



**SOUTH AFRICAN HIGH COMMISSION  
SINGAPORE**

**INVITATION / APPLICATION TO REGISTER  
ON THE MISSION'S SUPPLIER DATABASE**

**Contact**

Corporate Service Manager: Ms FT Zulu

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**TO ALL SUPPLIERS SEEKING REGISTRATION IN THE SUPPLIER DATABASE FOR THE  
PROCUREMENT OF GOODS AND SERVICES  
FOR THE SOUTH AFRICAN HIGH COMMISSION IN SINGAPORE**

All suppliers are herewith invited to register as prospective supplier on the database of The South African High Commission in Singapore.

To comply with its policies for the procurement of goods and services, The High Commission has developed a supplier database to give all prospective suppliers an equal opportunity to submit price quotations to the Mission.

Preference will be given to registered suppliers, but it does not necessarily follow that supplier who are not yet registered will be totally excluded from quoting for the supply of goods or services to the High Commission.

Attached please find an official registration form to assist the Mission in compiling the database. It is imperative that suppliers read the application document carefully, complete it in full and sign it.

The completed form should be posted, or hand delivered or emailed to:

The South African High Commission

Address: 15<sup>th</sup> Floor Odeon Towers, 331 North Bridge Road, Singapore 188720

Email Address: [Singapore.procure@dirco.gov.za](mailto:Singapore.procure@dirco.gov.za)

FOR OFFICE ONLY	
Date received:	
Received by:	
Captured by:	
Authorized by:	

SUPPLIER DETAIL	
Company name:	
Company Registration Number	
Company type	
VAT Registration number if applicable:	
Income Tax Reference Number if applicable	
Email address:	
Telephone number	
Mobile number	
Number of years in Business	
Business type	
CONTACT	
Name	
Position	
Telephone number	
Mobile number	
Email Adress	
Alternative email number	

PRODUCTS/ SERVICES OFFERED		
Suppliers of the following products/services are required to register on the database. Please mark the services your company supplies: -		
Main Commodity	Type of service/goods	Tick relevant box
<b>Hospitality and other related services</b>	Accommodation	
	Venue hire	
	Car rental	
	Travel agencies	
	Airlines	
	Catering services	

	Catering equipment hire	
	Flowers	
	Specify Other:	
<b>Office, domestic equipment and furniture</b>	Stationery	
	Photocopying Machines, Printers and Faxes Shredders, Projectors, etc)	
	Supply of office equipment	
	Supply of office Furniture	
	Electrical appliances	
	IT Hardware and supplies & maintenance	
	Specify Other:	
<b>Facilities and maintenance</b>	Security Services	
	Cleaning Services- Offices & residences, carpets, windows and walls and hygiene services	
	Gardening Services	
	Electrical Services	
	Pest Control	
	Plumbing Services	
	Equipment and maintenance Security Services - Access Control Systems, CCTV Systems, Metal Detector Systems	
	Building Construction, renovation, maintenance, Architects, Engineers etc.	
	Furniture and equipment Repairs	
	Air Conditioning Services & Repairs	
	Fire systems, Equipment and maintenance	
	Repairs of Domestic and Commercial Appliances	
	Locksmith specialists	
	Glass repairs	
	Logistics (Courier, transportation, packing and storage)	
Specify Other:		
<b>Advisory and outsourcing services</b>	Training and skills development	
	Payroll Outsourcing	
	Legal Services	

	Payroll Outsourcing Recruitment, Selection and Placement	
	Specify Other	
<b>Marketing &amp; Communications</b>	Gifts	
	Photography	
	Media	
	Advertising	
	Entertainment	
	Specify Other:	
<b>Other Commodities and Services</b>		

**DECLARATION:** Any legal person, or persons having kinship with persons employed by High Commission including a blood relationship, may apply to register and or to submit a quotation excluding persons employed by the Mission. However full disclosure of the particulars of the relationship is required in the interest of fairness and transparency, as indicated in this declaration of interest form.

- Are you or any person connected to your company employed the South African High Commission in Singapore? YES/NO If so, furnish particulars

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- Do you have any relationship (family, friend, partner or other) with persons employed by South African High Commission in Singapore? YES/NO If so, furnish particulars

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By completing this application form, the Company declares that:

- It agrees to conform to the requirements of the Supplier Register as set out in this document.
- All the information supplied in this application is true and correct.
- The Company will submit itself to procurement procedures instituted by The South African High Commission in Singapore.

NAME	SIGNATURE	CAPACITY	DATE