



## THE SOUTH AFRICAN COUNCIL *for* PLANNERS (SACPLAN)

### CALL FOR EXPRESSION OF INTEREST:

### PANEL APPOINTMENT OF SERVICE PROVIDERS

#### 1. Appointment of a Service Provider

The South African Council for Planners (SACPLAN) hereby invites suitably qualified and experienced service providers to submit Expressions of Interest for consideration for appointment to the SACPLAN Panel of Service Providers.

The purpose of the panel is to establish a database of pre-qualified service providers to provide goods and services to SACPLAN on an as-and-when-required basis for a **period of three (3) years**. Appointment to the panel does not guarantee any work, nor does it constitute a contract for the provision of services.

Service providers appointed to the panel may be invited to submit quotations or proposals in accordance with SACPLAN's Supply Chain Management Policy and applicable National Treasury prescripts

#### 2. Categories of Services

Service providers may apply for one or more of the following categories:

- Audit and Assurance Services
- Risk Management Services
- Legal Services
- Human Resources and Organisational Development
- Information and Communication Technology (ICT)
- Finance and Accounting Services
- Training and Capacity Building
- Research and Policy Development
- Strategic Planning and Facilitation
- Project Management
- Monitoring and Evaluation
- Supply Chain Management
- Office Furniture and Equipment
- Printing, Branding and Promotional Material
- Catering Services
- Travel and Accommodation Services
- Event Management Services

*Handwritten signature*  
*approved*  
*05/08/2026*

- Cleaning and Hygiene Services
- Occupational Health and Safety Services
- Asset Management Services
- Any other professional services required by SACPLAN.

### **3. Eligibility Criteria**

Applicants must:

- Be registered on the Central Supplier Database (CSD).
- Have a valid Tax Compliance Status.
- Submit a valid BBBEE Certificate or Sworn Affidavit where applicable.
- Be legally registered to conduct business in South Africa.
- Demonstrate relevant experience within the selected category.
- Provide contactable references for similar work undertaken.

### **4. Nature of Appointment**

- Appointment to the panel shall be valid for a period of three (3) years.
- Appointment does not guarantee any work or minimum value of work.
- Service providers may be invited to submit quotations as and when services are required.
- Appointment to the panel does not constitute an employment relationship

### **5. Submission Requirements**

Interested service providers must submit:

- Company Profile.
- Company Registration Documents.
- CSD Registration Report.
- Tax Compliance Status PIN.
- BBBEE Certificate or Sworn Affidavit.
- Relevant professional registrations (where applicable).
- Company profile and capability statement.
- At least three contactable references.
- Certified copies of qualifications of key personnel (where applicable).

Interested Service Providers are hereby invited to submit their Expression of Interest within **14 days from date of this publication. The full terms of reference can be accessed on the following link:**

Submissions must include full contact details of service provider, i.e. physical address, email address and contact number. Submissions must be made electronically via email to [m.mokwena@sacplan.co.za](mailto:m.mokwena@sacplan.co.za) , for Attention.: The Registrar, Ms Nontsundu Ndonga

**Closing date for submissions: MONDAY 31 August 2026, 11h00**

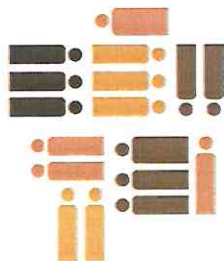
#### **Enquiries**

Contact Person: Ms Pretty Sibisi

Contact Number: 011 318 0460

Email Address: [psibisi@sacplan.co.za](mailto:psibisi@sacplan.co.za)





The South African  
Council *for* Planners

S A C P L A N

# SOUTH AFRICAN COUNCIL FOR PLANNERS

*P O Box 1084, Halfway House, MIDRAND, 1685  
International Business Gateway Office Park, Cnr New Road & 6<sup>th</sup> Road,  
Midridge Office Park -Block G. 1<sup>st</sup> Floor.  
Tel: 011-318 0460/ 318 0437 Fax: 011-318 0405  
E-Mail: [planner@sacplan.co.za](mailto:planner@sacplan.co.za)  
Website: [www.sacplan.org.za](http://www.sacplan.org.za)*

RFQ Number: RFQ/FIN/006/2026

## PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN COUNCIL FOR PLANNERS

|                |                                                                                                                      |              |                |               |       |
|----------------|----------------------------------------------------------------------------------------------------------------------|--------------|----------------|---------------|-------|
| RFQ<br>NUMBER: | RFQ/FIN/006/2026                                                                                                     | CLOSING DATE | 31 August 2026 | CLOSING TIME: | 11h00 |
| DESCRIPTION    | APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF GOODS AND SERVICES ON AN AS-AND-WHEN-REQUIRED BASIS |              |                |               |       |

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.

