



**SOUTH AFRICAN HIGH COMMISSION, NAIROBI, KENYA
182 RUNDA DRIVE, NAIROBI, KENYA**

**INVITATION / APPLICATION TO REGISTER
ON THE SOUTH AFRICAN HIGH COMMISSION, NAIROBI, KENYA
SUPPLIER DATABASE**

**For any enquiries, please contact
Corporate Service Manager: Ms Shadi Skosana
Email add: skosanass@dirco.gov.za
Third Secretary: Ms Boitshoko Kgarane
Email add: kgaraneb@dirco.gov.za
sahcnairobi@dirco.gov.za**

**TO ALL SUPPLIERS SEEKING REGISTRATION IN THE SUPPLIER DATABASE FOR THE
PROCUREMENT OF GOODS AND SERVICES
FOR THE SOUTH AFRICAN HIGH COMMISSION, NAIROBI, KENYA**

All suppliers are herewith invited to register as prospective supplier on the database of The South African High Commission, Nairobi, Kenya

In order to comply with its policies for the procurement of goods and services, High Commission has developed a supplier database to give all prospective suppliers an equal opportunity to submit price quotations.

Preference will be given to registered suppliers, but it does not necessarily follow that supplier who are not yet registered will be totally excluded from quoting for the supply of goods or services to the High Commission.

Attached please find an official registration form to assist the Mission in compiling the database. It is imperative that suppliers read the application document carefully, complete it in full and sign it.

The completed form should be posted, or hand delivered or emailed to:

The South African High Commission, Nairobi
Address: 182 Runda Drive, Runda, Nairobi, Kenya
Postal Add: P.O.BOX 42441, Nairobi, Kenya, 00100
Email Address: skosanass@dirco.gov.za or kgaraneb@dirco.gov.za or sahcnairobi@dirco.gov.za

FOR OFFICIAL USE ONLY	
Date received:	
Received by:	
Captured by:	
Authorized by:	

SUPPLIER'S DETAILS	
Company name:	
Email address:	
Telephone number	
Mobile number	
Certificate of Incorporation Number	
PIN Number	
VAT Registration number if applicable:	
Number of years in Business	
Company type	
Business type	
CONTACTS	
Name	
Position	
Telephone number	
Mobile number	
Email Address	
Alternative email number	

PRODUCTS/ SERVICES OFFERED		
Suppliers of the following products/services are required to register on the database. Please mark the services your company supplies: -		
Main Commodity	Type of service/goods	Tick relevant box
Hospitality and other related services	Accommodation	
	Venue hire	
	Car rental	
	Travel agencies	
	Airlines	

	Catering services	
	Catering equipment hire	
	Flowers	
	Specify Other:	
Office, domestic equipment and furniture	Stationery	
	Photocopying Machines, Printers and Faxes Shredders, Projectors, etc)	
	Supply of office equipment	
	Supply of office Furniture	
	Electrical appliances	
	IT Hardware and supplies & maintenance	
	Specify Other:	
Facilities and maintenance	Security Services	
	Cleaning Services- Offices & residences, carpets, windows and walls and hygiene services	
	Gardening Services	
	Electrical Services	
	Pest Control	
	Plumbing Services	
	Equipment and maintenance Security Services - Access Control Systems, CCTV Systems, Metal Detector Systems	
	Building Construction, renovation, maintenance, Architects, Engineers etc.	
	Furniture and equipment Repairs	
	Air Conditioning Services & Repairs	
	Fire systems, Equipment and maintenance	
	Repairs of Domestic and Commercial Appliances	
	Locksmith specialists	
	Glass repairs	
	Logistics (Courier, transportation, packing and storage)	
Specify Other:		
	Training and skills development	
	Payroll Outsourcing	

Advisory and outsourcing services	Legal Services	
	Payroll Outsourcing Recruitment, Selection and Placement	
	Specify Other	
Marketing & Communications	Gifts	
	Photography	
	Media	
	Advertising	
	Entertainment	
	Specify Other:	
Other Commodities and Services		

DECLARATION: Any legal person, or persons having kinship with persons employed by The Embassy including a blood relationship, may apply to register and or to submit a quotation excluding persons employed by the Embassy. However full disclosure of the particulars of the relationship is required in the interest of fairness and transparency, as indicated in this declaration of interest form.

- Are you or any person connected to your company employed the South African High Commission, Nairobi? YES/NO If so, furnish particulars

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- Do you have any relationship (family, friend, partner or other) with persons employed by South African High Commission, Nairobi? YES/NO If so, furnish particulars

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By completing this application form, the Company 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 Company will submit itself to procurement procedures instituted by The South African High Commission, Nairobi.

NAME	SIGNATURE	TITTLE	DATE