



PetroSA

South Africa's National Oil Company

PetroSA BBBEE - ESD SUPPLIER DATA BASE REGISTRATION FORM

2014-2015

1. BUSINESS INFORMATION

1.1 Registered Business Name: _____

1.2 Trading Name: _____

1.3 Registered Business Address: _____

City: _____ Province: _____ Country: _____ Code: _____

1.4 Physical Address (if different from 1.3) _____

City: _____ Province: _____ Country: _____ Code: _____

1.5 Postal Address _____

City: _____ Province: _____ Country: _____ Code: _____

1.6 Details of Contact Person: Title: _____ Name: _____ Surname: _____

Telephone Number: _____ Mobile Number: _____

Fax Number: _____ E-mail Address: _____

1.7 Business Web Page Address: _____

1.8 List the Firms or Personnel Providing the following Services:

Service	Business Name	E-mail Address	Contact Person	Telephone
Legal				
Auditing				
Banking				
Insurance				
Sales				
Accounting				

2. BANKING DETAILS

Who do you bank with? _____

3. PRODUCTS AND SERVICES

3.1 Core Business

Please indicate by ticking appropriate box below, in which sector of the economy your business is predominantly carried out. If other, please specify.

- | | |
|---|--|
| <input type="checkbox"/> Agriculture / Farming | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Mining and Quarrying | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Electricity, Gas and Water | <input type="checkbox"/> Catering, Accommodation and other Trade |
| <input type="checkbox"/> Retail and Motor Trade and Repair Services | <input type="checkbox"/> Wholesale Trade and allied Services |
| <input type="checkbox"/> Agent | <input type="checkbox"/> Finance and Business Services |
| <input type="checkbox"/> Specialised Services | <input type="checkbox"/> Distributor |
| <input type="checkbox"/> Service provider | <input type="checkbox"/> Consulting |
| <input type="checkbox"/> Other | |

3.2 List of Products and Services

List all products and / or services your business can supply to PetroSA. (Please tick appropriate box).

**PLEASE SPECIFY

- | Product / Service Name | Product / Service Name |
|--|--|
| <input type="checkbox"/> Abrasives | <input type="checkbox"/> Cleaning Services |
| <input type="checkbox"/> Actuators | <input type="checkbox"/> Clocks / Watches / Time Recorders |
| <input type="checkbox"/> Adhesives | <input type="checkbox"/> Cloth, Canvas, Fabric |
| <input type="checkbox"/> Agricultural Machinery & Irrigation Equipment | <input type="checkbox"/> Communication Equipment |
| <input type="checkbox"/> Air Conditioning & Ventilation & Fans | <input type="checkbox"/> Compressors Computers, Hardware, Software & Systems |
| <input type="checkbox"/> Alarms | <input type="checkbox"/> Concrete Products |
| <input type="checkbox"/> Animal Feed | <input type="checkbox"/> Condensers |
| <input type="checkbox"/> Appliances Domestic & Industrial | <input type="checkbox"/> Construction, Road Making & Earthmoving Equipment |
| <input type="checkbox"/> Armoury | <input type="checkbox"/> Consultants** |
| <input type="checkbox"/> Audio & Audio Visual Equipment | <input type="checkbox"/> Containers & Packaging |
| <input type="checkbox"/> Belting & Requisites | <input type="checkbox"/> Contractors & General Services** |
| <input type="checkbox"/> Blast Cleaning Equipment & Materials | <input type="checkbox"/> Coolers & Cooling Equipment |
| <input type="checkbox"/> Brakes, Components, Linings & Clutches | <input type="checkbox"/> Cord |
| <input type="checkbox"/> Brokers** | <input type="checkbox"/> Cranes, Hoists, Winches & Attachments |
| <input type="checkbox"/> Building Contractors | <input type="checkbox"/> Detergents, Disinfectants & Deodorants |
| <input type="checkbox"/> Building Materials & Supplies | <input type="checkbox"/> Drilling Equipment |
| <input type="checkbox"/> Burners, Ignitors & Incinerators | <input type="checkbox"/> Dust Collectors & Fume Extraction |
| <input type="checkbox"/> Cables, Conductors, Wires & Earthing Material & Accessories | <input type="checkbox"/> Educational Equipment & Aids |
| <input type="checkbox"/> Canteen & Cooking Equipment | <input type="checkbox"/> Electrical Equipment And Material |
| <input type="checkbox"/> Carpets, Curtaining & Soft Furnishings & Blinds | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> Cash Collection Agents | <input type="checkbox"/> Employment (Recruitment) Agencies |
| <input type="checkbox"/> Catering Services | <input type="checkbox"/> Engineers & Engineering Services |
| <input type="checkbox"/> Chain Accessories | <input type="checkbox"/> Event Management |
| <input type="checkbox"/> Chemicals | |

