

COUNCIL ON HIGHER EDUCATION



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TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF THE COUNCIL ON HIGHER EDUCATION (CHE)

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

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 CHE 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 CHE.

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 CHE. 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 as well as copies of valid **Identification documents and Company profile**. You will be informed of the outcome of your application.

When completed this questionnaire, it must be posted to the CHE no fax copies will be accepted:

Contact Number : (012) 349 3876

**P O Box 94
Persequor Technopark, 0020
For attention: Ms. Christa Smit
Procurement Office**

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

Declaration of any conflict of interest:

LIST OF COMMODITIES

NO	DISCRPTION OF COMMODITY	X
1	ACCOMODATION	
2	ACCOUNTING & BOOKKEEPING SERVICES	
3	ACCOUNTING SYSTEMS SOFTWARE	
4	ADVERTISING	
5	ADVERTISING AND PRINTING	
6	AIRLINES	
7	ALARM SYSTEMS AND EQUIPMENT	
8	ANTI VIRUS SOFTWARE	
9	ARCHIVING SERVICES & SYSTEMS	
10	ASSET MANAGEMENT SYSTEMS	
11	ASSET MANAGEMENT SYSTEMS BARCODE	
12	ASSURANCE COMPANIES	
13	AUDIO VISUAL AIDS & EQUIPMENT	
14	AUDIO VISUAL EQUIPMENT	
15	AUDIO VISUAL EQUIPMENT HIRE	
16	AUDIO VISUAL EQUIPMENT REPAIRS & SERVICES	
17	AUDIO VISUAL PRODUCTIONS	
18	AUDIO-VISUAL PRESENTATIONS	
19	AUDITING SERVICES	
20	BACKUP SERVICES COMPUTER DATA	
21	BADGES CONFERENCE,EMBROIDERED, METAL	
22	BAGS CONFERENCE / TRAVEL / PROMOTIONAL	
23	BANKS & FINANCIAL INSTITUTIONS	
24	BANQUETING EQUIPMENT	
25	BAR CODE AND MAGNETIC CARDS	
26	BARCODE SOFTWARE & PRINTERS	
27	BOOKS	
28	BROKERS FINANCE	
29	BROKERS LABOUR	
30	BUSINESS ADVISORY SERVICES (BAS)	
31	BUSINESS ANALYSIS AND DESIGN	
32	BUSINESS MANAGEMENT	
33	BUSINESS PLANS	
34	BUSINESS SOLUTIONS	
35	BUSINESS STRATEGY DEVELOPMENT	
36	BUSINESS SYSTEMS SOFTWARE	
37	BUSINESS TRAINING AND SKILLS SERVICES	
38	CARDS IDENTIFICATION	
39	CARPENTERS * CARPENTRY	
40	CARTRIDGES	
41	CATERING EQUIPMENT & EQUIPMENT HIRE	
42	CATERING SERVICES	
43	CELLULAR TELEPHONE NETWORK PROVIDERS	
44	CELLULAR TELEPHONES SALES AND CONTRACTS	
45	CERTIFICATION SERVICES	
46	CHAMBERS COMMERCE & INDUSTRY	
47	CHANGE MANAGEMENT	
48	CHARTER SERVICES AIRCRAFT	
49	CHARTERED ACCOUNTANTS	
50	CLEANING CHEMICALS	