BID RESPONSE DOCUMENTS MAY BE DELIVERED AT (STREET ADDRESS)  
THE SOUTH AFRICAN COUNCIL FOR PLANNERS (SACPLAN)  
1ST FLOOR, BLOCK G, INTERNATIONAL BUSINESS GATEWAY OFFICE PARK,  
CORNER NEW ROAD AND 6<sup>TH</sup> ROAD  
MIDRAND  
1685

For the attention of: The Registrar, Ms Nontsundu Ndonga

Email: [m.mokwena@sacplan.co.za](mailto:m.mokwena@sacplan.co.za)

NO BIDS WILL BE ACCEPTED AFTER THE CLOSING DATE AND TIME STIPULATED BY SACPLAN

### SERVICE PROVIDERS INFORMATION

|                                                                          |                                                                      |  |                                              |                                                                  |  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------|--|----------------------------------------------|------------------------------------------------------------------|--|
| NAME                                                                     |                                                                      |  |                                              |                                                                  |  |
| POSTAL ADDRESS                                                           |                                                                      |  |                                              |                                                                  |  |
| STREET ADDRESS                                                           |                                                                      |  |                                              |                                                                  |  |
| TELEPHONE NUMBER                                                         | CODE                                                                 |  | NUMBER                                       |                                                                  |  |
| CELLPHONE NUMBER                                                         |                                                                      |  |                                              |                                                                  |  |
| FACSIMILE NUMBER                                                         | CODE                                                                 |  | NUMBER                                       |                                                                  |  |
| E-MAIL ADDRESS                                                           |                                                                      |  |                                              |                                                                  |  |
| VAT REGISTRATION NUMBER                                                  |                                                                      |  |                                              |                                                                  |  |
| TAX COMPLIANCE STATUS                                                    | TCS PIN:                                                             |  | OR                                           | CSD No:                                                          |  |
| B-BBEE STATUS LEVEL<br>VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX] | <input type="checkbox"/> Yes<br><input type="checkbox"/> No          |  | B-BBEE<br>STATUS LEVEL<br>SWORN<br>AFFIDAVIT | <input type="checkbox"/> Yes<br><input type="checkbox"/> No      |  |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                          |                                                                      |  | TECHNICAL INFORMATION MAY BE DIRECTED TO:    |                                                                  |  |
| DEPARTMENT                                                               | SACPLAN Office                                                       |  | DEPARTMENT                                   | SACPLAN Office                                                   |  |
| CONTACT PERSON                                                           | Mr MThobisi Mokwena                                                  |  | CONTACT PERSON                               | Ms Pretty Sibisi                                                 |  |
| TELEPHONE NUMBER                                                         | 0113180460                                                           |  | TELEPHONE NUMBER                             | 0113180460                                                       |  |
| EMAIL ADDRESS                                                            | <a href="mailto:m.mokwena@sacplan.co.za">m.mokwena@sacplan.co.za</a> |  | EMAIL ADDRESS                                | <a href="mailto:psibisi@sacplan.co.za">psibisi@sacplan.co.za</a> |  |

## PART B: TERMS AND CONDITIONS FOR BIDDING

1

### Council Members:

Chairperson: Prof. MF Sihlongonyane\* Deputy Chairperson: Ms. N Hlatshwayo\* Alternate Chairperson: Dr. S Moonsammy\*  
Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

