



The Engineering Council of South Africa

2 Ernest Oppenheimer Avenue
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APPLICATION FOR REGISTRATION SUPPLIER DATABASE

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

BY HAND: THE ENGINEERING COUNCIL OF SOUTH AFRICA

THE SUPPLY CHAIN MANAGEMENT OFFICE

1st Floor Waterview corner

2 Ernest Oppenheimer Avenue

Burma Office Lake Park, Burma, Johannesburg, 2198

For attention: SCM Supplier Database Administration

Or

BY MAIL: SCM Supplier Database Administration

C/O THE SUPPLY CHAIN MANAGEMENT

Private Bag X691

Bruma 2026

For attention: The Supplier Database Administration

ENQUIRIES:

The Supply Chain Officer Tel: 011 607 9505/9530

Annexure 1: SMME table

Annexure 2: Category/Commodity list

Annexure 3: Required Documentation Checklist

Annexure 4: Banking Information

Annexure 5: Proprietors/Shareholders/Partners/Sole Proprietors/Trustees/Owners

Annexure 6: General Information & Definition

Kindly submit all relevant documentation requested in Annexure 3

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

Company registration details

Company Name:

Trading Name:

Reg. No Vat No:
e.g 2003/140588/20 If any

Income Tax No.: Number of full time employees:

Accreditation / Certification

**Cidb Number Prof. Reg. Date

*Contractor Grade
e.g. 5CE PE CE GB EE SW ME

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PE Status

Yes	No	
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*SAACE Reg. No./other prof. reg. no

*Note: Cidb info. For contractors only Note:SAACE No. for professionals only

Company details

Website Address:

Email Address:

Telkom Area code e.g. 012, 011 ect.

Telephone No. Fax No:

Toll Free No.

Postal Address:

City/Town: Postal Code

Physical Address:

City/Town: Postal Code

Classification of Business: Please tick ✓all the relevant boxes

ISO listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales
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Supplier Grouping detail: (type of firm) Please tick ✓/all the relevant boxes			
Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/Parastatals/Organ of State	<input type="checkbox"/>
Sole proprietor	<input type="checkbox"/>		

Contact Person Details			
Contact Person:	Title: <input type="text"/>	First Name:	<input type="text"/>
Surname:	<input type="text"/>	ID No:	<input type="text"/>
Cell No.:	<input type="text"/>	Work No.:	<input type="text"/>
Fax No.:	<input type="text"/>	Position:	<input type="text"/>
E-mail:	<input type="text"/>		
Please complete Annexure 5: List of Owners/proprietors/Partners/Sole Proprietors/Trustees			

HDI Ownership Status:	
Historically Disadvantaged Individuals (HDI)	<input type="text"/>
Women Equity (WE)	<input type="text"/>
Disabled Individuals (DI) % of ownership	<input type="text"/>

Broad-Based Black Economic Empowerment (B-BBEE) information.

(Please mark with an X your B-BBEE credentials)

BBBEE Status Level of contributor	B-BBEE Score/Qualification	B-BBEE Recognition Level
Level 1 Contributor	>100	135%
Level 2 Contributor	>85 but <100	125%
Level 3 Contributor	>75 but < 85	110%
Level 4 Contributor	>65 but <75	100%
Level 5 Contributor	>55 but <65	80%
Level 6 Contributor	>45 but <55	60%
Level 7 Contributor	>40 but <45	50%
Level 8 Contributor	>30 but <40	10%
Non-Compliant Contributor	<30 on the Scorecard	0%
Qualifying Small Enterprise (QSE)		

Any enterprise with an annual total turnover of between R10 million and R50 million qualifies as a QSE

SMME Status

- Please use the table per Annexure 1 (page 5) to determine the SMME status of your enterprise
- Please tick ✓ the relevant box

Micro
Very Small
Small
Medium
Larger

Business Information

Please indicate your appropriate sector with a tick ✓

Agriculture	<input type="checkbox"/>	Wholesale Trade, Commercial	<input type="checkbox"/>
Mining and Quarrying	<input type="checkbox"/>	Catering, Accomodation, Other	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>	Transport and Storage	<input type="checkbox"/>
Electricity, Gas and Water	<input type="checkbox"/>	Finance and Business Services	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Community, Social and Personal	<input type="checkbox"/>
Retail, Motor Trade and Repair	<input type="checkbox"/>		

Declaration of any Conflict of Interest

Are you currently working as an employee in any organ of state? Yes No

If "Yes", give details:

Have you worked in any organ of state for the past 12 Months? Yes No

If "Yes", give details:

Do you have any relative working for an organ of state? Yes No

If "Yes", give details:

Do you have any close relationship with any official working in our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Are you currently servicing on any structures of our establishment? Yes No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", give details:

Declaration

Verification of information supplied, including information relating to preference that the Application Business may apply for:

I/we, the undersigned, who warrants that I, we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preference, if requested to do so.
2. If the information supplied is found to be incorrect, then The Engineering Council of South Africa may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor for all cost, losses or damages incurred or sustained by the Engineering Council of South Africa as a result of breach of contract;
 - (iii) Cancel the contact and claim any damages which the Engineering Council of South Africa might have suffered by favourable arrangements after such cancellation and /or;
 - (iv) De-register the supplier registered with the Supplier Database
3. A registered supplier MUST notify Supply Chain Management officer of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this day _____ day of _____ 20____ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

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Area

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Commissioner of Oaths Signature

Commissioner of Oaths Signature Full Name

Annexure 1 – SMME table	
Values of following items dependent on most recent Financial Statement	
Item	Value
Total number of full time Employers	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick √the appropriate blocks in Column 2, 3 and 4 next to your chosen sector.

Column 1 Sectors in accordance with the standard Industrial Council	Column 2 (tick applicable) Total full time paid employees				Column 3 (tick applicable) Total Annual turnover (millions)				Column 4 (tick applicable) 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	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community & Social & Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas & Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance & Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining & Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5	0.1m

For office use only	
Summary of results	SMME Status as per above (√appropriate block)
Column 1	Medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

Annexure 2 – Commodity list**ENGINEERING COUNCIL OF SOUTH AFRICA
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST**

Please indicate with a tick ✓

Please note: only 5 commodities will be registered

Construction					
Air-conditioning systems	<input type="checkbox"/>	Electrical Contracts	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>
Alarm/Security/Access Control	<input type="checkbox"/>	Evacuation Systems	<input type="checkbox"/>	Pumping Installations	<input type="checkbox"/>
Automatic Hanger Doors	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Road Marking & Signage	<input type="checkbox"/>
Automatic Sliding Doors	<input type="checkbox"/>	General Building Work	<input type="checkbox"/>	Road works & Cleaning	<input type="checkbox"/>
Auto Sprinkle Fire Protection System	<input type="checkbox"/>	Glazing	<input type="checkbox"/>	Roofing & Waterproofing	<input type="checkbox"/>
Brickwork/Masonry	<input type="checkbox"/>	Hauling/Heavy Equip/Transport	<input type="checkbox"/>	Sewerage Installations/Reticulations	<input type="checkbox"/>
Cabinet/Furniture Making	<input type="checkbox"/>	Hot water Installations	<input type="checkbox"/>	Steam Installations & Ancillary Equip	<input type="checkbox"/>
Carpeting/Tiling/Floor covering	<input type="checkbox"/>	Landscaping/Earthworks	<input type="checkbox"/>	Steel Fabrication & Erection	<input type="checkbox"/>
Ceilings, Partitioning & Shopfitting	<input type="checkbox"/>	Lift & Escalator Equipment	<input type="checkbox"/>	Water installations/reticulations	<input type="checkbox"/>
Cooking & Related Systems	<input type="checkbox"/>	Mechanical Contracts	<input type="checkbox"/>		
Compressed Air Installations	<input type="checkbox"/>	Metalwork & Burglar Bars	<input type="checkbox"/>		
Concrete Works	<input type="checkbox"/>	Painting	<input type="checkbox"/>		
Demolition	<input type="checkbox"/>	Paving	<input type="checkbox"/>		
	<input type="checkbox"/>	Plastering	<input type="checkbox"/>		
	<input type="checkbox"/>				
	<input type="checkbox"/>				
					Other (Specify)

