

**APPLICATION FORM TO REGISTER  
ON THE COMRADES MARATHON ASSOCIATION  
SUPPLIER DATABASE**



*For any enquiries please contact*

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All suppliers are herewith invited to register as a preferred supplier on the database of the Comrades Marathon Association (CMA).

In order to comply with the procedures as set out in the Comrades Marathon Association Procurement Policy, the CMA has developed a supplier database to be used by the Association's Procurement Unit when procuring goods and services on behalf of the Association.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit future quotations and/or tenders to the CMA.**

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

Attached please find an official registration form to assist us in compiling our database according to legislation.

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Please **Post** the completed document in a sealed envelope to:

***Comrades Marathon Association  
P.O. Box 100621  
Scottsville  
3209***

**For Attention: Procurement Officer**

or alternatively, **Hand deliver** the completed document in a sealed envelope to:

***Comrades Marathon Association  
18 Connaught Road  
Scottsville  
Pietermaritzburg  
3201***

**For Attention: Procurement Officer**

# COMRADES MARATHON ASSOCIATION SUPPLIER DATABASE REGISTRATION FORM



## 1. ORGANISATIONAL DETAILS

Registered Name of Company	
Trading Name	
Physical Address	
Postal Address	
Contact Person	
Telephone Number	
Fax Number	
e- mail address	
Website Address	
Company Registration number	
Established Date	
Co income Tax No:	
VAT Registration number	
Average annual turnover	
Core Business	
Company type:	
• Pty LTD	
• Sole Ownership	
• Close Corporation	
• Co-operative	
• Other, please specify	
Total no. of years the Co. has been in business	

Do you share facilities	
If Yes, which facilities are shared?	
With whom do you share facilities (name of firm/individual)	

## 2. BANKING DETAILS

Name of Bank:	
Town/City	
Branch Name and Code:	
Account Number:	
Account Holder	
Account Opened On:	
Type of Account	

**IMPORTANT:** Please attach an original cancelled cheque or bank statement. BEFORE SUBMISSION, THIS SECTION MUST BE COMPLETED BY YOUR BANK

I/we confirm that the above information on the client's account at this bank is correct.

Signed on behalf of the Bank	
Name	
Capacity	
	Bank Stamp

### 3. BBBEE RATING DETAILS

Which sector does your company belong to?	
Has your/the company been rated as per BBBEE by an accredited agency? If YES, attach a BBBEE Certificate.	

### 4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

Equity ownership claimed in terms of historically disadvantaged individual (HDI\*). Points to be calculated from information furnished in below table

Ownership	Percentage owned
Equity ownership by HDI*	%
Equity ownership by Women	%
Equity ownership by Disabled persons <sup>#</sup>	%

<sup>#</sup>For disabled persons, indicate nature of impairment and attach a Doctor's certificate or any other proof of disability document

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\*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 a HDI;
- Disability means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant

Name	Date/ Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

\*Indicate YES or NO

### 5. SHAREHOLDERS OWNERSHIP

Please provide information on your company's shareholding: (Black is defined as African, Coloured and Indian)

Name	Percentage shares held by Black people	Percentage shares held by Black women	Percentage shares held by Disabled persons

Additional Documentation to be Attached:

- Shareholders Agreement(s)
- Certificate(s) of Ownership and Share register(s)

### 6. OWNERSHIP STRUCTURE

Please tick the relevant one:

Traditional white company	
Black Company (75.1 - 100 % black owned)	
Black Company (50.1% - 75% black owned)	
Black empowered company (25.1% - 50% black owned)	
Black influenced companies (5% - 25%)	
Engendered company (30% owned and managed by black women)	

### 7. BOARD MEMBERS

Please indicate percentage BEE control at board level if any.

Additional Documentation to be Attached:

- List of Directors
- Copy of ID documents

Full name	Designation	Exec/ Non-Exec	Race	Gender

**8. CURRENT EMPLOYED PORTFOLIO (EMPLOYMENT EQUITY)**

Occupational level of permanent employees:

Organisational Structure	Senior Management		Middle Management		Junior Management		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Black								
Coloured								
Indian								
White								
Other								
“Black” Disabled								
Total permanent employed								

Additional Documentation to be Attached:

- Employment Equity Plan

**9. SKILLS DEVELOPMENT (in terms of the National Skills Development Act)**

9.1 What is the total number of employees in the organisation? \_\_\_\_\_

9.2 Is your business registered with your Sector Education and Training Authority (SETA) \_\_\_\_\_

9.3 If the answer to 9.2 is NO, how then does the Co ensure training takes place? \_\_\_\_\_

Please give a brief description of your training programmes.