Registrar: Ms Nontsundu Ndonga\*

\* Professional Planner

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. BID SUBMISSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br>1.2 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.<br>1.3 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000), THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, WHERE APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. TAX COMPLIANCE REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE SACPLAN TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.<br>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a><br>2.4 BIDDERS MUST ALSO SUBMIT A PRINTED Tax Compliance Certificate (TCC) CERTIFICATE TOGETHER WITH THE BID.<br>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>2.6 IF THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MAY BE PROVIDED AS AN ADDITIONAL ITEM.<br>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |
| 3. <b>ELIGIBILITY &amp; SUBMISSION REQUIREMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.1 COMPANY PROFILE – WITH RELEVANT EXPERIENCE IN REPORT WRITING, PREFERABLY IN THE ACADEMIC AND RESEARCH INSTITUTIONS OR RESEARCH AND REPORT WRITING AS PART OF ONES PROVEN TRACK RECORD AND EXPERIENCE<br>3.2 VALID COMPANY REGISTRATION DOCUMENTS (CIPC CERTIFICATE OR EQUIVALENT)<br>3.3 VALID TAX COMPLIANCE STATUS (TCS)/ TAX CLEARANCE CERTIFICATE (TCC) WITH SARS<br>3.4 PROOF OF REGISTRATION WITH A RECOGNISED PROFESSIONAL BODY<br>3.5 B-BBEE CERTIFICATE OR AFFIDAVIT<br>3.6 CV'S OF KEY PERSONNEL<br>3.7 RECENT REFERENCE LETTERS, AT LEAST THREE IN A SIMILAR ASSIGNMENT CONDUCTED IN THE PAST 3 YEARS<br>3.8 DECLARATION OF INDEPENDENCE AND CONFLICT OF INTEREST STATEMENT<br>3.9 ANY OTHER STUTORY DOCUMENTS REQUIRED BY PROCUREMENT REGULATIONS                                                                                                                                                                                                                                                                    |

VALIDITY PERIOD: OFFER TO BE VALID FOR 90 DAYS FROM CLOSING DATE OF THE BID

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....



## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE ORGANISATIONAL RISK REGISTER FOR A PERIOD OF (2) TWO MONTHS

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#### 1. INTRODUCTION

The South African Council for Planners (SACPLAN) is a statutory body established in terms of the Planning Profession Act, 2002 (Act No. 36 of 2002), responsible for regulating the planning profession in South Africa.

SACPLAN invites suitably qualified and experienced service providers to submit Expressions of Interest for appointment to a Panel of Service Providers to provide goods and services on an as-and-when-required basis.

#### 2. BACKGROUND

SACPLAN procures a variety of professional services, goods and specialized expertise in support of its strategic objectives and operational requirements.

The establishment of a Panel of Service Providers will improve procurement efficiency by creating a pool of pre-qualified suppliers who may be invited to submit quotations or proposals as and when services are required.

Appointment to the panel does not constitute a guarantee of work or create any contractual obligation between SACPLAN and the appointed service providers.

#### 3. PROJECT PURPOSE

The purpose of this Terms of Reference is to establish a panel of suitably qualified and experienced service providers for various categories of goods and services for a period of three (3) years.

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#### Council Members:

**Chairperson:** Prof. MF Sihlongonyane\* **Deputy Chairperson:** Ms. N Hlatshwayo\* **Alternate Chairperson:** Dr. S Moonsammy\*  
Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

**Registrar:** Ms Nontsundu Ndonga\*

\* Professional Planner

#### 4. OBJECTIVE

The objectives of the panel are to:

- establish a database of pre-qualified service providers;
- improve procurement turnaround times;
- promote fair, transparent and competitive procurement;
- broaden participation by qualifying suppliers;
- ensure value for money and compliance with applicable legislation.

#### 5. SCOPE OF WORK

Service providers may apply for one or more of the following categories:

- Internal Audit Services
- External Audit Services
- Risk Management Services
- Legal Services
- Human Resource Services
- Labour Relations Services
- Governance and Compliance
- Strategic Planning and Facilitation
- Research Services
- Monitoring and Evaluation
- Financial Management Services
- Accounting and Tax Advisory
- Information Communication Technology (ICT)
- Cyber Security
- Website Development and Maintenance
- Office Furniture and Equipment
- Asset Management
- Printing and Branding
- Graphic Design
- Media and Communication Services

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#### Council Members:

**Chairperson:** Prof. MF Sihlongonyane\* **Deputy Chairperson:** Ms. N Hlatshwayo\* **Alternate Chairperson:** Dr. S Moonsammy\*  
Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

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\* Professional Planner

- Translation and Editing
- Event Management
- Conference Facilities
- Catering Services
- Travel Management
- Courier Services
- Cleaning Services
- Occupational Health and Safety
- Training and Capacity Building
- Records Management
- Any other professional services required by SACPLAN.

