

OFFICE USE ONLY

Reg No: vendNCI\_# \_\_\_\_\_



## SUPPLIER / VENDOR DATABASE REGISTRATION FORM

### Company registered name

(In block letters)

### Core Business (Service)

(Select one only from the List of Services provided on Page 11 of this document)

#### Delivery address:

199 Anton Lembede (Smith) Street  
Embassy Building, Suite 2305, 23<sup>rd</sup> Floor  
Durban  
4001

OFFICE USE ONLY		DATE
Received by		
Checked by		
Confirmed by		



NATIONAL CONSTRUCTION INCUBATOR (NCI) BOARD MEMBERS:

(Dr.) M.J. Ndlovu (Chairperson) | P. Mazibuko (CEO) | Y. Jiya-Tiba (COO) | L.P. Dhloho | P.F. Heeger | B. Mapisa | C. Mnguni | B.M. Shangase | W. Souter | (Members)

## SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH NATIONAL CONSTRUCTION INCUBATOR

The following important notes should be read carefully before the completion of this form

1. *It should be noted that National Construction Incubator (NCI) reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on National construction incubator's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.*
2. *This form must be completed in full and signed by the duly authorised signatory.*
3. *Full signatures are required when alterations are made in this document.*
4. *If the information required is not applicable to your business, clearly insert the symbol "N/A" in the appropriate space.*
5. *Mark the appropriate square with a "√" or "X" where it is applicable to you.*
6. *If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.*
7. *Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.*
8. *No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.*
9. *A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.*
10. *Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the vendor database.*
11. *Suppliers that have registered onto the Supplier Database should ensure that they furnish National construction incubator with any change to the status of the information initially provided, as and when the information changes.*
12. *Suppliers are to ensure the National construction incubator is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate accredited by SANAS. **Suppliers whose tax clearance certificates and / or BEE certificates have expired will be blocked from National construction incubator's database until such time as valid documents are submitted.***
13. *Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.*
14. *Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by National construction incubator. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with National construction incubator.*
15. *Please read notes below very carefully:*

**Services:** *The commodity the business wishes to register for as a supplier. (Only one service)*

**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 arrangements.*

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.

**Historically Disadvantaged Individual (HDI):** means a South African citizen

- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution”); and/or
- (2) who is a female; and/or
- (3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be HDI.

**Black people** a generic term which means: African, Coloured and Indian.

**Youth** refers to persons between the ages of 18 to 35, both inclusive.

16. Verification prior approval as prospective service provider:

- Kindly note that all prospective goods / service providers seeking business opportunities with the National construction incubator are subjected to verification of company’s directors. The verification process entails security checks on registration with Companies Intellectual Property Commission (CIPC), Blacklisting of Companies and or its Directors by National Treasury.
- This organization reserves the right to institute any further action to satisfy itself on the suitability of prospective goods / prospective provider.

17. **The front page of the envelope must be clearly marked “Supplier / Vendor Database Registration”. The envelope must be hand delivered or posted via registered mail to one of the following addresses:**

**Physical Addresses:**

**Supplier / Vendor Database Registration**

**HEAD OFFICE**

**NCI: Facilities (Procurement) Department**

199 Anton Lembede Street, Embassy Building, 23rd Floor, Durban, 4000

**ATTERIDGEVILLE/TSHWANE BRANCH**

**NCI: Facilities (Procurement) Department**

351 CNR Church & Kalafong Hospital Road  
Atteridgeville, Pretoria, 0081

**DURBAN BRANCH**

**NCI: Facilities (Procurement) Department**

127 Johannes Nkosi (Alice) Street

**EKURHULENI BRANCH**

**NCI: Facilities (Procurement) Department**

68 Rigger Street, Spartan  
Kempton Park, 1619

**KWAMASHU BRANCH**

**NCI: Facilities (Procurement) Department**

76 Bhungezi Road  
KwaMashu, 4360

**MTHATHA BRANCH**

**NCI: Facilities (Procurement) Department**

10 Timber Street, Vulindlela Heights

**STEELPOORT BRANCH**

**NCI: Facilities (Procurement) Department**

Unit A7 Farm, Spitskop 333KT Road  
Steelpoort, 1133

**DUNDEE/UMZINYATHI BRANCH**

**NCI: Facilities (Procurement) Department**

44 Victoria Street, Absa Building

**EAST LONDON BRANCH**

**NCI: Facilities (Procurement) Department**

Mbudu Street, 1<sup>st</sup> Floor, C1 Building  
East London, IDZ, Lower Chester Road