- | | |
|--|--|
| <input type="checkbox"/> Facility Maintenance | <input type="checkbox"/> Project Management Services |
| <input type="checkbox"/> Fasteners | <input type="checkbox"/> Property Leasing & Services |
| <input type="checkbox"/> Filters, Filter Bags, Units & Products | <input type="checkbox"/> Protective Coatings |
| <input type="checkbox"/> Fire Fighting Equipment | <input type="checkbox"/> Protective Clothing & Equipment |
| <input type="checkbox"/> Foodstuffs & Beverages | <input type="checkbox"/> Pulleys Transmission & Automotive Spares |
| <input type="checkbox"/> Freight Transport And Storage | <input type="checkbox"/> Pumps |
| <input type="checkbox"/> Fuels & Lubricants & Lubricating Equipment | <input type="checkbox"/> Radios Comm & Equipment** |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Rubber Goods Industrial |
| <input type="checkbox"/> Garden Services, Equipment & Supplies | <input type="checkbox"/> Research & Development** |
| <input type="checkbox"/> Gas & Equipment | <input type="checkbox"/> Safety & Fire Fighting |
| <input type="checkbox"/> Hand Tools, Screwing & Cutting Tools | <input type="checkbox"/> Scaffolding Services |
| <input type="checkbox"/> Healthcare Services & Equipment | <input type="checkbox"/> Scrap Metal Merchants |
| <input type="checkbox"/> Hire & Leasing Services | <input type="checkbox"/> Scrapers & Loaders |
| <input type="checkbox"/> Horticulturals Equipment & Products | <input type="checkbox"/> Screens & Wire Screening |
| <input type="checkbox"/> Hose & Hose Fittings | <input type="checkbox"/> Security Services & Equipment |
| <input type="checkbox"/> Insecticides | <input type="checkbox"/> Signs, Nameplates & Number Plates |
| <input type="checkbox"/> Insulation Material | <input type="checkbox"/> Sirens, Hooters & Whistles |
| <input type="checkbox"/> Insurance Services | <input type="checkbox"/> Soaps, Polishes, Cleaners & Cleaning Material |
| <input type="checkbox"/> Laboratory Services, Equipment & Supplies | <input type="checkbox"/> Special Springs |
| <input type="checkbox"/> Lamps, Light Fittings, Lighting Poles & Materials | <input type="checkbox"/> Sports Equipment |
| <input type="checkbox"/> Locks, Latches, Hinges | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Machine Tools & Accessories | <input type="checkbox"/> Storage Services & Facilities |
| <input type="checkbox"/> Materials Handling Equipment | <input type="checkbox"/> Tanks & Tank Venting Equipment |
| <input type="checkbox"/> Medical Supplies | <input type="checkbox"/> Tapes All |
| <input type="checkbox"/> Nails, Screws, Pins & Clips | <input type="checkbox"/> Telephone & Telecommunications Equipment |
| <input type="checkbox"/> Office Machines & Instruments & Instruments | <input type="checkbox"/> Timber & Timber Products |
| <input type="checkbox"/> Pankings, Jointings, Seals & Gaskets | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Paints & Accessories | <input type="checkbox"/> Training Services |
| <input type="checkbox"/> Paper & Paper Products | <input type="checkbox"/> Transport Services** |
| <input type="checkbox"/> Photographic Equipment & Services | <input type="checkbox"/> Travel Agents |
| <input type="checkbox"/> Pipe & Tube Fittings | <input type="checkbox"/> Turbines & Turbo Sets |
| <input type="checkbox"/> Plant Hire | <input type="checkbox"/> Tyres & Tubes |
| <input type="checkbox"/> Plastic Materials And Products | <input type="checkbox"/> Valves & Cocks |
| <input type="checkbox"/> Postal & Courier Services | <input type="checkbox"/> Veterinary Services |
| <input type="checkbox"/> Power Generation & Associated Equipment | <input type="checkbox"/> Veterinary Supplies |
| <input type="checkbox"/> Printing & Accessories | <input type="checkbox"/> Water & Sewerage Services |
| <input type="checkbox"/> Process Plants | <input type="checkbox"/> Weighing Machines |

Please be more specific in terms of what you can supply, e.g. Consultants: Architectural, IT, or Attorneys

1 _____	7 _____
2 _____	8 _____
3 _____	9 _____
4 _____	10 _____
5 _____	11 _____
6 _____	12 _____

4. BROAD- BASED BLACK ECONOMIC EMPOWERMENT (B-BBBEE) COMPLIANCE

4.1 Direct Empowerment: _____

4.2 Direct Ownership: _____

Enter the total number of Blacks and their percentage shareholding who are in Ownership, per category.

