



**mictseta**

Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

## **Supplier Database Registration 2016**

**The MICT SETA has recently procured a Supply Chain Management System for all procurements. As a result of this, all Suppliers/Service Providers are herewith invited to register as Approved Suppliers/Service Providers on the database of the Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA).**

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the MICT SETA developed a supplier database to be used by the procurement office.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations and compete to engage in business transactions the MICT SETA.

Preference will be given to registered suppliers, but does not necessarily follow that suppliers who are not yet registered will be exempted from quoting for the supply of goods or services with MICT SETA. It is envisaged however, 1<sup>st</sup> preference would be given to Registered Suppliers, as this database will contribute to efficient administration and compliance with PFMA.

Interested Suppliers/Service Providers should please complete the online application form on the MICT SETA website [www.mict.org.za](http://www.mict.org.za) under the Procurement section. Registration is limited to a maximum of 5 categories per company.

**Please note: No manually completed Supplier Registration forms will be accepted. Service providers must complete Registration forms online and upload certified copies of the following documents to the MICT SETA offices:**

- **B-BBEE Certificate**
- **ID Copies of Shareholders/Owner/s**
- **Stamped Account Confirmation Letter from the Bank**
- **Company's Registration Documents**

**Suppliers/Service Providers are required to submit their Valid/Original Tax Clearance Certificate to the MICT SETA Offices.**

The MICT SETA Supply Chain Unit will validate all service providers who registered online and submitted all required supporting documents. A confirmation email will be sent to all successfully registered Service Providers.

**For enquiries please contact the below SCM Personnel:**

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