**EMPANGENI TRANSNET HUB BRANCH**

**NCI: Facilities (Procurement) Department**

20 Brandon Road, Empangeni

**MOGALE CITY BRANCH**

**NCI: Facilities (Procurement) Department**

41 Commissioner Street  
Krugersdorp, 1709

**PORT ELIZABETH BRANCH**

**NCI: Facilities (Procurement) Department**

85 Burman Road, Deal Party, 6013

**UMHLATHUZE BRANCH**

**NCI: Facilities (Procurement) Department**

H3133 (12 Makethe Street)  
Esikhawini

18. *Please mark the back of the envelope with Sender (Business Name), Contact Person, Telephone Number and the Core Business (Service) for ease of reference.*
19. *I have read and understood the important notes on pages 2 and 3*

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**Authorised signatory**

**Business Profile** (Please complete or tick where applicable)

Registered Company Name: \_\_\_\_\_

Trading Name (if different): \_\_\_\_\_

Business Type:

- |   |   |
|---|---|
| <input type="checkbox"/> Sole Trader            | <input type="checkbox"/> Partnership                  |
| <input type="checkbox"/> Close Corporation      | <input type="checkbox"/> Company (Private/Public)     |
| <input type="checkbox"/> Government Institution | <input type="checkbox"/> Other (please specify) _____ |

Business Registration Number: 

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(Please attach certified copy of proof of registration)

Income Tax Number: 

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Vat Number: 

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PAYE Number: 

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UIF number: 

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Skills Development number: 

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Compensation for Occupational Injuries and Diseases (COID) number: 

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Number of Years in Business 

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Physical Address	Postal Address
Province	Province
Postal Code	Postal Code

Web Address: 

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## CONTACT PERSONS

Name:	<input type="text"/>	Name:	<input type="text"/>
Surname:	<input type="text"/>	Surname:	<input type="text"/>
Designation:	<input type="text"/>	Designation:	<input type="text"/>
Tel:	<input type="text"/>	Tel:	<input type="text"/>
Cell:	<input type="text"/>	Cell:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

### Documentation to be attached to this application form

Item No	Documentation required	Included	If not included provide reason
1	<b>Original</b> certified copy of company registration forms	<input type="checkbox"/>	
2	<b>Original</b> valid tax clearance certificate	<input type="checkbox"/>	
3	<b>Original</b> certified copies of shareholder certificates / CIPRO documents	<input type="checkbox"/>	
4	<b>Original</b> certified copies of shareholder / directors / owners / members identity documents	<input type="checkbox"/>	
5	<b>Original</b> certified copy of accreditation certificate for relevant industry	<input type="checkbox"/>	
6	<b>Current</b> BBBEE Certificate issued by SANAS accredited rating agency or letter from auditor/accountant confirming annual turn-over	<input type="checkbox"/>	
7	Company Profile	<input type="checkbox"/>	
8	Audited financial statements for the past 3 years	<input type="checkbox"/>	
9	<b>Original</b> Cancelled cheque/ <b>Original</b> bank stamped letter confirming bank details/ Bank statement	<input type="checkbox"/>	
10	Declaration of interest (SBD 4)	<input type="checkbox"/>	
11	Central Supplier Database (CSD)	<input type="checkbox"/>	

## DECLARATION OF INTEREST

1.

Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.

