



Section/division: **Asset Management & Procurement** Form Number: **CA 187-19**
 Telephone number: **011-545-1000** Fax Number: **011-545-1465**
 Physical address: **Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng**
 Postal address: **Private Bag X73, Halfway House 1685** Website: **www.caa.co.za**

SUPPLIER ASSESSMENT AUTHORISATION

Name of Business			
Previous name(s) of business if any			
Type of Service(s) <i>(Please include code)</i>	a)	b)	
	c)	d)	
Business Street Address			
		Postal code	
Business Postal Address			
		Postal code	
Telephone Number		Fax number	
Cellular Phone Number		E-mail address	
Contact Person			
Type of business <i>(Please tick appropriate block)</i> ATTACH ALL CURRENT REGISTRATION AND ORIGINAL TAX CLEARANCE CERTIFICATES			
<input type="checkbox"/> Public Company – Listed on JSE			
<input type="checkbox"/> Private Company (i.e. (PTY) Ltd.)			
<input type="checkbox"/> Close Corporation			
<input type="checkbox"/> Partnership			
<input type="checkbox"/> Sole Proprietor			
Business Registration Number			
VAT Number			
Bank Name – Please attached a cancelled cheque for verification			
Bank Account Number			
Bank Branch Name			
Bank Branch Code			
I, the undersigned			
in my capacity as		<i>(position)</i>	
of the organisation and duly authorised to do so, do hereby authorise SA Civil Aviation Authority to transfer payments due to our organisation to the above mentioned bank account which I certify to be the true valid account of my organisation. I do understand the consequences of me supplying inaccurate banking details. I indemnify SA Civil Aviation Authority of all possible claims and liabilities, which relate to the provision of inaccurate or outdated information provided in the data request sheet.			
Signed at		this	day of
SIGNATURE OF SUPPLIER	NAME IN BLOCK LETTERS		DATE
SIGNATURE OF WITNESS	NAME IN BLOCK LETTERS		DATE

Company stamp							
Specify maximum monthly credit facility that your organisation is prepared to grant SA Civil Aviation Authority							
R							
SHAREHOLDER/OWNERSHIP (if listed company reflect only shareholders > 5%)							
Surname	First Names	South African Identity Number:	Gender		% Share Owned	Date of Ownership	PDI
			M	F			
NAMES OF ASSOCIATE / GROUP COMPANIES DOING / SUPPLYING WORK FOR SOUTH AFRICAN CIVIL AVIATION AUTHORITY							
Company Name	Name of service or product supplied	Registration Number	Address of Business		Telephone Number		
ISO 9000 Certified	YES		NO				
Certificate Number							
Certification Body							
COMMENTS							

FOR OFFICE USE ONLY

Contractor Reference							
Application form received & checked for compliance							
SIGNATURE OF SUPPLIER		NAME IN BLOCK LETTERS			DATE		
APPROVED					NOT APPROVED		
APPROVED BY					DATE		

No	LIST OF GOODS/ SERVICES	CODE
1	Accounting Services/Audit and bookkeeping services	ACC
2	Accounting systems and software	ACCS
3	Advertising and Printing	ADV&P
4	Air-conditioning service and repairs	AIRC&R
5	Air-conditioning systems and contractors	AIRC&CON
6	Aircraft Fuels	AIR FUEL
7	Aircraft Hire	AIRH
8	Aircraft Recovery (Sea and Land)	AIRREC
9	Aircraft service and repairs	AIRSER
10	Alarm systems and equipment	ALRM
11	Architects and architectural services	ARCHI
12	Archiving services and systems	ARCHSER
13	Asset management systems and bar-coding	ASSMSTM
15	Auctioneers	AUCT
16	Audio visual equipment, services and repairs	AUDIO
29	Aviation Consulting Services	AVCONS
50	Aviation Medical Supplies	AVMED
69	Aviation Training Institutions	AVTRG
17	Banks and financial institutions	BANK
18	Building Maintenance, repairs, plumbing, glass fitting; office building supplies	B&M
20	Catering Services-Once off	CAT
21	Cleaning contractors	CLEAN
22	Cleaning equipment	CLEANEQUIP
23	Cleaning materials	CLEANMAT
24	Cleaning-Carpets	CLEANCARP
25	Cleaning-Once off	CLEANOFF
26	Clothing-Protective and uniform	PROTCLOTH
27	Computer data backup services; storage and data recovery	DATABACKUP
28	Conference centres and facilities	CONFR
30	Courier Services	COUR
31	Electrical Appliances, Repairs, General maintenance	ELECTR
32	Electrical Contractors	ELECTEQUIP
33	Electronic Equipment Calibration/Certification	CAL
34	Entertainment	ENT
35	Events Management companies	EVENTS
36	Exhibition equipment hire	EXHIB
37	External Aviation Examiners	EXAMNOR
38	FDR/CVR/ATS Reading and Download	FDR

