



## SUPPLIER APPLICATION FORM

NEW:		UPDATE:		CREDITOR ALLOCATED:	
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The Supplier Application Form is an application to be registered on the Vaal University of Technology (VUT) database and must be completed in full by all prospective suppliers.

The purpose of this database is to give all prospective suppliers equal access to the Vaal university Procurement System, and the opportunity to develop and grow.

Suppliers that wish to register should complete this application form.

The main objective of this process is to **enhance transparency and equality** on the part of the University and to facilitate effective communication with its suppliers.

The form consists of sections A to J. Section A, B, C, D, E, F, G, H and I **must** be completed in full and submitted together with all required substantiating documentation as outlined in the checklist for the application to be considered.

When Consortium/Joint Ventures/Sub-Contractors are making an application, each party must separately submit a completed Supplier Application Form together with substantiating documentation. Joint Ventures should indicate the basis of agreement.

Applications must be delivered by hand, courier or postal services and must be fully completed with all the relevant documentation attached, Incomplete or incorrectly submitted application forms will not be considered **NO ELECTRONIC SUBMISSIONS OF THE SUPPLIER APPLICATION FORM WILL BE ACCEPTED**

### **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

The condition of this application is that the tax of the successful applicant must be in order with South African Revenue Service (SARS).

Tax Compliance Status PIN must be submitted. Failure to submit valid Tax Compliance Status Pin will result in the invalidation of the application.

When Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Compliance status pin.

### **ANNUAL SUPPLIER UPDATES**

It is the Suppliers responsibility to inform VUT of any changes of contact details, company details or banking details and to submit all expired documents annually. Failure to adhere to the above will lead to the Supplier being made Non-Active on VUT's Supplier Database.



<b>SECTION A : SUPPLIER SUBMISSION CHECKLIST</b>		
<b>MANDATORY DOCUMENTS FOR ALL APPLICATIONS</b>	<b>YES</b>	<b>NO</b>
Letter of good standing (COIDA) or Tender letter for new companies		
Company Registration Document (Certified)		
Proof of Ownership/Shareholder certificate (Certificate)		
Tax compliance status pin for good standing		
Proof of Bank account (BANK ACCOUNT CONFIRMATION LETTER) not older than 6 months		
Clear Certified Copies of Members, Partners, Directors, Trustees, Shareholders ID(s) not older than 3 months		
Proof of physical address of the company or directors (for examples municipality bill)		
Company Profile with organogram		
<u>Certified and Valid copy</u> BBBEE Certificate		
<b>OTHER SUPPORTING DOCUMENTS</b>		
Electrical Contractors Association of South Africa (ECASA), wireman's licenses etc.; Engineering Council of South Africa		
Purco Contracts (attach a copy)		
passenger and public liability insurance		
South African Qualification & Certification Committee certificate- SETA or SAQA accreditation		
PSIRA – Private Security Industry Regulatory Authority		
Proof of registration to a professional body regulating your industry e.g. HPCSA		
Professional driving permits for all transport suppliers		
A valid BBBEE Verification Certificate confirming the B-BBEE status for the joint venture as a single entity where incorporated, or as a group structure, where unincorporated.		
Catering Certificate of Acceptability		
Construction Industry Development Board Certificate		

**SECTION B: COMMODITY GROUPS**

**PLEASE NOTE: SUPPLIERS MAY ONLY REGISTER FOR A MAXIMUM OF THREE (3) COMMODITY GROUPS**

Ti ck	Cat No	Description	Ti ck	Cat No	Description	Ti ck	Cat No	Description
	001	Laboratory equipment		027	Welding & Flame Cutting Equipment		052	Events Equipment Hire
	002	Fasteners, Bolts, Nuts, Rivets & Washers		028	Office Furniture, Components & Accessories		053	Building construction
	003	Containers & Packaging		029	Medical & Surgical Equipment & Furniture		054	Civil construction
	004	Office refreshments		030	Cleaning equipment's & materials		055	Recreational & Sports Requisites
	005	Consulting Engineers Electrical		031	Consulting Engineers Mechanical		056	Corporate wear
	006	Consulting Structural		032	Consulting Civil Engineering		057	Quantity Surveyors
	007	Gardening services;pest control		033	Safety equipment supply, installations and maintenance		058	Art supplies
	008	Linen, Fabrics & Textiles		034	Compressors, Blowers & Vacuum		059	Solar system & equipment's
	009	Plant & Equipment Hire/sales		035	Air con, Fans & Coolers (ME)		060	Printing , certificate holders Publications, Videos & Films,
	010	Transport Hire		036	Industrial catering equipment's		061	Florist & flowers
	011	Safety Clothing & Footwear		037	Office Machines & Equipment & accessories (paper etc.)		062	Medications & Pharmaceuticals
	012	Photography, streaming		038	Engineering Machine & Accessories		063	Financial, Insurance & Legal Services
	013	Electronic components		039	Cameras and accessories		064	Evaluation Services (property brokers)