## 6. Duration of the Panel

The panel shall remain valid for a **period of three (3) years** from the date of appointment.

SACPLAN reserves the right to review, amend or terminate the panel where necessary.

## 7. Minimum Requirements

Applicants must submit:

- Company Registration Documents.
- Valid CSD Registration Report.
- Valid Tax Compliance Status PIN.
- BBBEE Certificate or Sworn Affidavit.
- Company Profile.
- Relevant professional registrations where applicable.
- Relevant licences or accreditation where applicable.
- At least three (3) contactable references for similar work undertaken.
- CVs of key personnel (where applicable).

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### Council Members:

**Chairperson:** Prof. MF Sihlongonyane\* **Deputy Chairperson:** Ms. N Hlatshwayo\* **Alternate Chairperson:** Dr. S Moonsammy\*  
 Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
 Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

**Registrar:** Ms Nontsundu Ndonga\*

\* Professional Planner



## 8. Evaluation Process

### Stage 1 – Administrative Compliance

- Applications will be evaluated for administrative compliance.
- Applicants must submit all mandatory documents.

### Stage 2 – Functionality

Only compliant applications will be evaluated on functionality.

The functionality criteria include:

| CRITERIA                         | WEIGHT |
|----------------------------------|--------|
| Company Experience               | 30     |
| Experience of Key Personnel      | 30     |
| Relevant References              | 20     |
| Methodology/Capability Statement | 20     |
| Total                            | 100    |

A minimum score of **70 points** will be required for appointment to the panel.

## 9. Appointment to the Panel

Successful applicants will be appointed to the SACPLAN Panel of Service Providers.

Appointment to the panel:

- does not guarantee any work;
- does not constitute an employment relationship;
- does not create an exclusive arrangement with SACPLAN; and
- does not prevent SACPLAN from approaching other suppliers where justified.

## 10. Allocation of Work

Where services are required:

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#### Council Members:

**Chairperson:** Prof. MF Sihlongonyane\* **Deputy Chairperson:** Ms. N Hlatshwayo\* **Alternate Chairperson:** Dr. S Moonsammy\*  
Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

**Registrar:** Ms Nontsundu Ndonga\*

\* Professional Planner

- SACPLAN may invite one or more service providers from the panel to submit quotations or proposals.
- Allocation of work will be undertaken in accordance with SACPLAN's Supply Chain Management Policy, applicable National Treasury Instructions and the Preferential Procurement Regulations.
- Quotations may be evaluated on price, functionality and BBBEE, where applicable.

## 11. REPORTING

The appointed service provider shall report to the designated SACPLAN Project Manager for each assignment.

## 12. Confidentiality

Service providers shall maintain confidentiality regarding all information obtained during assignments and shall not disclose any information without the prior written consent of SACPLAN.

## 13. Conflict of Interest

Applicants must disclose any actual, potential or perceived conflict of interest. SACPLAN reserves the right to exclude any supplier where a conflict of interest exists.

## 16. General Conditions

SACPLAN reserves the right to:

- accept or reject any application;
- appoint one or more service providers;
- appoint service providers per category;
- request additional information;
- verify submitted information;

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### Council Members:

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 Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

**Registrar:** Ms Nontsundu Ndonga\*

\* Professional Planner

- cancel or re-advertise the process at any stage.

## 15. Submission Requirements

Interested service providers must submit:

- Completed Expression of Interest.
- Company Profile.
- Company Registration Documents.
- CSD Registration Report.
- Tax Compliance Status PIN.
- BBBEE Certificate or Sworn Affidavit.
- Relevant professional registrations.
- Contactable references.
- Supporting documentation relevant to the selected category.