39	Flowers and Gifts	FLOW
40	Foreign Currency exchange	FORCURR
14	Graphic designers	GRAPH
41	I.T-Hardware, Software, Repairs, consumables, Solutions	ITHARD
42	In house Canteen Services	CANT
43	Insurance – Brokers [Aviation insurers and general assets]	INSUR
44	Internal and External Auditors	AUDIT
45	Labour Brokers	LAB
46	Land Scaping Outdoor and Indoor	LAND
47	Leases-Buildings and equipment	LEASE
48	Legal Services-Aviation law, labour law, litigation, criminal	LEGAL
51	Mertullegical Services	MET
52	Office Automation	OFFAUT
49	Office Building Supplies	BUILDSUPP
53	Office Furniture	FURN
54	Office layout and design-Space planners	SPACEPLAN
61	Physical Security and access control systems, equipment and services	PHYSSEC
55	Pilots	PIL
56	Printing and Design	PRINT
57	Professional Service	PROF
58	Promotional Services	PROMO
59	Recruitment Services	RECR
60	Research	RES
72	Road Transportation services-Bus	TRANS
62	Seminar coordinators	SEM
63	Service stations and garages	GAR
64	Shuttle Services	SHUT
65	Stationery-General office	STAT
66	Subscriptions-newspaper; aviation journals	SUBS
67	Team Building Training	TEAMB
68	Telecommunication systems and equipment	TELE
70	Transcription Services	TRANS
71	Translation Services	TRANL
73	Travelling Agencies	TRAVEL
19	Vehicle Dealers	VEHI
74	Vehicle tracking and security systems	TRACK
75	Venue Hire	VEN
76	Waste Disposal	WAST
77	Waterproofing contractors	WAT
78	Web design and maintenance	WEB

ALL SUPPLIER INFORMATION WILL BE STRICTLY CONFIDENTIAL.

NOTE:

- a) The information required is mandatory.
- b) SACAA reserves the right to conduct audits and investigations on any applicant or information supplied in this questionnaire.
- c) Submit with your application the following documents:
 1. An original cancelled cheque or stamped letter from the bank, verifying the banking details.
 2. Copy of Company Registration documents.
 3. Copy of ID documents of Directors/Owners/Members/ Shareholders.
 4. Valid VAT certificate (where applicable).
 5. Valid Tax Clearance Certificate (original).
 6. Copy of registration certificate pertaining to your relevant industry.
 7. Companies claiming Black Economic Empowerment as per SACAA definition (see below) to submit copies of the following:
 - 7.1 Close Corporations to attach an Association Agreement (Pty) Ltd's to attach Shareholders Agreement, Memorandum of Association as well as share holders certificates. The above documents to stipulate management responsibilities, profit sharing, liabilities/responsibilities, management contribution, protection in case of death etc.
 - 7.2 Letter from the Bank stating all signatories.

BLACK ENTERPRISES

The following is a guide on how S.A. Civil Aviation Authority defines Black Enterprise Companies:

Definition: 'Black' means South African citizens who are Black, Indian or Coloured persons and EXCLUDES individuals belonging to such communities from any other country.

Black Women-owned Enterprises (BWO):

- At least 50% of the voting shares or interests are held and controlled by Black Women, and
- Black Women have contributed at least 50% of the required capital, and
- Black Women in the enterprise have not been given voting shares or interest just to capture or retain contracts, and
- Black Women participate in the day to day management and decision making of the enterprise. They necessarily have the aptitude and potential to understand all issues involved in the running of the enterprise including knowledge of the product and market within which their enterprise operates.
- In a joint venture, skill must be transferable to the Black Women entrepreneur, which means that the Black Women entrepreneur must have the required educational level and/or aptitude.