

**INVITATION TO REGISTER ON WESTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE'S  
DATABASE OF PROSPECTIVE SUPPLIERS**

The Western Cape Community Education and Training College hereby invites Prospective Service Providers to apply to be registered and included in their Supplier Database. The invitation is open to new service providers who did not have an opportunity to submit their database registration forms. Suppliers who are already on the database should only apply if they have updated their company information, etc Changed ownership, updated tax information, updated BBBEE – status.

Suppliers may register on the following fields of speciality, services, and supplies.

<b>Office Services and Administration</b>	<b>Education and Training</b>	<b>Consulting Services</b>
Office Furniture	Mentoring and Coaching	Audit, Risk Management, and Investigation
Stationery and Printing	Skills Training and summits	Legal Services
General Repairs and Maintenance	Competency assessments	Accounting and Reporting
Cleaning Services and Cleaning Materials	Accredited Training Providers	Social Facilitation (Water and Sanitation)
Catering Services	Education Equipment and Textbooks	
Courier Services and Messenger Services		<b>Travel and Accomodation</b>
Office Appliances	<b>Information Technology</b>	Conference Facilities
Office Equipment	Information technology consumables	Hotels
Hygiene Services	Software and Hardware supplies	Guest Houses
	Telephone maintenance and supplies	Lodges
	Server maintenance	Car Hire
<b>Other Supplies</b>	Installation and maintenance of network	Travel Agencies
Protective Clothing and Uniform	Repairing and upgrading of computers/printers	Shuttle Services
Protection and Security Services	Software support and training	Passengers Transport
Flower Supplies and Maintenance	ICT Support Services	
Fuel and Oil Supply		
Motor Vehicles	<b>Marketing and Advertising</b>	
Motor Vehicle Wheels	Marketing and Communication	
	Promotional items (Corporate Gifts)	
<b>Construction Services</b>	Booklets and Publication Expert Annual Report Product	
Civil Engineering	Branding	
Electrical Engineering Works	Signage (billboards,banners,promotional material etc)	
General Building Works	Special Events/ Function Management Services	
Mechanical Engineering Works		
Specialist Works		
Plumbing, Electrical Materials and Tools		

Service providers are requested to submit the following documents: Proof of Central Supplier Database (CSD) report, Company registration document, Company profile, certified ID copies of company members, Valid original tax compliance certificate, BBBEE – certificate, CIDB certificate for construction services, PSIRA for security services, Education and Training companies should be registered with regulatory bodies and qualifications accredited by SAQA. All professional firms should submit valid membership certificates from their relevant bodies/authorities.

Supplier database registration forms can be obtainable from Western Cape CET College Central Office. The Physical Address is WJ Louw Building, 9 Old Paarl Road, Belville 7530. The Finance Department will be on the First Floor, Office No. 107. The prescribed database registration forms can be downloaded from the WCCETC website <http://www.wc.cetc.edu.za/> as well.

For enquiries, please contact the Finance Department on 021 180 1021 / 021 180 1022 or via email [SCM@wc.cetc.edu.za](mailto:SCM@wc.cetc.edu.za) or [Finance@wc.cetc.edu.za](mailto:Finance@wc.cetc.edu.za) .