



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

Private Bag X447, Pretoria, 0001, 473 Steve Biko Road, Environment House, Pretoria, 0002

Supplier CSD number: MAAA.....

### RFI DFFEQ01E(23 24) DATABASE REGISTRATION FORM 2023/2024

INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE DEPARTMENTAL DATABASE OF SUPPLIERS FOR CONFERENCE VENUES AND FACILITIES THAT ARE LISTED ON PAGE 4 OF THE APPLICATION FORM. THE AIM OF THIS DATABASE IS TO ENLIST SMALL BUSINESSES AND HISTORICALLY DISADVANTAGED INDIVIDUALS IN THE PUBLIC SECTOR PROCUREMENT PROCESS.

#### IMPORTANT NOTES

- Business Opportunities – Please note that Registration on the Department of Forestry, Fisheries, and the Environment Supplier Database does not guarantee business opportunities.
- Mandatory fields – Certain fields and documentation are mandatory to certain business types. Please ensure that all fields which are mandatory to your business type have been completed failure to which the application may not be processed. If a field is not applicable to your business type clearly mark it as N/A. (Not Applicable)
- Required documentation – Please refer to the Document Requirement Checklist to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents are attached, Failure to which the application may not be processed.
- Completion of Questions – Please answer all questions, as incomplete forms will not be processed. Clearly state Yes, No or N/A to the questions asked.
- Amendments – Please notify the department immediately of any changes to the verified information submitted.
- Queries – Should you have any queries or if you require assistance in completing the registration form, please contact the department's Supply Chain Management (SCM) on the contacts appended below.
- Vetting -- Suppliers will be subject to the verification and vetting with SARS, CIPRO, SANAS (IRBA) and National Treasury

**ENLISTMENT CLOSING DATE: 25 AUGUST 2023**



**Private Bag X447, Pretoria, 0001, 473 Steve Biko Road, Environment House, Pretoria, 0002**

### 1.5 POSTAL ADDRESS (compulsory)

[illegible]

**STREET ADDRESS** (compulsory)

[illegible]

## 1.6 Contact Details

**Main Contact person in your organization:**

|                   |  |
|-------------------|--|
| Name:             |  |
| Company Position: |  |
| Cellphone number: |  |
| Email address:    |  |

**Contact person responsible for sales in your organization:**

|                   |  |
|-------------------|--|
| Name:             |  |
| Company Position: |  |
| Cellphone number: |  |
| Email address:    |  |



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## 2. BUSINESS DETAILS

NB: IF THE APPLICANT HAS MULTIPLE VENUES, THEY HAVE TO COMPLETE THE APPLICATION PER VENUE

| Type of Venue<br>(e.g., hotel/<br>lodge/<br>conference<br>venue etc.) | Province:<br>GP/ NW/<br>WC/ NC/<br>MP/ KZN/<br>LP/ EC/<br>FS/ ALL | Star<br>Grading<br>Level | Maximum<br>Capacity | No of<br>Breakaway<br>Rooms | Parking<br>Availability<br>Yes/ No | Accommodation<br>Yes/ No | Maximum<br>Accommodation<br>Capacity | Any Other Information |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------|---------------------|-----------------------------|------------------------------------|--------------------------|--------------------------------------|-----------------------|
|                                                                       |                                                                   |                          |                     |                             |                                    |                          |                                      |                       |
|                                                                       |                                                                   |                          |                     |                             |                                    |                          |                                      |                       |
|                                                                       |                                                                   |                          |                     |                             |                                    |                          |                                      |                       |



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**3. INDICATE WHETHER THE FOLLOWING MANDATORY DOCUMENTS ARE  
ATTACHED/SUBMITTED: (Mandatory)**

*Documentary proof for all the above is required to ensure successful enlistment on the Supplier Database.  
Please indicate which of the following documents are attached.*

| <b><u>General:</u></b> |                                | <b><u>(Y/N)</u></b> |
|------------------------|--------------------------------|---------------------|
| <b>1</b>               | <b>CSD Registration Report</b> |                     |
| <b>2</b>               | <b>Company Profile</b>         |                     |
| <b>3</b>               | <b>Grading Certificate</b>     |                     |

**NB:** Suppliers who do not attach the above compulsory documents their application might be rejected.

**Declaration:**

By completing this application form, the Firm 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 Firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
- The Firm will update their registration particulars whenever a significant change in their details occurs and, in any event.
- It should be noted that the Department of Forestry, Fisheries, and the Environment reserves the right to accept or reject any application without being obliged to give any reasons.

**Duly authorized to sign on behalf of:** \_\_\_\_\_

|                  |             |                 |             |
|------------------|-------------|-----------------|-------------|
|                  |             |                 |             |
| <b>Signature</b> | <b>Name</b> | <b>Capacity</b> | <b>Date</b> |



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## 9. ENQUIRIES

For any enquires regarding registration process, please contact our office as follows:

**Postal Address:**

Department of Forestry, Fisheries and Environment,  
Private Bag X447  
Pretoria  
0001

**Physical Address:**

473 Steve Biko Road,  
Environment House,  
Arcadia  
Pretoria  
0002

**Ms. Sindisiwe Sithole**

(012) 399-9073

[RFQ@dffe.gov.za](mailto:RFQ@dffe.gov.za)

**Mr. N Mamojele**

Tel (012) 399 9073

[RFQ@dffe.gov.za](mailto:RFQ@dffe.gov.za)