014	Electrical wires supplies	040	Dry Cleaning/Laundry services	065	refreshments(teas, coffee...)
015	Computer Hardware & Supplies	041	Stationery	066	Corporate gifts
016	Lights, lamps and accessories	042	Fuels ,Vehicles Spares & Accessories	067	Cleaning Services
017	Blinds, Carpet supplier & cleaners	043	Interior deco/accessories	068	Graphic and web designers
018	Rental photocopiers (printers)	044	Tents & chairs for hire	069	Freight, courier & logistics
019	Irrigation & Plumbers	045	Building maintenance	070	Mineral water & water coolers
020	CPE cabling voice & data	046	Electrical appliances	071	Graduation attire
021	Builders hardware	047	Chemicals & plastics, lab consumables	072	First aid supplies
022	Security services & accessories	048	Guards and VIP protection	073	Team building services
023	Cell phone service providers	049	Architects	074	Travel agencies
024	Computer software	050	Training services	075	Catering services
025	Fruits and vegetables	051	Meat/chicken supplies		Other:
026	Hygiene products & services				



<b><u>SECTION C: CONTACT DETAILS</u></b>			
Registered Name Of Business:			
Trading As Name:			
Physical Address:			
			Postal Code:
Postal Address:			
			Postal Code:
Telephone Number Of Business:			
Sales Person			
Contact Number:			
Sales Person Email Address:			
Accounts Department Contact Person:			
Accounts Email Address:			
Contact Number:			
Website Address:			
<b><u>SECTION D: COMPANY INFORMATION</u></b>			
Company Registration Number:			
ID Number (Sole Trader)			
Vat Number:			
Type Of Business: Example: Close Corporation			
Business Classification: Example: Manufacturing			
Member Of Any Professional Body:	Yes	No	



**LIST OF PREVIOUS CUSTOMERS: (For reference purpose):**

Name:	Contact Details:	Contact Number:	Email Address

**SECTION E: SAFETY**

Every potential supplier wanting to be registered on the Vaal University Supplier Database should comply with the requirement of the Occupational Health and Safety Act? (OHS Act No. 85 of 1993)

You need to be registered and in good standing with the Compensation Commissioner? (Compensation for Occupational Injuries and Diseases Act No. 130 of 1993)

All suppliers who are employers in terms of the Unemployment Insurance Act 63 of 2001 as amended- where there is more than one worker in a Company.

Should attach Proof of UIF registration

**DISABILITY:**

Proof of Disability Medical Certificate of the Disabled Person(s) from a Qualified and certified Medical Doctor.

For a Company to qualify as a Black Disabled Company: The majority of ownership and control/ shareholding of 51% is held by Black Disabled People or person and proof should also be submitted in terms of this.

Name of Disabled Director	Gender of Director	Percentage Owned	Ethnicity Group	Nature of Disability

**Kindly attached all related medical certificates issued by a certified medical doctor to attest to the above information.**



## **SECTION F: TERMS AND CONDITIONS**

1. Please do not deliver any goods and/or services without receiving an official order from VUT.
2. All quotations must be on a company letterhead and include your company details, VAT number, date of the quotation and the expiry date of the quotation.
3. **Quotations will only be accepted in PDF format no other formats**
4. VUT's order number and VAT number must appear on the Delivery Note and Tax Invoice.
5. The seller shall bear the risk of goods being damaged, lost or destroyed until delivery to VUT is affected and receipt thereof is acknowledged.
6. The seller shall make provision for suitable packaging and preservation in all quotations. Unless otherwise stated all packaging, containers and material shall become property of VUT upon delivery.
7. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall be subject to approval by VUT always. The seller shall not be released from its obligations in respect of suitability of the materials and / or the quality of the goods because VUT made no objection, even though the said goods may have been inspected by VUT or because delivery thereof was taken by or on behalf of VUT.
8. Should the seller be unable to fulfil its obligations in terms of the order, it shall advise VUT to the effect in writing. In which case VUT reserves the right to cancel the order and to purchase the goods from another supplier. The Seller may be obligated to compensate VUT for any differences in the cost.
9. In as much as delivery of the goods may require the Seller or its authorized agent to enter VUT's premises, the Seller shall ensure that such precautions as are necessary to protect life and property anywhere on VUT's premises are taken, and the Seller shall be liable to VUT for injury to any person, or damage to VUT's property caused by or incidental upon negligence or default on the part of the Seller or its authorized agent.
10. VUT's order number and VAT number must appear on the Delivery Note and Tax Invoice. Any Tax Invoices and Delivery Notes without an order number will be ignored and returned to your company. Tax Invoices without order numbers are private agreements with individuals.
11. No alterations to an order may be made without the written approval of the Procurement Department of VUT.
12. VUT reserves the right to cancel any order in the event where the goods or services are not delivered by the agreed date.
13. It is a strict VUT requirement that all prospective Suppliers must complete a Supplier Application form in full to be registered on its database.
14. Should the Seller accept the order, or should the order not be returned within 10 days of the date thereof, it shall be assumed that the conditions as set out in the paragraphs above are binding.
15. Payment will be made thirty days after date of statement.