**In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number: 

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2.3 Position occupied in the Company:       Director       Trustee       Shareholder

2.4 Company Registration Number: 

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2.5 Tax Reference Number: 

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2.6 VAT Registration Number: 

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2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

<sup>1</sup> "NCI" means –  
(a) *National Construction Incubator entity.*

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by NCI?       YES       NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with NCI in the previous twelve months?  YES  NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by NCI and who may be involved with the evaluation and or adjudication of this bid?  YES  NO

2.9.1 If so, furnish particulars:

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?  YES  NO

2.10.1 If so, furnish particulars:

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?  YES  NO

2.11.1 If so, furnish particulars:



**3. Full details of directors / trustees / members / shareholders:**

Full Name	Identity Number	Personal Tax Reference Number	NCI Employee Number

**4. DECLARATION**

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF  
THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

**Signature**

**Date**

**Position**

**Name of Bidder**

## List of Services

Please mark clearly with an "X" the entity's **Core Business** below (**select only one**) and write the selection on the cover page of this application form and on the back of the envelope.

Category		
1.	<b>Advertising (Placement of Advertisements)</b>	<input type="checkbox"/>
	Electronic Media	<input type="checkbox"/>
	Outdoor Media	<input type="checkbox"/>
	Print Media	<input type="checkbox"/>
	Other (Please specify) _____	<input type="checkbox"/>
2.	<b>Archiving &amp; Related Services</b>	<input type="checkbox"/>
	Archiving & Related Services	<input type="checkbox"/>
3.	<b>Assets &amp; Goods</b>	<input type="checkbox"/>
	Audio & Video Systems	<input type="checkbox"/>
	Electronic Equipment (Projectors, Cameras, etc.)	<input type="checkbox"/>
	Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.)	<input type="checkbox"/>
	Motor Vehicles	<input type="checkbox"/>
	Office Equipment	<input type="checkbox"/>
	Office Furniture	<input type="checkbox"/>
	Public address systems (Speakers, Microphones)	<input type="checkbox"/>
	Other (Please specify) _____	<input type="checkbox"/>
4.	<b>Assets Services</b>	<input type="checkbox"/>
	Audio & Video Systems (Maintenance & Support)	<input type="checkbox"/>
	Refrigeration Equipment Repairs	<input type="checkbox"/>
	Repair of Office Furniture	<input type="checkbox"/>
	Repair of Electrical Equipment	<input type="checkbox"/>
	Other (Please specify) _____	<input type="checkbox"/>
5.	<b>Corporate Clothing &amp; Gifts</b>	<input type="checkbox"/>
	Corporate Clothing, Promotion Items & Gifts	<input type="checkbox"/>
	Flowers	<input type="checkbox"/>
	Framing of Certificates / Awards	<input type="checkbox"/>
	Other (Please specify) _____	<input type="checkbox"/>
6.	<b>Document Services</b>	<input type="checkbox"/>
	Courier Services (incl. Postal Services)	<input type="checkbox"/>
	Franking Machine Services	<input type="checkbox"/>
7.	<b>HR &amp; Related Services</b>	<input type="checkbox"/>
	Change Management Consultants	<input type="checkbox"/>
	Executive Search Consultants	<input type="checkbox"/>

	Performance Management Consultants	<input type="checkbox"/>
	Personal Development Consultants	<input type="checkbox"/>
	Recruitment Agencies	<input type="checkbox"/>
	Remuneration & Salary Structuring Consultants	<input type="checkbox"/>
	Skills Analysis & Development Consultants	<input type="checkbox"/>
	Staff Wellness Services	<input type="checkbox"/>
	Team Building (Venue, Events & Organizers)	<input type="checkbox"/>
	Transcription Services	<input type="checkbox"/>
	Voluntary Counselling & Testing	<input type="checkbox"/>
<b>8.</b>	<b>IT &amp; Related Services</b>	<input type="checkbox"/>
	IT Hardware & Network Equipment	<input type="checkbox"/>
	IT Hardware & Network Maintenance & Support	<input type="checkbox"/>
	IT Network Cabling	<input type="checkbox"/>
	IT Professional Services (Consulting & Contracting)	<input type="checkbox"/>
	IT Security Services	<input type="checkbox"/>
	IT Software (Server, Operating, Antivirus & Other)	<input type="checkbox"/>
	Specialist IT Services, Architecture, Security, etc.	<input type="checkbox"/>
	Virtual Data Centre and Hosting	<input type="checkbox"/>
	Website Design	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>
<b>9.</b>	<b>Logistics Household Items Goods</b>	<input type="checkbox"/>
	Bar Items Soft drinks	<input type="checkbox"/>
	Blinds & Awnings	<input type="checkbox"/>
	Carpets / Carpeting Installation	<input type="checkbox"/>
	Crockery, Cutlery, Table Cloths, Doilies	<input type="checkbox"/>
	Dry Goods (Tea, Coffee, Sugar, etc.)	<input type="checkbox"/>
	Fresh Milk	<input type="checkbox"/>
	Household Cleaning Materials	<input type="checkbox"/>
	Protective Clothing	<input type="checkbox"/>
	Shelving (Steel & Wood)	<input type="checkbox"/>
	Uniforms	<input type="checkbox"/>
<b>10.</b>	<b>Logistics Household Items Services</b>	<input type="checkbox"/>
	Catering	<input type="checkbox"/>
	Cleaning (General and Specialised, incl. Exterior Window Cleaning)	<input type="checkbox"/>
	Dry Cleaning Services	<input type="checkbox"/>
	Fire Detection, Prevention and Security Systems	<input type="checkbox"/>
	First Aid Supplies / Equipment / Kits (OHASA)	<input type="checkbox"/>