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9.4 What percentage of your company’s total payroll goes towards Skills Development? \_\_\_\_\_

**10. PREFERENTIAL PROCUREMENT (Past financial year)**

Criteria	Total measured Procurement spend	Total BEE Spend	Percentage BEE spend
BEE procurement spend from all suppliers based on the BEE procurement recognition levels as a percentage of total measured procurement spend.			

BEE procurement spend from suppliers that are more than 50% Black-owned regardless of their BEE procurement recognition level			
BEE Procurement spend from suppliers that are more than 30% Black Women- owned regardless of their BEE procurement recognition level			

**11. SUPPLIER'S DECLARATION OF INTEREST**

1. Any legal person, including persons employed by CMA, or persons who act on behalf of CMA or persons having a kinship with persons employed by CMA, including a blood relationship, may make an offer. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by CMA, or to persons who act on behalf of CMA, or to persons connected with or related to them, it is required that suppliers or their authorized representatives shall declare their position vis-à-vis their registration on CMA database, evaluating authority and/or take an oath declaring their interest, where:

- 1.1 the supplier is employed by CMA or acts on behalf of CMA; and/or
- 1.2 the legal person on whose behalf the bid document is signed, has a relationship with a person/s who are involved with the evaluation of the bid(s),  
or
- 1.3 where it is known that such a relationship exists between the person or persons for whom or on whose behalf the declarant acts and persons who are involved with the evaluation of CMAs tenders.

**IN ORDER TO GIVE EFFECT TO THE ABOVE, THE FOLLOWING QUESTIONNAIRE SHALL BE COMPLETED:**

2. Are you or any person connected with CMA? **YES / NO**

2.1 If "YES", state particulars.

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3. Do you or any person have a relationship (family, friend, other) with a person employed by CMA, concerned with any Bid Committee or Procurement Unit, and who may be involved with the registration of supplier, evaluation or adjudication **YES / NO**

3.1 If "YES", state particulars.

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4. Are you aware of any relationship (family, friend, other) between another supplier and any person employed by CMA, concerned with any Committee or Procurement Unit who may be involved with supplier registration, evaluation or adjudication of tender **YES / NO**

4.1 If "YES", state particulars

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**DECLARATION**

I hereby declare that the above information is true and correct.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Suppliers of the following products/services are required to register on the database. Please mark the main services your company supplies: -

Please note that no more than three (3) main groups can be registered for

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
HR	Employee Assistance Program Providers	
	Industrial Relations	
	HR Consultants	
	Recruitment Advertising	
	Payroll Outsourcing	
	Recruitment, Selection and Placements	
	Facilitators: Team Building & Strategic Planning	
	Wellness Programmes	
	Healthcare Facilities	
	Training courses	
	Conflict Management	
	Project Management	
	Emotional Intelligence	
	Basic, Intermediate and advanced Microsoft computing courses i.e. Excel, PowerPoint and Word	
	PFMA	
	Procurement related courses	
	Finance for non-financial managers	
	IT related courses	
	Risk Management	
	Corporate Governance	
	King III Updates	
	Company Secretary	
	Minute Taking	
	Business and Report Writing (ranging from NQF 4 - 7)	
	Occupational Health and Safety	
	Facilities Management	
	Presentation Skills	
	Negotiation Skills	
Time Management		
Advanced Research Methodology		
Market Research and Analysis		
Protocol Training		
Accounting, Auditing and Finance Services	Financial Accounting	
	Forensic Audit	
	Auditing	
	Management Accounting	
	Assets Management	
	Financial Risk Management	
	Other (Please Specify)	

<b>Supply Chain Management Services</b>	Supply Chain Consultants	
	Supply Chain System Development	
	Supply Chain Benchmarking	
	Supply Chain Business Process Development	
	Other (Please Specify)	
<b>IT</b>	Software Development	
	System Developers	
	IT Peripherals	
	IT Consultants	
	IT Project Managers	
	IT Network infrastructure	
	Computer Hardware Suppliers	
	Computer & Printer maintenance	
	Programming	
<b>Logistics</b>	Courier Services	
	Offsite Storage	
<b>Catering</b>	Catering Services	
	Supply of office refreshments e.g. groceries	
	Supply of Meeting refreshments e.g. snack platters	
<b>Office Equipment</b>	Envelopes, Business Cards, & Letterheads	
	Stationery	
	Office Furniture	
	Newspapers & Magazines	
	Photocopying Machines, Printers and Faxes	
	Video Conferencing	
	Shredders	
	Electric Binding Machines	
	Projectors	
Conference recorders		
<b>Maintenance/ Repairs/ Renovations/ Services</b>	Upholstery cleaning	
	Flower arrangements and Event décor services	
	Fire systems and equipment (e.g. fire extinguishers etc.)	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detector Systems	
	Building Construction	
	Furniture Repairs	
	Asset Management	
	Furniture Procurement	
	Air Conditioning Services & Repairs	
	Architects	
	Auctioneers	
	Electrical Contractors	
	Facilities Management and Building Systems	
	Industrial Engineers	
	Plumbing Services	
	Electrical Services	
	Interior Designers	