Applications must be submitted electronically before the closing date specified in the advertisement.

Late submissions will not be considered.

## 18. GENERAL

SACPLAN reserves the right to appoint, terminate the contract or withdraw the project should the need arise.

  
**Nontsundu Ndonga Pr Pln A/080/2008**  
**REGISTRAR**

Date:

05/08/2026

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### Council Members:

**Chairperson:** Prof. MF Sihlongonyane\* **Deputy Chairperson:** Ms. N Hlatshwayo\* **Alternate Chairperson:** Dr. S Moonsammy\*  
 Ms. MD Sinthumule\*; Mr. G De Bruin\*; Ms. FF Mabusela\*; Ms. CN Mapholi\*; Dr. KJP Sebola-Samanyanga\*;  
 Ms. P Beck\*; Mr. TJ Madima\*; Dr. MP Lewis\*; Ms. SA Mahopo\*; Mr P Ahmad\*.

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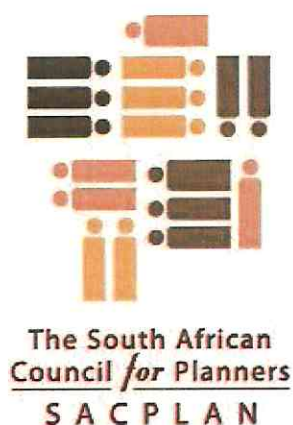
\* Professional Planner



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# **SOUTH AFRICAN COUNCIL FOR PLANNERS**

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## **SUPPLIER DATABASE REGISTRATION FORM**

***P O Box 1084, Halfway House, MIDRAND, 1685  
International Business Gateway Office Park, Cnr New Road & 6<sup>th</sup> Road,  
Midridge Office Park -Block G. 1<sup>st</sup> Floor.  
Tel: 011-318 0460/ 318 0437  
E-Mail: [accounts@sacplan.co.za](mailto:accounts@sacplan.co.za)  
Website: [www.sacplan.org.za](http://www.sacplan.org.za)***

## SECTION A

## BUSINESS INFORMATION

|                                                |  |
|------------------------------------------------|--|
|                                                |  |
| Trading name                                   |  |
| Company registration number<br>(if applicable) |  |
|                                                |  |
| VAT registration number (if<br>applicable)     |  |

## CONTACT DETAILS

|                         |  |
|-------------------------|--|
|                         |  |
| Office telephone number |  |
| Cell phone number       |  |
| Fax number              |  |

**POSTAL ADDRESS**[illegible]

## PHYSICAL ADDRESS

[illegible]

### MAIN CONTACT PERSON IN YOUR COMPANY

|                   |  |
|-------------------|--|
| Name              |  |
| Designation       |  |
| Telephone number  |  |
| Fax               |  |
| Email             |  |
| Cell phone number |  |

### TYPE OF SUPPLIER (PLEASE TICK THE RELEVANT BOX)

|                      |  |
|----------------------|--|
| Public company (Ltd) |  |
|                      |  |
| Close corporation    |  |
| Joint venture        |  |
|                      |  |
| Foreign company      |  |
| Trust                |  |
| Section 21 company   |  |
|                      |  |
| Other (specify)      |  |

### BANKING DETAILS

|                |  |
|----------------|--|
| Account holder |  |
|                |  |
| Branch name    |  |
| Branch code    |  |
| Account number |  |
|                |  |

All payments will be made electronically to your bank account.

Kindly note that it will be your responsibility to inform SACPLAN, in writing, of any changes in your banking details.



## SECTION B

### BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE

#### LIST ALL PARTNERS / OWNERS & SHAREHOLDERS

| Name & surname | Designation | Citizenship | ID number |
|----------------|-------------|-------------|-----------|
|                |             |             |           |
|                |             |             |           |
|                |             |             |           |
|                |             |             |           |
|                |             |             |           |
|                |             |             |           |
|                |             |             |           |