	Pest Control / Fumigation	<input type="checkbox"/>
	Pot Plant Servicing	<input type="checkbox"/>
	Sanitation	<input type="checkbox"/>
	Supply of Newspapers, Journals, Publications, etc.	<input type="checkbox"/>
<b>11.</b>	<b>Maintenance &amp; Related Services</b>	<input type="checkbox"/>
	Air Conditioning Specialist	<input type="checkbox"/>
	Building Contractor	<input type="checkbox"/>
	Carpet / Upholstery Cleaning	<input type="checkbox"/>
	Construction Maintenance Services	<input type="checkbox"/>
	Electrical (Globes, Plugs, Wire, etc.)	<input type="checkbox"/>
	Fire Extinguisher Service	<input type="checkbox"/>
	Furniture (Castors, Screws, Brackets, etc.)	<input type="checkbox"/>
	Furniture Removals	<input type="checkbox"/>
	Hardware	<input type="checkbox"/>
	Horticultural Services	<input type="checkbox"/>
	Mechanical Services	<input type="checkbox"/>
	Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting)	<input type="checkbox"/>
	Plumbing (Toilet Seats, Washers, Taps, etc.)	<input type="checkbox"/>
	Recycling Services	<input type="checkbox"/>
	Repair of Printer / Copier / Scan / Fax Machines	<input type="checkbox"/>
	Access control systems (Biometrics and Card)	<input type="checkbox"/>
	CCTV systems (Network Cameras, DVR, Backups)	<input type="checkbox"/>
	Fire Fighting systems (Fire extinguishers, Fire hoses, gas, fire mimic)	<input type="checkbox"/>
<b>12.</b>	<b>Printing &amp; Related</b>	<input type="checkbox"/>
	Copying Services	<input type="checkbox"/>
	Printing, Layout & Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.)	<input type="checkbox"/>
	Signage	<input type="checkbox"/>
<b>13.</b>	<b>Professional Services: Conference &amp; Seminars</b>	<input type="checkbox"/>
	Event Management (incl. Chairs, Décor, Screens, Stage, Podium, Catering)	<input type="checkbox"/>
<b>14.</b>	<b>Professional Services: Forensic Investigations</b>	<input type="checkbox"/>
	Data Mining Specialists	<input type="checkbox"/>
	Handwriting Analyst	<input type="checkbox"/>
	Investigations	<input type="checkbox"/>
	IT Forensic Specialists	<input type="checkbox"/>
	Technical Surveillance Specialists	<input type="checkbox"/>
	Other (please specify) _____	<input type="checkbox"/>

