



a world class African city



Johannesburg Social Housing Company

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## INVITATION TO REGISTER: SUPPLIER DATABASE

Service providers are invited to register on JOSHCO's supplier database.

In compliance with the Government/Municipal objectives service providers are encouraged to indicate the following:

1. HDI (Historically Disadvantaged Individuals)/BBB/BEE.
2. Women Owned.
3. SSME/SMME.
4. Youth owned.
5. Disabled.

It is **required** that service providers should submit the registration forms with the following documents:

- CIPRO Registration Certificate.
- Valid SARS Tax Clearance Certificate.
- Banking Details with proof of account existence and stamp from the bank.
- Cancelled Cheque.

Registration forms with list of services required are downloadable from JOSHCO website: <http://www.joshco.co.za>. These must be appropriately completed; appropriate supporting documents attached and submitted in a **sealed envelope clearly marked 'Supplier Registration 2011'** and must be **sent in person** to our head office on the address above.

Queries can be directed to **Supply Chain unit** on the contact number above.

NB: All the service providers that are currently registered are encouraged to ensure that they comply with the requirements above. In the event of change/s in any form; e.g. expiry of Tax Clearance Certificate, etc, it is the responsibility of each service provider to send updated information to JOSHCO in order to effect the changes.

**Closing date for submissions: 31<sup>st</sup> August 2011.**

**Please tick appropriately on the list service/s offered and attach company profile:**

Service/s offered	Tick Applicable Area/s only
<b>Property:</b>	
Valuation & Appraisers	
Property Rental Market Research and analysts	
<b>Corporate Support/Human Resources:</b>	
Recruitment and placement	
Developmental Training	
Organization/Corporate training	
Dispute resolution experts	
Mediators and arbitrators	
Employee Assistance Program Providers	
<b>Construction:</b>	
Construction works – New Structures/Alterations	
Maintenance: roofing, tiling, painting and general maintenance	
Electrical/Certified Compliant and supply of consumables e.g. tubing materials, DB Boards, plugs, etc.	
Rubble Removal	
Lift/Elevator installation/supply; repairs/servicing	
Plumbing	
Surveyors and Project Managers	
Domestic Meter Reading Services	
<b>Procurement and Administration:</b>	
Printing, design and layout	
Stationery: printer cartridges, etc	
Editing/Proof Reading/Translators of documents to 11 SA languages	
Cleaning services and products	
Document Repro services	
Document destruction services	
Auctioneering services	
Document warehousing & supply of filing material for offsite storage	
Accounting Services (e.g. Fin Statements, Year End, Tax, etc)	
<b>Event management:</b>	
Catering Services (10 to 500 people or more)	
Corporate Conference and workshop	
Corporate/Team building facilitators	
Motivational Speakers	
<b>Information Technology:</b>	
IT software and hardware	
LAN/WAN (Networking)	
Least Cost Routing/VOIP – (telephone cost reduction solution providers)	
Backup/Offsite solutions	
<b>Hygiene:</b>	
Cleaning Services	
Gardening Services	
Pest Control	

<b>Consulting services:</b>	
Corporate legal services	
Corporate Governance training for the Board, Board appraisal; etc	
Health and Safety compliance specialists	
Financial/HR software consultants	
Board Learning Providers	
Secretarial Services	
Bid process services	
MFMA/PFMA/Bid Committees' technical training providers	
<b>Marketing and public Relations :</b>	
Placement of Advert	
Marketing	
Exhibition organizers	
Corporate gifts/Promotional Items	
Media Monitoring services	
Web page design; development, hosting and management	
<b>Other services:</b>	
Travel Agency (Flight, car hire, accommodation, venue hire, shuttle/transport, visas, etc)	
Handyman services	
Furniture/Fittings suppliers	
Car Breakdown services	
Security Services (CCTV, Alarm, armed response, guards, etc)	
Debt Collectors	
Courier Services	
Lock Smith	
<b>Office equipment :</b>	
Copier/Printer/Scanner/Fax - Automation	
<b>Any other specialty other than the above</b>	

## SUPPLIER REGISTRATION FORM

**NB: Confirmation of registration with a vendor number will be sent via email. Engagements will depend on the availability of the specific need and budget.**

Name of the Entity: .....

(Core) Business: .....

Address of Operation: .....

.....

Contact Person: .....

Designation: .....

Contact Number: .....

Fax Number: .....

Email Address: .....

Web Address (if any): .....

CIPRO Registration Number: .....

VAT Number (if applicable): .....

**Ownership/Shareholding Information:**

**HDI Status Data:**

Name	Position Held in the entity	SA ID Number	Women	Disabled	Percentage owned

**NB: Indicate if there is youth ownership and percentage**

**Specify the sector/s of operation:**

Sector	Number of Years	Accreditation/Certifying Body

Number of years operating in the sector: .....

Please verify by ticking on the appropriate box and supply proof thereof:

SSME	SMME	BEE/BBBEE	Other

**Confirmation of Banking Details (Attach cancelled cheque)**

This serves to certify that (name of the company) .....; is the authorized holder of the (account number) .....

(type of account) .....; (branch name and number) .....

since .....

Company representative (name and surname) ..... As authorized to sign on behalf of the company.

\_\_\_\_\_  
Signature of the company representative

\_\_\_\_\_  
Official Stamp from the Bank

.....

**Legal confirmation of the entity**

Official stamp by Commissioner of Oaths (**stamp & signature from the nearest police station**):

**Contact details of current or previous clients:**

Name of the client	Contact Number	Year

Check list for submission:

You are required to check/tick all the documents submitted

<b>Mandatory documents submitted</b>	<b>Tick</b>
Valid CIPRO Certificate	
Valid SARS Tax Clearance Certificate	
Valid Certifications of compliance e.g. CIDB, etc	
Banking Details PLUS crossed cheque	
BBB/BEE Certificate	

Accreditation/Certification Body (documentation)	
State additional any info/document	

**NB: Should there be missing document/s that is/are required or fraudulent information furnished; the registration will be invalidated.**



**FOR OFFICIAL USE ONLY**

**Date received:** .....

**Date Captured:** .....

\_\_\_\_\_  
**Name & Signature**

**JOSHCO SCM unit will confirm the receipt and registration with individual companies via email unless advised otherwise.**