Services					
Accommodation	<input type="checkbox"/>	Fire Hydrants	<input type="checkbox"/>	Performance Management	<input type="checkbox"/>
Advertising/Public Relations	<input type="checkbox"/>	Food & Beverage	<input type="checkbox"/>	Printing/Photography/Graphic Design	<input type="checkbox"/>
Auto Repairs & Services	<input type="checkbox"/>	Funeral Services	<input type="checkbox"/>	Promotional Material	<input type="checkbox"/>
Auto Electrical & hydraulic Repairs	<input type="checkbox"/>	Florist	<input type="checkbox"/>	Publishing	<input type="checkbox"/>
Bookkeepers	<input type="checkbox"/>	Garden Services	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>
Carpet Cleaning	<input type="checkbox"/>	Handyman	<input type="checkbox"/>	Radio Publicity /TV Publicity	<input type="checkbox"/>
Cartridges	<input type="checkbox"/>	Insurance/Employee Benefits	<input type="checkbox"/>	Road Maintenance	<input type="checkbox"/>
Catering/Vending/Food Supply	<input type="checkbox"/>	Interior/Industrial Design	<input type="checkbox"/>	Recruitment Agencies	<input type="checkbox"/>
Cleaning Services	<input type="checkbox"/>	IT Maintenance	<input type="checkbox"/>	Safety & Security Services	<input type="checkbox"/>
Computer Supplies /Services	<input type="checkbox"/>	IT Management	<input type="checkbox"/>	Security Access Control	<input type="checkbox"/>
Corporate Gifts/Corporate Clothing	<input type="checkbox"/>	IT Networking	<input type="checkbox"/>	Switchgear /Transformers	<input type="checkbox"/>
Copywriting	<input type="checkbox"/>	IT Programming	<input type="checkbox"/>	Site Cleaning	<input type="checkbox"/>
Courier Services	<input type="checkbox"/>	Laundry Services Dry Cleaning	<input type="checkbox"/>	Solid Waste Disposal	<input type="checkbox"/>
Cleaning Equipment/Materials	<input type="checkbox"/>	Locksmith Services	<input type="checkbox"/>	Telecommunication	<input type="checkbox"/>
Data Backup Services & Software	<input type="checkbox"/>	Media Liaison	<input type="checkbox"/>	Transport Services and Goods	<input type="checkbox"/>
Data Capturing/Management Services	<input type="checkbox"/>	Mailing/Courier Services	<input type="checkbox"/>	Transport Services Passengers	<input type="checkbox"/>
Diesel & Petrol Engines	<input type="checkbox"/>	Medical/Ambulance/Healthcare	<input type="checkbox"/>	Transportation Services	<input type="checkbox"/>
Debt Collection	<input type="checkbox"/>	Municipal Services	<input type="checkbox"/>	Travel Agencies	<input type="checkbox"/>
Distribution	<input type="checkbox"/>	Medical Equipment Instrument	<input type="checkbox"/>	Telephone & Data Line Maintenance	<input type="checkbox"/>
Document Binding Services	<input type="checkbox"/>	Office Maintenance	<input type="checkbox"/>	Training & Development	<input type="checkbox"/>
Educational Services	<input type="checkbox"/>	Personal Services	<input type="checkbox"/>	Upholsters	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Pest Removal Services	<input type="checkbox"/>	Web pages & Design	<input type="checkbox"/>
Exhibition Centres	<input type="checkbox"/>				
Fire Extinguishers & Refills	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
					Other (Specify)

Annexure 3 – Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format and or/certified.

Please tick ✓/submitted documents

Documents Name	Attached
Original Valid Tax Clearance Certificate/VAT registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Directors' ID's	<input type="checkbox"/>
Certified Copy or original BBBEE Certificate and or Accreditation Certificates	<input type="checkbox"/>
Cancelled Cheque/Verification letter of Bank	<input type="checkbox"/>
Any relevant independent agency ratings/industrial endorsement	<input type="checkbox"/>
Proof of Disability (Doctors Letter)	<input type="checkbox"/>
Proof of Ownership/ Shareholding Certificate	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>

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Captured by	<input type="text"/>		
Date:	<input type="text"/>	New <input type="checkbox"/>	Update <input type="checkbox"/>
Status:	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>	Awaiting Approval <input type="checkbox"/>
			<input type="text" value="Reason if 'No'"/>
Done VAT Checked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			<input type="text" value="Reason if 'No'"/>

Annexure 4 – Banking Information

AFFIX OFFICIAL BANK
STAMP HERE

Bank Name :
Bank Location:
Bank Account no:
Branch Code:
Account Holder:
Account Type:

Bank Official Name:
Designation:
Signature:

Reference Number /Description to be used:

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Cancelled cheque

AFFIX A CANCELLED CHEQUE HERE

HDI Ownership Status; Please read notes below very carefully

Instructions and Definitions:

Legislation:

- Procedures are 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 Institution.

Terminology:

- **Commodities**
The commodities the company wishes to be registered for as a supplier. Please define your principal business to maximum of 10 commodities.
- **Trade Names**
The trade names that the company own or distribute, which you wish to be registered for.
- **Owned:**
Having all the customary elements of ownership, including the right of decision-making and sharing all the risk and profits commensurate with the degree of ownership interest as demonstrated by an examination rather than the form of ownership arrangements.
- **B-BBEE**
Means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- **B-BBEE status level of contributor**
Means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act