**SOUTH AFRICAN EMBASSY WARSAW**

 **AMBASADA REPUBLIKI POŁUDNIOWEJ AFRYKI**

**INVITATION / APPLICATION TO REGISTER**

**ON THE EMBASSY OF SOUTH AFRICA**

**SUPPLIER DATABASE**

For any enquiries, please contact:

Corporate Service Manager: Ms M Malongoane

Tel: 48 517 521 168 / 48 601 854 263

Email: malongoanem@dirco.gov.za

Alternative Contact: Mr M Nziramasanga

Tel: 48 22 622 1031

Email: nziramasangam@dirco.gov.za

**TO ALL SUPPLIERS SEEKING REGISTRATION IN THE SUPPLIER DATADABE FOR THE PROCUREMENT OF GOODS AND SERVICES**

**FOR THE SOUTH AFRICAN EMBASSY IN WARSAW, POLAND**

All suppliers are herewith invited to register as prospective supplier on the database of The South African Embassy Warsaw, Poland.

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

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 Embassy.

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 Embassy in Warsaw, Poland.

Address:54 Koszykowa Street, Trade Centre, 6th floor

Email Address: nziramasangam@dirco.gov.za CC malongoanem@dirco.gov.za

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

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| **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  |  |

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| **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** |
| **Hospitality and other related services** | Accommodation |  |
| Venue hire |  |
| Car rental |  |
| Travel agencies |  |
| Airlines  |  |
| Catering services  |  |
| Catering equipment hire  |  |
| Flowers  |  |
| Specify Other: |  |
| **Office, domestic equipment and furniture** | 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: |  |
| **Facilities and maintenance** | 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:  |  |
| **Advisory and outsourcing services** | Training and skills development |  |
| Payroll Outsourcing  |  |
| Legal Services  |  |
| Payroll Outsourcing Recruitment, Selection and Placement |  |
| Specify Other  |  |
| **Marketing & Communications** | Gifts  |  |
| Photography  |  |
| Media  |  |
| Advertising  |  |
| Entertainment  |  |
| Specify Other: |  |
| **Other Commodities and Services**  |  |  |
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**DECLARATION**: Any legal person, or persons having kinship with persons employed by The Embassy including a blood relationship, may apply to register and or to submit a quotation excluding persons employed by the Embassy. 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 Embassy in Warsaw, Poland? 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 Embassy in Warsaw, Poland? 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 Embassy in Warsaw, Poland

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| NAME | SIGNATURE | CAPACITY  | DATE |