



South African Council  
for the Architectural Profession



51 Wessel Road, Right Wing,  
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## Call for Service Providers to apply on the SACAP Supplier Database

SERVICE PROVIDERS ARE REQUIRED FOR THE SERVICES LISTED BELOW:

| Service Type                                 | Detailed Services Required   |
|--|--|
| IT Services                                  | Software, Hardware, Networking, CCTV, Biometrics, etc              |
| Maintenance & Repairs                        | Facilities repairs, Electrical, Plumbing and Maintenance, etc      |
| Stationery, Printing & Publications          | Advertising, Annual report, Brochures & Booklet, etc               |
| Office Furniture & Equipment                 | Office desks, Office chairs, Shredders, Aircons, etc               |
| Corporates Gifts & Branding                  | Staff gifts and branding & Banners, etc                            |
| Graphic Designing, Photography & Videography | Newsletter, Animation, Photoshoot, Videoshoot, etc                 |
| Transcription and Translation                | Transcribing and translation, etc                                  |
| Catering and Staff Events                    | Catering, Year-end events, etc                                     |
| Staff Training/Development & Recruitment     | Staff wellness, training, recruitment/placement, etc               |
| Travel/Booking Agency                        | Flights, shuttle and accomodation                                  |
| Advisory/Consultancy & Professional Services | Strategy review, Taxation, Auditing, Accounting and Tribunals, etc |

Detailed information about services listed above is on the SACAP Supplier Declaration Form.

**NB:** The SACAP Supplier Declaration Form is obtainable at the SACAP Building, 51 Wessels Road, West Wing, Rivonia, Johannesburg or can be downloaded from the SACAP Website: [www.sacapsa.com](http://www.sacapsa.com) or can be requested via email by contacting [elelwani.ndou@sacapsa.com](mailto:elelwani.ndou@sacapsa.com)

SACAP reserves the right not to consider any documents not fully completed. Documents that are late or submitted by post and fax will not be accepted.

Previous and current suppliers are also allowed to re-apply and are not exempt from this process.

Please click on the following link to access the SACAP Supplier Declaration Form  
<https://e2storage.blob.core.windows.net/public-docmanager/00162482.pdf>

One [1] original supplier declaration form (including all attachments) must be emailed to [elelwani.ndou@sacapsa.com](mailto:elelwani.ndou@sacapsa.com)

**Closing Date:** 30 April 2025 @16h30

**Contact Person:**

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