52	CLEANING EQUIPMENT GENERAL	
53	CLEANING SERVICES	
54	CLOSED CIRCUIT TV	
55	COFFEE & VENDING MACHINES	
56	COMPUTER CABLING SYSTEMS	
57	COMPUTER COMPONENTS	
58	COMPUTER CONSUMABLES	
59	COMPUTER HARDWARE & PRINTERS	
60	COMPUTER NETWORKING	
61	COMPUTER REPAIRS	
62	COMPUTER SERVICES	
63	COMPUTER SOFTWARE	
64	COMPUTER SOLUTIONS	
65	CONFERENCE ACCESSORIES	
66	CONFERENCE CENTRES & FACILITIES	
67	CONFERENCING SYSTEMS	
68	CONSULTING SERVICES	
69	CONSULTING:ASSET MANAGMENT	
70	CONSULTING:ACCESS CONTROL SYSTEMS	
71	CONSULTING:ACQUISITION MANAGEMENT	
72	CONSULTING:ACTUARIES & REMUNERATION SERVICE	
73	CONSULTING:ADMINISTRATION	
74	CONSULTING:ADMINISTRATION EMPLOYEE	
75	CONSULTING:ASSET MANAGEMENT & BARCODING	
76	CONSULTING:ASSET SOFTWARE	
77	CONSULTING:BUSINESS MANAGEMENT	
78	CONSULTING:BUSINESS SKILLS	
79	CONSULTING:CATERING	
80	CONSULTING:COMMUNICATION	
81	CONSULTING:COMMUNICATION NETWORK	
82	CONSULTING:COMMUNICATION STRATEGIES & SYSTEMS	
83	CONSULTING:COMPUTER LITERARY	
84	CONSULTING:COMPUTER PROGRAMMING & SOFTWARE	
85	CONSULTING:COMPUTER SYSTEM & SOLUTIONS	
86	CONSULTING:CONCEPTUAL	
87	CONSULTING:CONFERENCE & EVENTS	
88	CONSULTING:CONSTRUCTION ENGINEERS	
89	CONSULTING:CORPORATE ID	
90	CONSULTING:CUSTOMER INTERACTIONS	
91	CONSULTING:DATABASE	
92	CONSULTING:EDUCATION	
93	CONSULTING:EMPLOYEE BENEFIT & EMPOWERMENT	
94	CONSULTING:EMPLOYEE DEVELOPMENT	
95	CONSULTING:EMPLOYMENT EQUITY	
96	CONSULTING:EMPOWERMENT MODELS	
97	CONSULTING:EMPOWERMENT WOMEN	
98	CONSULTING:EVALUATION ASSETS	
99	CONSULTING:FINANCIAL & SYSTEM INTEGRATION	
100	CONSULTING:FINANCIAL ADMINISTRATION	
101	CONSULTING:FINANCIAL PLANNING	
102	CONSULTING:FINANCIAL SYSTEMS	

103	CONSULTING:GOVERNANCE	
104	CONSULTING:HEALTH CARE	
105	CONSULTING:HUMAN RECOURCES	
106	CONSULTING:INFORMATION MANAGEMENT	
107	CONSULTING:INFRASTRUCTURE	
108	CONSULTING:INSTITUTIONAL	
109	CONSULTING:INSURANCE	
110	CONSULTING:INTERIOR DECORATING	
111	CONSULTING:INTERNET	
112	CONSULTING:IT SERVICES & STRATEGIES	
113	CONSULTING:JOURNALISM	
114	CONSULTING:LABOUR	
115	CONSULTING:LEGAL SERVICES	
116	CONSULTING:MEDIA RELATIONS	
117	CONSULTING:MULTIMEDIA	
118	CONSULTING:OPERATION FIELDS	
119	CONSULTING:ORGANISATIONAL DYNAMICS	
120	CONSULTING:PERFORMANCE MANAGEMENT	
121	CONSULTING:PERSONAL DEVELOPMENT	
122	CONSULTING:PERSONNEL	
123	CONSULTING:PROJECT MANAGEMENT	
124	CONSULTING:PROMOTIONS & ADVERTISING	
125	CONSULTING:PUBLIC RELATIONS & SERVICES	
126	CONSULTING:QUALITY CONTROL	
127	CONSULTING:RISK MANAGEMENT	
128	CONSULTING:SECRETARIAL	
129	CONSULTING:SOFTWARE BUSINE	
130	CONSULTING:STRATEGIC PLANNING & DEVELOPMENT	
131	CONSULTING:STRATEGIES	
132	CONSULTING:STRESS MANAGEMENT	
133	CONSULTING:TAXATION	
134	CONSULTING:TECHNICAL SKILLS	
135	CONSULTING:TECHNOLOGY	
136	CONSULTING:TELECOMMUNICATION	
137	CONSULTING:TENDER EVALUATIONS	
138	CONSULTING:WORKPLACE SURVEYS & NEED ANALYSIS	
139	COPYWRITING	
140	CORPORATE GIFTS & PRODUCTS	
141	COURIER SERVICES	
142	DATA BACKUP SERVICES & SOFTWARE	
143	DATA CAPTURING & MANAGEMENT SERVICES	
144	DATA INTEGRATION & ANALYSIS	
145	DEVELOPMENT:ASSET SOFTWARE	
146	DEVELOPMENT:BUSINESS MANAGEMENT	
147	DEVELOPMENT:BUSINESS SKILLS	
148	DEVELOPMENT:COMMUNICATION STRATEGIES & SYSTEMS	
149	DEVELOPMENT:CORPORATE ID	
150	DEVELOPMENT:DATABASE	
151	DEVELOPMENT:EMPLOYEE BENEFIT & EMPOWERMENT	
152	DEVELOPMENT:EMPLOYEE DEVELOPMENT	
153	DEVELOPMENT:EMPLOYMENT EQUITY	
154	DEVELOPMENT:EMPOWERMENT MODELS	
155	DEVELOPMENT:EMPOWERMENT WOMEN	
156	DEVELOPMENT:FINANCIAL SYSTEMS	