<b>Maintenance/ Repairs/ Renovations/ Services</b>	Quantity Surveyors	
	Office and Building Maintenance	
	Structural Cabling	
	Office and Furniture Removal	
	Assets Management	
	Carpet and office Cleaning services	
	Window Cleaning	
	Washroom Hygiene Services	
	Repairs and Sales of Domestic and Commercial Appliances	
	Locksmith specialists	
	Glass repairs and Suppliers	
	Pest Control	
	Plant Hire	
	Blinds Installation	
	Other (Please specify)	
<b>Marketing &amp; Communications</b>	Advertising	
	Exhibitions	
	Billboard Advertising	
	Printing services	
	Corporate Gifts (including medals, trophies, frames etc.)	
	Layout and design of corporate publications	
	Photography services	
	Videography services	
	Media Campaigns	
	Reputation and Stakeholder Management	
	Graphic Design	
	Other (Please specify):	
<b>Event supplies &amp; Equipment Hire</b>	Crowd control fencing hire	
	Marquees, tents and gazebo hire	
	Branded event equipment suppliers (gazebos, banners, flags)	
	Tables, chairs and accessories hire	
	Portable toilet hire	
	Steel container (storage, office etc.) hire	
	Signage manufacturers and suppliers	
	Sound/PA system hire	
	Water/juice sachet suppliers for events	
	Food and snack vendors/suppliers (take-away meals, chocolate, fruit, vegetables, fresh meat, energy foods etc.)	
	Catering equipment hire	

<b>Event supplies &amp; Equipment Hire</b>	Scaffolding, gantry structures hire	
	Ambulance service, emergency services etc.	
	Medals, medallions, coins suppliers	
	Clothing (all types) suppliers	
	Motorcycle, vehicle hire services for route at road races	
	Videography, photography hire services	
	Safety officer hire services	
	Musicians, DJ, MC hire and services	
	Television, DVD, satellite equipment-hire.	
	Plant hire (TLB, front end loader, Bobcat etc.)	
	Medical and first aid supplies	
	Race packs, wristbands, drawstring bags etc. for events	
	Other (Please specify):	
<b>Travel</b>	Flights & Accommodation	
	Venue Hire	
	Car Hire	
	Visa applications	
<b>Legal</b>	Corporate Legal Services: <ul style="list-style-type: none"> <li>- Lawyers</li> <li>- Advocates</li> <li>- Servitudes Sites Agreements</li> </ul>	
	Competition Lawyers	
	Labour Lawyers	
	Other (Please specify)	
<b>Research Strategy</b>	Economic analysis	
	Market analysis	
	Corporate Strategy Development	
	Industry/Sector Specific Research	
	Economic Trends	
	Newspapers, Periodicals and Reference Books	

**Others**

Any Comments / Notes:

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**12. KINDLY FORWARD THE FOLLOWING WITH YOUR QUESTIONNAIRE:**

<b>Documents</b>	<b>Submitted: Yes/No</b>
Company Letterhead	
Copy of Co. CK Registration documents (certified)	
Copy of ID documents of all shareholders (certified)	
Income Tax Clearance Certificate (valid, original)	
Full detail company profile	
Copy of a cancelled cheque/Proof of account	
UIF Certificate	
B-BBEE rating certificate & summary	

**For PTY Limited companies:**

	<b>Submitted: Yes/No</b>
CM 29, Certificate of Incorporation, share certificates (if there are more than one shareholder)	

**Please submit all statutory documents related to your industry.**

- The Procurement Section is the ONLY section authorised to commit CMA to any expenditure for goods and services. Suppliers who accept orders and supply goods without receiving a valid purchase order number, should note that there is no legal binding contract, and therefore, no obligation on behalf of CMA to pay for goods or services provided.
- Suppliers who do not obtain a valid order number will be prejudiced through delays in clearing payments.
- To protect yourselves, DO NOT DELIVER, any goods/services to CMA unless you are advised of the official order number.
- You are strongly advised not to allow any goods to be COLLECTED from your premises unless the person collecting the goods can hand you an ORIGINAL CMA purchase order.

**CONFIRMATION**

I hereby warrant that I, \_\_\_\_\_ am duly authorised to submit information on my company, \_\_\_\_\_ and certify to the best of my Company knowledge, that the information detailed above is correct.

Signed on behalf of the supplier at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

Full name and surname: \_\_\_\_\_

Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_