Invitation to Register on the Services SETA Prospective Supplier Database

The Services Sector for Education and Training Authority (SSETA) is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance skills levels in the sector in accordance with Government's growth initiatives. The Services SETA is striving to build a system where skills production and development respond to the socio-economic needs of our country and its labour market. Such high-quality skills will, in turn, enhance investment and improve service delivery. Read more on www.serviceseta.org.za

The Services SETA hereby invites prospective suppliers to register as approved suppliers on the official Supplier Database.

Services SETA has engaged in improving the quality of its Supplier Registration Application Form in order to comply with PFMA and National Treasury regulations, for instance to include all relevant Treasury SBD forms. We therefore extend a special invitation to ALL current Services SETA approved suppliers who have already registered or applied to register on the Services SETA Database to re-apply/submit their supplier application forms to re-register with the Services SETA Database.

Submission requirements: • All applications must use the standard Services SETA Supplier Registration application form template, which will be available on www.serviceseta.org.za or at Services SETA Head Office and Regional Offices. The front cover of the submission document must clearly state the province for which the service provider is applying • A valid and original Tax Clearance Certificate • A certified copy of your business registration documents if you are incorporated as a partnership, close corporation or a company, etc **(certified copies MUST NOT be older than 3 months)** • Original cancelled cheque or stamped letter from the bank, verifying the banking details of your business • Proof of professional registration, accreditation or a copy of any other registration certificate pertaining to your relevant industry, eg ECB (Electrical Contractors Board) • Certified copies of the ID documents of directors and shareholders/partners/members/sole proprietor **(certified copies MUST NOT be older than 3 months)** • Supplier must attach an affidavit from the Police confirming disability (if applicable) • A current copy of the CIDB (Construction Industry Development Board) certificate. NB: You can contact the CIDB on +27 12 482-7200 or 086 100 CIDB, or visit www.cidb.org.za 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 • Services SETA Supplier Registration Application Form must be completed in full and ***all SBD forms should be signed and all pages initialled*** • All suppliers must submit a valid B-BBEE Verification Certificate in terms of the B-BBEE Codes of Good Practice (where applicable) • The potential supplier must submit a minimum of **one** original and **one** copy of Services SETA Supplier Registration Application Form.

Failure to submit the above documents will invalidate your application. The list of commodities (products and services) will be available on the Services SETA Supplier Registration Application form.

Note: Listing on the database does not guarantee procurement, but rather an opportunity to be invited to quote or bid when the need arises.

Database registration documentation is available on the Services SETA website at www.serviceseta.org.za/SupplyChainManagement/ActiveTenders

All enquiries regarding this bid should be in writing and may be directed to e-mail: connyz@serviceseta.org.za

The closing date for submissions is **15 July 2014 at 11:00.** No late submissions will be considered.

Submissions should be deposited in the tender box or couriered to **the Supply Chain Division, Ristone Office Park, 15 Sherborne Road, Parktown, Johannesburg. The tender box can be accessed between 08:00 and 16:00 Monday to Thursday and 08:00 and 15:00 Fridays.**