**UNDER NO CIRCUMSTANCE WILL VUT SUPPLY MANAGEMENT DIVERT FROM POLICY RULES AND REGULATIONS, OUR POLICIES PREVAIL ABOVE EVERYTHING ELSE.**

**Signature:**

**Date:**



**SECTION G: SUPPLIER QUESTIONNAIRE**

1. Do you have an effective procedure to monitor Customer Satisfaction?  Y  N

Please state full thereof:

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2. Do you have a Quality Management System in place to manage all work procedures? Please specify:

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3. The Quality Management System specified above should incorporate product, processes, systems, facilities and Staff.

Provide comprehensive details below on how each of these are controlled and assessed:

Quality planning and part assurance? (Product, Processes, Systems, Facilities and Staff)

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4. Logistics; Performance; and Delivery? (Product, Processes, Systems, Facilities and Staff)

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5. Reliability? (Product, Processes, Systems, Facilities and Staff)

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6. Formalized problem-solving process? (Product, Processes, Systems, Facilities and Staff)

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7. After-sales support: the ability to provide spare-part provision over set time-frames and to keep good price stability; details of warranties on products and/ or services, etc.

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**SECTION H: DECLARATION OF INTEREST BY SUPPLIER**

Declaration of interest by a supplier wishing to conduct business with the Vaal university of technology

1. Any legal person may make an offer or offers in terms of an invitation to tender or apply to be listed as a Supplier to the Vaal University of Technology. In view of possible allegations of favoritism, VUT requires full disclosure of any relationship the applicant or its employees may have with VUT. In light hereof, it is required that the applicant through the authorized signatory take an oath in declaring its interest where:

1.1 The legal person on whose behalf the application is signed, has a relationship with any person/persons who are/is employed by VUT, or where it is known that such relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are employed by VUT.

1.2 A person or person in a managerial position of the legal person on whose behalf the application is signed has a relationship (family, friend or other) with a VUT employee.

2 To give effect to the above, the following questionnaire must be completed and submitted with the application.

2.1 Are you or any person connected with the Applicant employed by VUT?  YES  NO

If the answer to the question is yes, please state full thereof:

\_\_\_\_\_

2.2 Do you, or any person connected with the Applicant, have any relationship (family, friend or other) with a person employed by VUT?

If the answer to the question is yes, please state full thereof:

\_\_\_\_\_

2.3 Are you, or any person connected with the Application, aware of any relationship (family, friend or other) applicant and any person employed by VUT who may be involved in the evaluation and/or adjudication of the tender?

If the answer to the question is yes, please state full thereof:

\_\_\_\_\_

No goods and/or services shall be procured from employees, relatives and employees who have left BUT in the past 12 months, and any other person who may have a conflict of interest in VUT. In the event of such need arising due to exceptional reason EMC approval will be required.

Signature:

**DECLARATION**

I, the undersigned (name) \_\_\_\_\_ in my capacity as \_\_\_\_\_ certify that the information above is correct

<b>Name:</b>	<b>Position:</b>
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**SECTION I: ACKNOWLEDGEMENT**

I/We \_\_\_\_\_, the undersigned, in my/our capacity as duly authorized representative(s) of

\_\_\_\_\_ (name of company/enterprise) hereby declare the facts and information supplied in the Supplier Application form are true and correct in every respect.

I accept and acknowledge that the Vaal University of Technology may take further action against me and my company, including removal from the Vaal University of Technology’s Supplier Database, and rejection of this Supplier Application should any information or supporting documents prove to be false.

I take note of the fact that if incorrect information is supplied, the Vaal University of Technology reserve the right to cancel/ terminate any order/ contract previously awarded to the applicant

The Vaal University of Technology reserves the right to verify and audit all information supplied in the Supplier Application.

Signed at \_\_\_\_\_(town/city) on this \_\_\_\_day of \_\_\_\_\_20\_\_\_\_

<b>Initials &amp; surname:</b>	<b>Signature:</b>	<b>Date:</b>
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<b><u>SECTION J: FOR OFFICE USE:</u></b>	
APPROVED AND CAPTURED BY:	
VENDOR NUMBER ALLOCATED:	
DATE:	

**CONTACT INFORMATION:**

Ms. C. Phiri	Ms. B. Dlamini
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