### BROAD-BASED ECONOMIC EMPOWERMENT (B-BBEE) INFORMATION

#### PLEASE MARK YOUR B-BBEE CREDENTIALS WITH AN (X)

|                           |      |  |
|---------------------------|------|--|
| Level 1 contributor       | 135% |  |
| Level 2 contributor       | 125% |  |
| Level 3 contributor       | 110% |  |
| Level 4 contributor       | 100% |  |
| Level 5 contributor       | 80%  |  |
|                           |      |  |
| Level 7 contributor       | 50%  |  |
| Level 8 contributor       | 10%  |  |
| Non-compliant contributor | 0%   |  |

**SMME STATUS OF YOUR ENTERPRISE (PLEASE TICK)**

|            |  |
|------------|--|
| Micro      |  |
| Very Small |  |
| Small      |  |
| Medium     |  |
|            |  |

**SECTION C**

**CAPACITY**

**LIST THE THREE LARGEST CONTRACTS/ASSIGNMENTS COMPLETED  
BY YOUR COMPANY IN THE LAST FIVE YEARS**

|  | person | telephone number<br>& cell number |  |
|--|--------|-----------------------------------|--|
|  |        |                                   |  |
|  |        |                                   |  |
|  |        |                                   |  |

## SECTION D

### COMMODITIES

| Category                           | Code     | X | Category                      | Code     | X |
|------------------------------------|----------|---|-------------------------------|----------|---|
| <b>Advertising &amp; promotion</b> |          |   | <b>Computer services IT</b>   |          |   |
| Advertising                        | SAC0001  |   | Advanced connectivity systems | SAC00017 |   |
| Calendar manufacturers             | SAC0002  |   | Directory portal              | SAC00018 |   |
| Corporate gifts                    | SAC0003  |   | Directory service             | SAC00019 |   |
| Display design                     | SAC0004  |   | Ecommerce online              | SAC00020 |   |
| Event management                   | SAC0005  |   | Equipment rental              | SAC00021 |   |
| Exhibition organizers              | SAC0006  |   | UPS                           | SAC00022 |   |
| Flags                              | SAC0007  |   | Hosting                       | SAC00023 |   |
| Graphic design                     | SAC0008  |   | Marketing services            | SAC00024 |   |
| <b>Building &amp; construction</b> |          |   | Network marketing             | SAC00025 |   |
| Environmental assessor             | SAC0009  |   | Maintenance                   | SAC00026 |   |
| Architects                         | SAC00010 |   | Software oracle               | SAC00027 |   |
| Builders hardware                  | SAC00011 |   | Data storage                  | SAC00028 |   |
| Building renovators                | SAC00012 |   | Hardware (IBM)                | SAC00029 |   |
| Ceilings products                  | SAC00013 |   | Projectors                    | SAC00030 |   |
| Central heating                    | SAC00014 |   | Video conferencing            | SAC00031 |   |
| Civil engineering                  | SAC00015 |   | Printer cartridges            | SAC00032 |   |
| Contractors                        | SAC00016 |   | Laptop sale & maintenance     | SAC00033 |   |

