



Synaps IT Systems CC

Name of Service Provider : _____

FOR OFFICIAL PURPOSE

APPLICATION ACCEPTED	APPLICATION REJECTED
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SUPPLIER NUMBER	
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Verified by: _____ Signature: _____ Date: _____

Captured by: _____ Signature: _____ Date: _____

SUPPLIER APPLICATION FORM

Company /Supplier Name:

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Company/ Close Corporation Registration No.		
Income Tax Reference (SARS) Number		
VAT registration Number (if applicable)		
Web Address		
Email Address		
Telephone Number	Code:	
Fax Number (compulsory)	Code:	
Toll free Number (if any)		
Number of full-time employees		

Postal Address	Physical Address
Postal Code:	Postal Code:

Main Contact Person in your company:		
Name of contact person:		
Company Position:		
Cellphone Number:	Code:	
Fax Number:	Code:	
Email Address:		

Supplier Grouping Details: Type of firm (Please tick the relevant box)				
1	Public Company (ltd)		8	Sole Proprietor
2	Private Company (Pty) (ltd)		9	Foreign entity
3	Close Corporation (cc)		10	Partnership
4	Co-operative		11	Trust
5	Other (specify)		12	Section 21 Company
6	Joint Venture		13	Government / Parasternal
7	Consortium			

HDI Ownership Status:

(Failure to complete this section will result in the application being declined)

Historically Disadvantaged Individuals (HDI) %	%
Women Equity (WE)	%
Disabled Individuals (DI)	%

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

Name	Date/ Position occupied in Enterprise	ID Number	Data RSA Citizenship obtained	HDI Status			% of business / Enterprise owned.
				No franchise prior to elections	women	disabled	

Note: Where owners are themselves a company or a partnership, owners of the holding firm must be identified. Certified ID copies of partners or members must be attached.

How long has the company/supplier been in existence? _____

Personnel (Staff) complement

How many permanent Staff Members does the company/supplier employ? _____

How many temporary Staff Members does the company/supplier employ? _____

Provide equity Employment status for the above in terms of gender as follows:

Position	No. of Africans	No. of Colored's	No. of Indians	No. of Whites	total	% of Africans	% of Colored's	% of Indians	% of Whites	% of Women	% of Disabled

Male: _ _____

Female: _____

Broad-Bases Black Economic Empowerment (B-BBEE) Vendor Profile

1. Vendor Profile

Business Information

Entity Name	
Business Name (trading name)	
Entity/ Business registration number or ID no. if a sole proprietor	

2. Contact Information

Physical Address	
Postal Address	
Contact Person	
Designation	
Telephone Number	
Fax Number	
Email Address	

Data Table

Row Number	Contents	Value
A	Percentage of black individuals that have economic interests in the enterprise	%
B	Percentage of black individuals that reflect genuine decision making at the board, executive and operational management levels.	%
C	Total number of full-time equivalent paid employees	
D	Total number of full-time equivalent paid employees that qualify as black individuals	
E	Total annual turnover	R
F	Total gross assets values (fixed property included)	R
G	Total Amount spent on training of employees at a SETA registered training institute	R
H	Total Amount invested into other black empowered enterprises with an annual turnover of at least R 100 000.00	R
I	Total Annual expenditure on purchases	R
J	Total Annual expenditure purchased from black empowered enterprises	R

3. Scorecard

The following balanced scorecards must be completed using the information supplied in the data table above, either on table 4.1 or 4.2.

The scorecard columns “Score” and “percentage claimed” must be completed by the bidder except where specified differently. The score column is completed by applying the formula printed in the bottom left hand corner of each of the score column cells to the values entered in the data table. (example : A Referd to the value entered in the row number A of the data table and B to row number B and so forth. The percentage claimed column is calculated by applying the formula in the Formula column to the value entered in the score column.

3.1 Generic Scorecard: Code 000 – With all Seven (7) Element (Companies with a turnover of above R35m p.a.)

	Measurement	Compliance Targets	Score	Formula	Weight	Percentage Claimed
Direct Empowerment						
Equity Ownership	Percentage of black individuals that have economic interest in the enterprise	50.1%	A	If score >50% Then 20 Else: Score/50.1/5*100	20	
Management	Percentage of black individuals that reflect genuine decision making at board, executive and operational levels	50.1%	B	If score >0% Than:10, Else: Score /50.1/10*100	10	
Human Resource Development						
Employment equity	Percentage of employees that qualifies as black individuals	50.1%	D/C*100	If score >50% Than 10 Else Score/50.1/10*100	15	
Skills development	Amount spend on training of individuals as a percentage of turnover	4% of payroll	G/E*100	If score >4% Than:20 Else: Score/4/5*100	15	
Indirect Empowerment						
Preferential procurement	Percentage of purchase to black empowered enterprises	35%	J/I*100	If score 20% than :20 Else: Score/20/5*100	20	

