	
LEVEL 8	
Non Contributor	
Not Yet Evaluated (Self Assessment / Accredited Evaluation)	

Please attach the BEE Contributor's Certificate issued by the Accredited BEE Evaluation Agency or Self Assessment results.

**F. Small Medium Micro Enterprise**

**SMME Status of your Enterprise:** (Please tick the relevant Box). Please provide financial Statements.

Micro	
Very Small	
Small	
Medium	
Large	

**G. General**

1. Did the firm exist under a previous name? YES/ NO

If YES, what was its previous name?

2. Does your company or any of its employees have a vested interest in Broadband Infraco, If so; state the details of such vested interest.

3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of **Broadband Infraco** or has been in the service of **Broadband Infraco** in the previous twelve months;

4. At what % of full capacity are you operating?

5. What percentage of work, directly/indirectly, is currently for **Broadband Infraco**

6. What was your average turnover (excluding VAT) during the previous three financial years?

7. Have you previously been on an approved supplier list with **Broadband Infraco**? (If yes, give details, i.e. when and for what)

8. Who are your present material / equipment suppliers?

9. Does your company have an after hour service policy? If yes, give details)

10. Are warranties offered on new items / repairs etc? (If yes, state particulars)

11. Does your company have overdraft facility and when was it last adjusted?

**R**

**Last Adjusted date:**

**Used: R**

**H. Banking Details**

I/we hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as Electronic Funds Transfer and I/we also understand that no additional advice of payment will be provided by my/our bank, but 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 issue bank statements.) I/we understand that a payment will be applied by Broadband Infraco in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Branch Code & Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account:            Cheque           Savings           Transmission   

(Certified as correct by: Bank Details)

Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Tel number:            (\_\_\_\_\_) \_\_\_\_\_

Fax number:            (\_\_\_\_\_) \_\_\_\_\_

DATE STAMP OF BANK

**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 should be declared in writing
- An official Broadband Infraco purchase order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

**NAME AND SURNAME** .....

**SIGNATURE** .....  
(DULY AUTHORISED TO SIGN)

ON BEHALF OF

.....  
(Name of Organisation)

**I. Products or Services Offerings**

Suppliers of the following products/services are required to register on the database. Please mark the main services your company supplies: -

**Please note that no more than two main groups can be registered for**

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
<b>HR</b>	Recruitment, Selection and Placements	
	Training and development / skills development	
	Payroll Outsourcing	
	Recruitment Advertising	
	HR Consultants	
	Industrial Relations; Facilitator, Mediator and Arbitrators	
	Employee Assistance Program providers	
	Other (Please specify)	
<b>Accounting, Auditing and Finance Services</b>	Financial Accounting	
	Forensic Audit	
	Auditing	
	Management Accounting	
	Assets Management	
	Financial Risk Management	
	Other ( Please Specify)	
<b>Supply Chain Management Services</b>	Supply Chain Consultants	
	Supply Chain System Development	
	Supply Chain Benchmarking	
	Supply Chain Business Process Development	
	Other ( Please Specify)	
<b>IT</b>	Software Development	
	System Developers	
	IT Peripherals	
	IT Consultants	
	Computer Hardware Suppliers	
	Computer & Printer maintenance	
	Programming	
	Licensing	
<b>Logistics</b>	Driver (casual & part time)	
	Messenger/Delivery Services(of documents and people) <b>Please supply details of fleet and drivers separately</b>	
	Courier Services	
	Offsite Storage	
<b>Catering</b>	Catering Services	
	Supply of office refreshments	
	Supply of Meeting refreshments	
<b>Office Equipment</b>	Envelopes, Business Cards, & Letterheads	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
	Stationery	
	Newspapers & Magazines	
	Photocopying Machines, Printers and Faxes	
	Video Conferencing	
	Shredders	
	Electric Binding Machines	
	Projectors	
	Conference recorders	
<b>Facilities</b>	Upholstery cleaning	
	Flower arrangements	
	Electrical services	
	Fire systems	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detector Systems	
	Building Construction or rentals	
	Furniture Repairs	
	Asset Management	
	Furniture Procurement	
	Air Conditioning Services & Repairs	
	Architects	
	Auctioneers	
	Electrical Contractors	
	Facilities Management and Building Systems	
	Industrial Engineers	
	Plumbing Services	
	Electrical Services	
	Interior Designers	
	Quantity Surveyors	
	Office Maintenance	
Structural Cabling		
Office Removal		
Assets Management		
Other (Please specify)		
<b>Marketing &amp; Communications</b>	Advertising	
	Exhibitions	
	Billboard Advertising	
	Corporate Gifts	
	Layout and design of corporate publications	
	Photography	
	Media Campaigns	
	Reputation and Stakeholder Management	
	Graphic Designs	
	Other (Please specify)	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
<b>Safety and Health</b>	Plant Protective Equipment & Clothing	
	Safety Training Services	
	Safety Quality Assurance Consultants	
<b>Travel</b>	Flights & Accommodation	
	Venue Hire	
	Car Hire	
	Visa applications	
<b>BBI Supplies on Capital Projects</b>	Servitudes Sites Agreements	
	Fiber Optic Cables	
	Containers, Rectifiers and Batteries	
	Customer Sites IPS	
<b>Professional Services</b>	Facilitators: Teambuilding & Strategic Planning	
	Economists: <i>Specify area of expertise</i>	
	- Economic analysis	
	- Competition	
	- Sector specific	
	Programme and Project Management Consultants	
	Corporate Legal Services:	
	- Lawyers	
	- Advocates	
	- Servitudes Sites Agreements	
	Competition Lawyers	
Labour Lawyers		
Sector Specific Analysts and Experts		
Business Process Engineering		
Others (please specify)		

**J. Others**

**Any Comments / Notes:**

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If there are any changes to the information supplied on this form, please inform the relevant Broadband Infraco Supplier Management Section / Broadband Infraco Purchasing Office within 7 working days. Outdated information could lead to your company not being invited to tender or not receiving correct payment!

Broadband Infraco (SOC) Ltd reserves the right to verify and /or follow-up on any of the claims made or references in this application form. Additional information can be requested by Broadband Infraco (SOC) Ltd. during its evaluation process.

I/we the undersigned acknowledge(s) that:

- The above information is correct at the time of completion. I certify that I have the appropriate authority to furnish the above-mentioned information on behalf of my employer.
- The BEE Contribution Level is in accordance with the BEE offered by an Authorised Accreditation Agency.
- Any conflict of interest will be declared in the comment space above.

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**Signature of Owner or Authorised Representative**

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**Date**

**Commissioner of Oaths Stamp :**