| Category                        | Code     | X | Category                        | Code     | X |
|---------------------------------|----------|---|---------------------------------|----------|---|
| <b>Air &amp; water products</b> |          |   | <b>Chemicals &amp; plastics</b> |          |   |
| Air conditioners                | SAC00034 |   | Gasses                          | SAC00061 |   |
| Dam linings & water proofing    | SAC00035 |   | Resins                          | SAC00062 |   |
| Dust & fume control             | SAC00036 |   | Sealants                        | SAC00063 |   |
| Filters & pumps                 | SAC00037 |   | <b>Education &amp; training</b> |          |   |
|                                 |          |   |                                 |          |   |
| Tanks & containers              | SAC00039 |   | Equipment                       | SAC00065 |   |
| <b>Audio &amp; visual</b>       |          |   | Training support                | SAC00066 |   |
| Amplifiers                      | SAC00040 |   | <b>Employment &amp; labour</b>  |          |   |
| Antennas & aerials              | SAC00041 |   | Agencies                        | SAC00067 |   |
| Editing                         | SAC00042 |   | Arbitration & mediation         | SAC00068 |   |
| Education                       | SAC00043 |   | Secretarial services            | SAC00069 |   |
| Frames                          | SAC00044 |   | <b>Legal</b>                    |          |   |
| Hifi equipment                  | SAC00045 |   | Attorneys                       | SAC00070 |   |
| Instruments                     | SAC00046 |   | Immigration                     | SAC00071 |   |
| Projectors                      | SAC00047 |   | Labour relations                | SAC00072 |   |
| Recording studios               | SAC00048 |   | Private investigations          | SAC00073 |   |
| Video conferencing              | SAC00049 |   | <b>Plant &amp; machinery</b>    |          |   |
| <b>Automotive</b>               |          |   | Compressors & pumps             | SAC00074 |   |
| Breakdown service               | SAC00050 |   | Forklifts                       | SAC00075 |   |
| Exhausts & fitment              | SAC00051 |   | Generators                      | SAC00076 |   |
| Fibreglass products             | SAC00052 |   | Data archiving tools            | SAC00077 |   |
| Fleet maintenance               | SAC00053 |   | <b>Domestic services</b>        |          |   |
| Parts & accessories             | SAC00054 |   | Appliance repair                | SAC00078 |   |
| Rental & hiring                 | SAC00055 |   | Blinds                          | SAC00079 |   |
| Tracking facilities             | SAC00056 |   | Carpet supplier & cleaners      | SAC00080 |   |
| Trailers                        | SAC00057 |   | Cleaning services & products    | SAC00081 |   |
| Trucks                          | SAC00058 |   | Interior design                 | SAC00082 |   |
| Tyres & wheels                  | SAC00059 |   | Drain cleaning                  | SAC00083 |   |
| Valet & wash                    | SAC00060 |   | Electrical appliances           | SAC00084 |   |



| Category                             | Code     | X | Category                                | Code     | X |
|--------------------------------------|----------|---|-----------------------------------------|----------|---|
| <b>Domestic services</b>             |          |   | <b>Telecommunication</b>                |          |   |
| Fences                               | SAC00085 |   | Landlines telephones                    | SAC00111 |   |
| Fire alarms & extinguishers          | SAC00086 |   | Call centre equipment                   | SAC00112 |   |
| Florist & flowers                    | SAC00087 |   | CPE cabling voice & data                | SAC00113 |   |
| Glass                                | SAC00088 |   | Fax equipment & repairs                 | SAC00114 |   |
| Gutters & down piping                | SAC00089 |   | <b>Finance</b>                          |          |   |
| Handyman services                    | SAC00090 |   | Accountants & auditors                  | SAC00115 |   |
| Indoor plants                        | SAC00091 |   | Bookkeepers                             | SAC00116 |   |
| Irrigation                           | SAC00092 |   | Debtors management                      | SAC00117 |   |
| Kitchenware                          | SAC00093 |   | Pension funds                           | SAC00118 |   |
| Landscaping & garden maintenance     | SAC00094 |   | Stock and share brokers                 | SAC00119 |   |
| Lightning protection                 | SAC00095 |   | <b>Food &amp; beverage</b>              |          |   |
| Locksmiths                           | SAC00096 |   | Catering services                       | SAC00120 |   |
| Paint contractors                    | SAC00097 |   | Mineral water                           | SAC00121 |   |
| Pest control                         | SAC00098 |   | Water coolers                           | SAC00122 |   |
| Plumbers                             | SAC00099 |   | Vending machines                        | SAC00123 |   |
| Tree felling                         | SAC00100 |   | <b>Freight, courier &amp; logistics</b> |          |   |
| <b>Business services</b>             |          |   | Air cargo                               | SAC00124 |   |
| First aid supplies                   | SAC00101 |   | Courier services                        | SAC00125 |   |
| Office furniture                     | SAC00102 |   | Customs clearing & shipping             | SAC00126 |   |
| Photographers                        | SAC00103 |   | Distribution                            | SAC00127 |   |
| Protective clothing                  | SAC00104 |   | Furniture removal                       | SAC00128 |   |
| Recyclers                            | SAC00105 |   | Warehousing                             | SAC00129 |   |
| Scrap & waste products               | SAC00106 |   | Archiving                               | SAC00130 |   |
| Storage & filing                     | SAC00107 |   | Boxes                                   | SAC00131 |   |
| Tents & chairs for hire              | SAC00108 |   | Container lifting                       | SAC00132 |   |
| Risk auditing & consultancy services | SAC00109 |   | Rigging services                        | SAC00133 |   |
| Rental photocopiers                  | SAC00110 |   | Crane hire                              | SAC00134 |   |