Enterprise development	Amount invested into other black empowered enterprises with an annual turnover of R 100 000	3% (NPAT)	H/E*100	If score >3% Than:15 Else Score/3/10*100	15	
Socio-economic development		1%(NPAT)		If score >1% Than:5 Else: Score/1/10*100	5	
TOTAL					100	

3.2 Generic Scorecard: Code 800 – Small Enterprise scorecard: Select four(4) of the Seven(7) Elements (Companies with a Turnover of R5m to R35m p.a.) QSE

	Measurement	Compliance Targets	Score	Formula	Weight	Percentage Claimed
Direct Empowerment						
Equity Ownership	Percentage of black individuals that have economic interest in the enterprise	50.1%	A	If score >50% Then 20 Else: Score/50.1/5*100	25	
Management	Percentage of black individuals that reflect genuine decision making at board, executive and operational levels	50.1%	B	If score >0% Than:10, Else: Score /50.1/10*100	25	
Human Resource Development						
Employment equity	Percentage of employees that qualifies as black individuals	50.1%	D/C*100	If score >50% Than 10 Else Score/50.1/10*100	25	
Skills development	Amount spend on training of individuals as a percentage of turnover	4% of payroll	G/E*100	If score >4% Than:20 Else: Score/4/5*100	25	
Indirect Empowerment						
Preferential procurement	Percentage of purchase to black empowered enterprises	35%	J/I*100	If score 20% than :20 Else: Score/20/5*100	25	
Enterprise	Amount invested into other black	3% (NPAT)	H/E*100	If score >3%	25	

development	empowered enterprises with an annual turn over of R 100 000			Than:15 Else Score/3/10*100		
Socio-economic development		1%(NPAT)		If score >1% Than:5 Else: Score/1/10*100	25	
TOTAL	Any 4 of the above	(4x25)			100	

4. Please cross (x) the sector or sub-sector in accordance with the Standard Industrial Classification that business is conducted in.

x	Sector or Sub-Sector	x	Sector or Sub-Sector
	Agriculture		Finance
	Business services		Manufacturing
	Catering		Mining and Quarrying
	Commercial Agents and Allied services		Retail, Motor Trade and Repair Services, Importer or Exporter
	Communications		Social and Personal Services
	Construction		Storage and Warehousing
	Community		Transport
	Electricity, Gas and Water		Wholesale Trade

5. Broad-Bases Black Economic Empowerment (B-BBEE) information

Please Mark with an X your B-BBEE credentials

B-BBEE Status	B-BBEE Score/ Qualification	B-BBEE Recognition level %
Level 1 Contributor	>100	135%
Level 2 Contributor	>85 but <100	125%
Level 3 Contributor	>75 to <85	110%
Level 4 Contributor	>65 to <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-Complaint Contributor	<30 on the score card	0%

Exempted Micro-Enterprise (EME)		Please mark with an x your B-BBEE credentials
Any enterprise with an annual Total Revenue of R5 million or less qualifies as an Exempted Micro-Enterprise (EME). A start-up enterprise must be measured as an Exempted Micro-Enterprise for the first year following its formation or incorporation.		

Qualifying Small Enterprise (QSE)		Please mark with an x your B-BBEE credentials
Any Enterprise with an annual Total Revenue of between R5 million and R35 million qualifies as a Qualifying small enterprise.		

Enterprise 50% or more Black Owned		Please mark with an x your B-BBEE credentials	%	Provide % of shareholding
Indicate if your enterprise is 50% or more black owned				

Enterprise 30% or more Black Owned		Please mark with an x your B-BBEE credentials	%	Provide % of shareholding
Indicate if your enterprise is 30% or more black owned				

I/We Confirm that the information provided is correct as at this date:			
Name	Signature	Designation	Date

NOTE: IMPORTANT DOCUMENTATION: (compulsory) Evaluation Criteria

- Valid SARS TAX Clearance Certificate
- Company / CC Registration Certificate CK1 & CK2 (issued by CIPC)
- Certified copies of ID(s) of members/partners
- B-BBEE Vendor Profile (page 6-8)
- BEE Rating Certificate and any other supporting documents
- Certified Audited Annual Financial Statements for the past 2 years to confirm annual turnover. If it is a newly established entity please provide 3 months bank statements.

Supplier must comply with all the **registration-criteria** for registration to be finalized- **failure** to do so may result in the application being declined.

Applicants please tick in column A to ensure that all documents required by Synaps IT Systems CC have been submitted.

No	Item Required from the supplier	Attached : Y/N
1	Valid Tax clearance certificate	
2	Company/ CC Registration	
3	Certified copies of ID	
4	BEE rating certificate	
5	Audited financial statements for the past 2 years or if new entity 3 month bankstatement	
6	The form is completed	