15.	<b>Professional Services: Other</b>	<input type="checkbox"/>
	Accounting & Auditing Services	<input type="checkbox"/>
	Actuarial Services	<input type="checkbox"/>
	Advocates (Corporate, not Claim related)	<input type="checkbox"/>
	Architects	<input type="checkbox"/>
	Asset Management Consultants	<input type="checkbox"/>
	Attorneys (Corporate, Commercial & Labour)	<input type="checkbox"/>
	Auctioneers	<input type="checkbox"/>
	Business Advisory Consultants	<input type="checkbox"/>
	Business Analysis & Design Consultants	<input type="checkbox"/>
	Business Assessments (Financial and Organisational Assessments)	<input type="checkbox"/>
	Business Management Consultants	<input type="checkbox"/>
	Business Process Re-Engineering Consultants	<input type="checkbox"/>
	Business Solutions Consultants	<input type="checkbox"/>
	Commercial Property Agents	<input type="checkbox"/>
	Communication & Stakeholder Management Services	<input type="checkbox"/>
	Entertainers (Performers)	<input type="checkbox"/>
	Financial & System Integration Consultants	<input type="checkbox"/>
	Financial Administration Consultants	<input type="checkbox"/>
	Financial Systems Consultants	<input type="checkbox"/>
	Governance Consultants	<input type="checkbox"/>
	Knowledge Management Solutions Consultants	<input type="checkbox"/>
	Lean Management and Productivity Improvement	<input type="checkbox"/>
	Market Research Consultants	<input type="checkbox"/>
	Marketing Consultants	<input type="checkbox"/>
	Media Liaison Consultants	<input type="checkbox"/>
	Media Monitoring (Print & Electronic Media)	<input type="checkbox"/>
	Organisational Dynamics Consultants	<input type="checkbox"/>
	Procurement Advisory Services	<input type="checkbox"/>
	Professional Photographers / Photography Equipment	<input type="checkbox"/>
	Project Management Consultants	<input type="checkbox"/>
Public Relations & Consulting Services	<input type="checkbox"/>	
Quantity Surveyors	<input type="checkbox"/>	
Risk Management Consultants	<input type="checkbox"/>	
Stakeholder Perception Survey Services	<input type="checkbox"/>	
Strategic Planning & Development Consultants	<input type="checkbox"/>	
Strategic Planning Facilitation	<input type="checkbox"/>	

	Videographer	<input type="checkbox"/>
16.	<b>Rental</b>	<input type="checkbox"/>
	Audio-visual Systems	<input type="checkbox"/>
	Crockery & Cutlery	<input type="checkbox"/>
	Décor	<input type="checkbox"/>
	Furniture	<input type="checkbox"/>
	Office Equipment	<input type="checkbox"/>
	PC's, Laptops, Other Computer Equipment	<input type="checkbox"/>
	Screens	<input type="checkbox"/>
	Toilets	<input type="checkbox"/>
	Vending Machines	<input type="checkbox"/>
17.	<b>Safety &amp; Security</b>	<input type="checkbox"/>
	Background Checks / Verification Services	<input type="checkbox"/>
	Biometrics Access Systems Installations	<input type="checkbox"/>
	CCTV Systems Installations	<input type="checkbox"/>
	Security Gates, Roller Shutter Doors, Turnstile and Doors	<input type="checkbox"/>
	Security (Guarding) Services	<input type="checkbox"/>
	Security Risk Assessment	<input type="checkbox"/>
	Information security	<input type="checkbox"/>
	Firefighting systems Installations	<input type="checkbox"/>
	Evacuation Chairs	<input type="checkbox"/>
	Hand Held Radios	<input type="checkbox"/>
	Loud speakers	<input type="checkbox"/>
	First aid boxes	<input type="checkbox"/>
	First aid contents (bandage, scissor)	<input type="checkbox"/>
	Intercom System	<input type="checkbox"/>
	Protective Clothing (Bibs, Helmets, Boots)	<input type="checkbox"/>
	Locks & Keys	<input type="checkbox"/>
	PA systems	<input type="checkbox"/>
	Safes	<input type="checkbox"/>
	Vehicle Tracking Systems	<input type="checkbox"/>
	Alarm systems	<input type="checkbox"/>
	OHS Compliance assessment	<input type="checkbox"/>
	Occupational Health and Safety	<input type="checkbox"/>
Technical Surveillance Counter Measures (TSCM)	<input type="checkbox"/>	