Category	Number	% Shareholding
Black Youth		
Black Women		
Black Workers		
Black People with Disabilities		
Black People living in rural areas		
Black Males		

List all the persons who are directly empowered by your business (Attach a separate sheet if space provided is insufficient).

Name	ID	Race	Citizenship	Gender	%Shareholding	Effective date of Shareholding

NB: Attach separate sheet if space provided is insufficient.

4.3 Management

List of all Board of Directors, Partners, Members, Executive committee or Shareholders who are black in management positions

Name	ID	Citizenship	Gender	Capacity

NB: Attach separate sheet if space provided is insufficient.

Total number of people in management positions: _____ and black people in management: _____

4.4 Financial Decisions

Name	Race	Length of Service (Years)	Capacity
Cheque signing			
Signing & co-signing for loans			
Sureties			
Major Acquisitions / Purchases			
Contracts signing			

5. HUMAN RESOURCE DEVELOPMENT

5.1 Employment Equity

List the total number of people employed by your business. If other, please specify.

Level	Black	White	Women	Disabled
Senior Management				
Middle Management				
Supervisor Level				
Other				
Total				
Percentage				

5.2 Skills Training and Development

List all the core skills required by the business. If other, please specify.

Level	Human Resource	Finance	Sales and Accounts	Engineering	Operations
Senior Management					
Middle Management					
Supervisor					
Other					

NB: A separate sheet can be attached if space provided is insufficient.

5.3 composition of Staff Development

List all persons that are trained to take up management positions in the near future.

Level	Black	White	Women	Disabled
Senior Management				
Middle Management				
Supervisor Level				
Other				
Total				

6. INDIRECT EMPOWERMENT

6.1 Affirmative Procurement

Total annual amount spent on goods and services excluding electricity, rates, and water R _____

Total amount spent with Black Suppliers R _____ Total percentage spend with Black Suppliers: _____

6.2 Total amount spent on Community Development Initiatives R _____

6.3 Training / Learnerships R _____ Total amount spent on Learnerships R _____

6.4 Enterprise Development R _____ Total amount spent on developing Black Suppliers R _____

Note: Please provide proof for the above.

7. TRADE EXPERIENCE

Do you have any previous contract work or tendering experience? YES NO

If yes, please complete the fields below. List the last contracts awarded to you (the tendering business) or previous experience with other business related to this type of work or supply.

A. COMMERCIAL

1. Name 3 commercial references / referees of previous projects and provide their names(s) and telephone numbers.

Business Name	Contact Number	Contact Person	Number of years	E-mail Address	Value of Business (Rands)

2. Total number of years the firm has been in business? _____

8. QUALITY, SAFETY AND ENVIRONMENT

A. TECHNICAL

1. Is your business a permit holder under the SABS marks scheme or ISO? YES NO

If yes, indicate products for which permits are held, including permit numbers.

1.1. Product Name: _____ Permit number: _____

1.2. Product Name: _____ Permit number: _____

B. QUALITY

1. Does your business operate a Quality management System? YES NO

C. SAFETY

1. Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act. (OHASA)? YES NO

2. Are you registered with Compensation for Occupational Injuries and Diseases Act (COIDA)? YES NO

COIDA Registration number : _____

D. ENVIRONMENTAL

1. Do you have an Environmental Policy in place? YES NO N/A

2. Does your facility routinely work with any hazardous substances? YES NO

E. FACILITIES, PLANTS, AND EQUIPMENT

1. Please give a summary of your plant and / or facilities: _____

I hereby confirm that all information supplied is correct and valid.

Signature

Date

NB: Should the form NOT be completed in full the application will be REJECTED. No application form will be considered if the company is not in good standing with SARS, COIDA and the Department of Labour. Information received will be treated with strict confidentiality. Completed forms should be forwarded and or hand delivered to the following addresses. Alternatively, e mailed back to BBBEE@petrosa.co.za. **CLOSING DATE: 30 JUNE 2014**

Physical address: Cape Town - 151 Frans Conradie Drive, Parow, 7500

Postal address: Private Bag X5, Parow, 7499

Tel: +27 (0)21 929 3137/ 3289, Website: www.petrosa.co.za