

**NOTE THAT, IN RESPECT OF QUOTES, THIS ONLY NEEDS TO BE COMPLETED BY BIDDERS THAT HAVE NOT PREVIOUSLY REGISTERED AS SUPPLIERS WITH THE ELECTORAL COMMISSION**

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**ENTERPRISE QUESTIONNAIRE**

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1. Name of business entity (bidder): .....
2. Company CIPC registration number (if applicable): .....
3. Central Supplier Database (CSD) registration number:

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Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the Central Supplier Database (CSD). It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Company's local address:.....
5. Contact person (person representing bidder): .....
6. Contact number: .....
7. Cellphone number: .....
8. eMail address: .....
9. The names of directors/trustees/shareholders/members/partners of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any trustees/shareholders/owners and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number

10. SMME Classification (Tick one applicable to your company):

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Large		Very Small	
Medium		Micro	
Small			

**11. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)**

In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

11.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

11.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of Appendix H, whichever period is the longer.

In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement\*.

\* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(1)(b)(i) or a declaration in terms of Section 53(1)(b)(ii) of the Employment Equity Act.

Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

YES		NO	
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Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

YES		NO		EXEMPT	
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In respect of the EEA requirements above, please attach either:

A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B 14B – 2022).

Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.

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