| Category                         | Code     | X | Category                      | Code     | X |
|----------------------------------|----------|---|-------------------------------|----------|---|
| <b>Printing &amp; stationery</b> |          |   | <b>Travel &amp; tourism</b>   |          |   |
| Binding equipment                | SAC00135 |   | Accommodation                 | SAC00154 |   |
| Business cards                   | SAC00136 |   | Agents                        | SAC00155 |   |
| Lamination                       | SAC00137 |   | Car hire                      | SAC00156 |   |
| Labels                           | SAC00138 |   | Charters                      | SAC00157 |   |
| Rubber stamps                    | SAC00139 |   | Buses                         | SAC00158 |   |
| Stationery                       | SAC00140 |   | Shuttle                       | SAC00159 |   |
|                                  |          |   | Conference halls              | SAC00160 |   |
| <b>Property</b>                  |          |   | <b>Communication networks</b> |          |   |
| Agencies                         | SAC00141 |   | Cell phone service providers  | SAC00161 |   |
| Valuations & appraisers          | SAC00142 |   | <b>Medical services</b>       |          |   |
| <b>Security</b>                  |          |   | Clinics                       | SAC00162 |   |
| Access control                   | SAC00143 |   | Doctors                       | SAC00163 |   |
| Alarms                           | SAC00144 |   | Pharmacies                    | SAC00164 |   |
| Armed respond                    | SAC00145 |   | First aid equipment           | SAC00165 |   |
|                                  |          |   |                               |          |   |
| CCTV                             | SAC00147 |   | <b>Team building sessions</b> |          |   |
| Fences & gates                   | SAC00148 |   | Facilitators                  | SAC00167 |   |
| Locks & locksmiths               | SAC00149 |   | Paint ball                    | SAC00168 |   |
| Safes & strong rooms             | SAC00150 |   | Game driving                  | SAC00169 |   |
| Guards                           | SAC00151 |   | Quad biking                   | SAC00170 |   |
| VIP protection                   | SAC00152 |   | Event management              | SAC00171 |   |
| Cash transit                     | SAC00153 |   | Other                         | SAC00172 |   |

## SECTION E

### DECLARATION OF CONFLICT OF INTEREST

1. Are you currently working as an employee of South African Council for Planners?

YES ☐ NO ☐

- a) If so, furnish the following particulars:

Name: .....

Department: .....

Position held in the company: .....

2. Do you have any close relationship or relative working for South African Council for Planners?

YES ☐ NO ☐

- a) If so, furnish particulars:

.....  
.....

If your answer to the above question is yes, kindly name the employee and relationship you have in space below:

.....  
.....

Is there any other relevant information that you would like to disclose? Use space below.

.....  
.....

## **DECLARATION**

I, the undersigned (full names) .....

Certify that the information provided in this document is correct. I accept that South African Council for Planners may reject my application should the declaration prove to be false.

Position:

.....

Signature: .....

Date: .....

## **ATTACHMENTS (COMPULSORY)**

**Please attach certified copies/original of the following documents**

**(Please tick)**

Cancelled cheque or original bank verification letter

☐

Copy of company registration documents

☐

Certified copies of ID documents of directors

☐

Valid tax clearance certificate

☐

Valid VAT certificate

☐

Company profile

☐

B-BBEE certificate

☐

CSD report

☐



Signed and affirmed to, before me at, \_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, by the deponent who has  
acknowledged that he/she knows and understands, the contents of this document, and he/she has  
acknowledged that he/she has no objection to affirming, that he/she regards the affirmation to be binding  
on his/her conscience.

---

\_\_\_\_\_  
COMMISSIONER OF OATHS

FULL NAME: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CAPACITY: \_\_\_\_\_

AREA: \_\_\_\_\_

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**FOR SOUTH AFRICAN COUNCIL FOR PLANNERS USE**  
**ONLY**

Received on: dd ..... mm ..... yy .....

Received by: .....

Position: .....

Signature: .....