157	DEVELOPMENT:HUMAN RECOURCES	
158	DEVELOPMENT:IT SERVICES & STRATEGIES	
159	DEVELOPMENT:LOGISTICS SYSTEMS	
160	DEVELOPMENT:MANAGEMENT	
161	DEVELOPMENT:MANAGEMENT TOOLS	
162	DEVELOPMENT:MULTIMEDIA	
163	DEVELOPMENT:ORGANISATIONAL DYNAMICS	
164	DEVELOPMENT:PERFORMANCE MANAGEMENT	
165	DEVELOPMENT:PERSONAL DEVELOPMENT	
166	DEVELOPMENT:PERSONNEL	
167	DEVELOPMENT:PROJECT MANAGEMENT	
168	DEVELOPMENT:PROMOTIONS & ADVERTISING	
169	DEVELOPMENT:PUBLIC RELATIONS & SERVICES	
170	DEVELOPMENT:SKILLS	
171	DEVELOPMENT:SMALL BUSINESS (SMME)	
172	DEVELOPMENT:SOFTWARE BUSINESS	
173	DEVELOPMENT:STRATEGIES	
174	DEVELOPMENT:STRESS MANAGEMENT	
175	DEVELOPMENT:TECHNOLOGY	
176	DEVELOPMENT:TOWNSHIP & RURAL PROJECTS	
177	DISPLAY SERVICES	
178	DISTRIBUTION SERVICES	
179	DOCUMENT BINDING SERVICES	
180	DOCUMENT DUPLICATING SERVICES	
181	DUPLICATING EQUIPMENT	
182	EDITING SERVICES	
183	EDUCATIONAL SERVICES	
184	ELECTRICAL APPLIANCES	
185	ELECTRONIC APPLIANCES	
186	ELECTRONIC COMPONENTS & EQUIPMENT	
187	ENCRYPTION SOFTWARE & SYSTEMS	
188	ENGRAVING SERVICES	
189	ENTERTAINMENT (PERFORMERS	
190	ENVELOPES	
191	EVENT & CONFERENCING MANAGEMENT	
192	FLAGS & MAPS	
193	FLORISTS	
194	FLOWERS	
195	FRAMING SERVICES	
196	FURNITURE	
197	FURNITURE REMOVALS (OFFICE FURNITURE)	
198	GIFTS PROMOTIONAL	
199	GOVERNMENT SERVICES	
200	GRAPHIC DESIGN SERVICES	
201	GUESTHOUSE, INNS & LODGES	
202	HOTELS	
203	IMAGING SERVICES	
204	INFORMATION SERVICES	
205	INSTITUTES	
206	INTERIOR DESIGN SERVICES	
207	INTERPRETING SERVICES LANGUAGE	
208	INVESTIGATION SERVICES	
209	JOURNALISM	
210	LIBRARY SERVICE CONSULTANTS	