18.	<b>Stationery &amp; Related</b>	<input type="checkbox"/>
	Barcode Labels	<input type="checkbox"/>
	Printer Cartridges and Other Consumables	<input type="checkbox"/>
	Recycling of Empty Toner Cartridges	<input type="checkbox"/>
	Stationery	<input type="checkbox"/>
19.	<b>Telecommunications</b>	<input type="checkbox"/>
	Cellular Phone Contract Service	<input type="checkbox"/>
	Voice & Data Cabling	<input type="checkbox"/>
20.	<b>Training (SETA Accredited, etc.)</b>	<input type="checkbox"/>
	AIDS in the Workplace Programmes	<input type="checkbox"/>
	Assessor Training	<input type="checkbox"/>
	Business Process Mapping & Modelling Training	<input type="checkbox"/>
	Business Writing Skills	<input type="checkbox"/>
	Call Centre Training	<input type="checkbox"/>
	Career Management	<input type="checkbox"/>
	Change Management Training	<input type="checkbox"/>
	Communication Skills	<input type="checkbox"/>
	Conflict Management Training	<input type="checkbox"/>
	Corporate Secretariat Training	<input type="checkbox"/>
	Customer Care Training	<input type="checkbox"/>
	Database Training	<input type="checkbox"/>
	Diversity Training	<input type="checkbox"/>
	Document Management Training	<input type="checkbox"/>
	Employee Wellness Programmes	<input type="checkbox"/>
	Employment Equity Training	<input type="checkbox"/>
	Etiquette Training	<input type="checkbox"/>
	Facilitation Skills	<input type="checkbox"/>
	Facilities Management Training	<input type="checkbox"/>
	Financial Management Training	<input type="checkbox"/>
	Governance Training	<input type="checkbox"/>
	Health & Safety Programmes (CPR)	<input type="checkbox"/>
	HIV / AIDS Training	<input type="checkbox"/>
	Human Resource Development Training	<input type="checkbox"/>
	Human Resource Management Training	<input type="checkbox"/>
Internal Audit Training	<input type="checkbox"/>	
Interpersonal Skills Training	<input type="checkbox"/>	
IT Development Training	<input type="checkbox"/>	

	ITIL v3 Management Training	<input type="checkbox"/>
	Labour Law Training	<input type="checkbox"/>
	Leadership Development Programmes	<input type="checkbox"/>
	Learnership Training	<input type="checkbox"/>
	Management Development Programmes	<input type="checkbox"/>
	Mentorship Training	<input type="checkbox"/>
	Motor Vehicle Accident Claims Management Training	<input type="checkbox"/>
	MS Office Training	<input type="checkbox"/>
	Negotiation Skills	<input type="checkbox"/>
	Occupational Health & Safety Training (First Aid Training, etc.)	<input type="checkbox"/>
	Organisational Development Training	<input type="checkbox"/>
	Performance Management Training	<input type="checkbox"/>
	Personal Assistant Training	<input type="checkbox"/>
	Policy Management Training	<input type="checkbox"/>
	Prevention & Detection of Procurement & Contract Fraud Training	<input type="checkbox"/>
	Prince 2 Project Management Training	<input type="checkbox"/>
	Project Management Training (incl. Project Admin)	<input type="checkbox"/>
	Report Writing Skills	<input type="checkbox"/>
	SAP Business Warehouse Training	<input type="checkbox"/>
	Security Assessments Training	<input type="checkbox"/>
	Shop Stewards Training	<input type="checkbox"/>
	Skills Development Facilitator Training	<input type="checkbox"/>
	Strategic Planning Training	<input type="checkbox"/>
	Supervisory Development Programmes	<input type="checkbox"/>
	Time Management Training	<input type="checkbox"/>
	Women in Leadership Training	<input type="checkbox"/>
21.	<b>Travel, Accommodation &amp; Related</b>	<input type="checkbox"/>
	Accommodation	<input type="checkbox"/>
	Car Hire	<input type="checkbox"/>
	Conference Facilities / Venues	<input type="checkbox"/>
	Transport Services (Busses, Shuttles, Other)	<input type="checkbox"/>
	Travel Agencies	<input type="checkbox"/>
22.	<b>OTHER (Please specify)</b>	<input type="checkbox"/>