211	LOCKSMITHS	
212	LOGO : DESIGN SERVICES	
213	LOGO : ENGRAVING	
214	MAGAZINE PUBLICATION	
215	MAGAZINES SUPPLIER	
216	MAILING SERVICES (LIKE POST OFFICE)	
217	MAPS	
218	MARKET RESEARCH	
219	MEDIA LIAISON	
220	MULTI MEDIA SERVICES	
221	MULTIMEDIA PRODUCTS & AIDS	
222	NETWORK SOLUTIONS	
223	NETWORKING	
224	NETWORKING SOFTWARE	
225	OFFICE AUTOMATION EQUIPMENT	
226	OFFICE AUTOMATION EQUIPMENT REPAIRS	
227	OFFICE AUTOMATION HIRE	
228	OFFICE CONSUMABLES	
229	OFFICE EQUIPMENT	
230	OFFICE FURNITURE	
231	OFFICE FURNITURE REQUISITES	
232	OFFICE LAYOUT DESIGN SERVICES	
233	OFFICE MACHINES & EQUIPMENT	
234	PHOTOGRAPHY EQUIPMENT	
235	PHOTOGRAPHY SERVICE	
236	PLANTSCAPING SERVICES INDOOR OUTDOOR	
237	PRINTING & DESIGN SERVICES	
238	PRINTING CONSUMABLES	
239	PRINTING SERVICES	
240	PROCUREMENT SERVICES	
241	PUBLICATIONS	
242	PUBLISHERS	
243	QUALITY CONTROL SERVICES	
244	RECORDING SERVICES SOUND & CONFERENCE	
245	RECRUITMENT AGENTS	
246	RECYCLING SERVICES	
247	REFRIGERATION EQUIPMENT & REPAIRS	
248	REGISTRATION SERVICES COMPANY	
249	REHABILITATION SERVICES ALCOHOL & DRUG DEPEND	
250	REMOVAL SERVICES FURNITURE	
251	RENOVATION SERVICES	
252	RETAIL STORES	
253	SAFES & SAFE REMOVAL SERVICES	
254	SECRETARIAL SERVICES	
255	SEMINARS	
256	SERVICE PROVIDERS CELLULAR TELEPHONE	
257	SERVICE PROVIDERS CYBERSPACE	
258	SERVICE PROVIDERS MULTI MEDIA	
259	SHUTTLE SERVICES	
260	SIGNS	
261	STATIONERY OFFICE BASIC	
262	STORAGE SYSTEMS (DOCUMENT & COMPUTER	
263	TEACHERS & EDUCATORS	
264	TEAM BUILDING	

265	TECHNIKONS	
266	TELECOMMUNICATION EQUIPMENT	
267	TELECOMMUNICATIONS SYSTEMS	
268	TRAINING MATERIALS & SOFTWARE	
269	TRAINING:ASSET SOFTWARE	
270	TRAINING:COMMUNICATION	
271	TRAINING:COMMUNICATION STRATEGIES & SYSTEMS	
272	TRAINING:COMPUTER PROGRAMMING & SOFTWARE	
273	TRAINING:COMPUTER SYSTEM & SOLUTIONS	
274	TRAINING:EDUCATION	
275	TRAINING:FINANCIAL SYSTEMS	
276	TRAINING:INFORMATION MANAGEMENT	
277	TRAINING:PERFORMANCE MANAGEMENT	
278	TRAINING:PERSONAL DEVELOPMENT	
279	TRAINING:PERSONNEL	
280	TRAINING:PROJECT MANAGEMENT	
281	TRAINING:RISK MANAGEMENT	
282	TRAINING:SECRETARIAL	
283	TRAINING:SKILLS DEVELOPMENT	
284	TRANSCRIPTION SERVICES	
285	TRANSLATION SERVICES	
286	TRANSPORT SERVICES PASSENGERS	
287	TRANSPORTATION SERVICES	
288	TRAVEL AGENCY	
289	TYRES & TUBES	
290	UNIVERSITIES	
291	VEHICLES HIRING	
292	VERIFICATION SERVICES PRODUCT	
293	WEB PAGES & DESIGN	
294	WEB SOLUTIONS DESIGN & MAINTANANCE	
295	WRITING SERVICES	
	OTHER NOT LISTED	
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