



<b>VENDOR/CREDITOR NUMBER</b>	
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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 VUT Supply Chain Management (SCM) System, and the opportunity to develop and grow.

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

The form consists of sections A to J. Section A to I **must** be completed in full and submitted together with all required 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 fully completed with all the relevant documentation attached and emailed in two (2) pdf files to relevant email addresses to: [database@vut.ac.za](mailto:database@vut.ac.za) .

Incomplete or incorrectly submitted application forms will not be considered.

#### **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><u>SECTION A: SUPPLIER SUBMISSION CHECKLIST</u></b>	
<b>MANDATORY DOCUMENTS FOR ALL APPLICATIONS (All required Certified Documents must not be older than 3 months)</b>	<b>YES</b>
Letter of good standing from department of labor (COIDA)/Proof issued by the department of labor stating that the company has no employees	
Company Registration Document (Certified)	
Proof of Ownership/Shareholder certificate (Certified)	
Tax compliance status pin for good standing	
Proof of Bank account (BANK ACCOUNT CONFIRMATION LETTER)	
Clear Certified Copies of Members, Partners, Directors, Trustees, Shareholders ID(s)	
Proof of physical address of the company or directors (i.e. municipality bill)	
Company Profile/Corporate Brochure	
Complete supplier application form	
<b>OTHER SUPPORTING DOCUMENTS</b>	
Recent and valid Electrical Contractors Association of South Africa (ECASA), wireman's licenses etc.; Engineering Council of South Africa	
Recently Certified and Valid copy BBBEE Certificate	
Recent and valid passenger and public liability insurance	
South African Qualification & Certification Committee certificate-SETA or SAQA accreditation	
Recent and valid PSIRA – Private Security Industry Regulatory Authority	
Recent and valid Proof of registration to a professional body regulating your industry e.g. HPCSA	
Valid Professional driving permits for all transport suppliers	
Valid and relevant Construction Industry Development Board Certificate	
Recent and valid Catering Certificate of Acceptability	
Other (any other relevant professional registrations)	
Central Supplier Database (CSD) Report where applicable not older than 3 months	
Company Resolution	

**SECTION B: COMMODITY GROUPS**

**Please note: suppliers may only register for a maximum of Five (5) commodity groups; choosing more than 5(five) will result in your application being rejected.**

**Chosen Commodities must be covered/in line with the work as per letter of good standing (COIDA Certificate)**

Tick	Cat No	Description	Tick	Cat No	Description	Tick	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
	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		076	Human Capital
	026	Hygiene products & services		030	Cleaning equipment's & materials		055	Recreational & Sports Requisites
		Other:						



**SECTION C: CONTACT DETAILS**

Registered Name of Business:		
Trading Name:		
Physical Address ( <b>Must correspond with the proof of Address submitted</b> )		
	Postal Code:	
Postal Address:		
	Postal Code:	
Telephone Number of Business:		
Salesperson		
Contact Number:		
Salesperson Email Address:		
Accounts Department Contact Person:		
Accounts Email Address:		
Contact Number:		
Website Address:		

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

Name:	Contact Details:	Contact Number:	Email Address

**SECTION D: SAFETY**

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

You need to be registered and in good standing with the Compensation Commissioner Act No. 130 of 1993 (COIDA).

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 E: 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 company letterhead and include your company details, VAT number, date of the quotation and the expiry date.
3. **Quotations will only be accepted in PDF format; no other formats**
4. The Supplier/Service Provider shall bear the risk of goods being damaged, lost or destroyed until delivery to VUT is affected and receipt thereof is acknowledged.
5. The Supplier/Service Provider shall provide suitable packaging and preservation in all quotations. Unless otherwise stated, all packaging, containers and material shall become the property of VUT upon delivery.
6. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall be subject to approval by VUT always and in line with the SCM policy. The Supplier/Service Provider shall not be released from its obligations regarding the suitability of the materials and/or the quality of the goods because VUT did not object, even though VUT may have inspected the said goods or because delivery thereof was taken by or on behalf of VUT.
7. Should the Supplier/Service Provider cannot fulfil its obligations regarding the order, it shall advise VUT to the effect in writing. In this case, VUT reserves the right to cancel the order and to purchase the goods from another Supplier/Service Provider. The Supplier/Service Provider may be obligated to compensate VUT for any differences in the cost.
8. In as much as the delivery of the goods may require the Supplier/Service Provider or its authorised agent to enter VUT's premises, the Supplier/Service Provider shall ensure that such precautions are necessary to protect life and property anywhere on VUT's premises are taken. The Supplier/Service Provider 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 Supplier/Service Provider or its authorised agent. The Supplier/Service Provider's aggregate liability, in terms of the agreement, shall be limited to R1 000 000. 00 and not be liable for indirect and special losses.
9. VUT's order and VAT numbers 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.
10. No alterations to an order may be made without the written approval of the SCM Department of VUT, in which consent shall not be unreasonably withheld.
11. VUT reserves the right to cancel any order if the goods or services are not delivered by the agreed date and the agreed grace period, determinable by VUT.



12. It is a strict VUT requirement that all prospective Suppliers/Service Providers must successfully complete VUT's SCM-prescribed application to be registered on its database.
13. Should the Supplier/Service Provider accept the order, or should the order not be returned within 10 days of the date, it shall be assumed that the conditions set out in the paragraphs above are binding.
14. Payment will be made within 30 (THIRTY) days of the statement date.
15. The Supplier/Service Provider's aggregate liability in terms of the agreement shall be limited to direct damages/losses. The Supplier/Service Provider shall not be liable for indirect or special losses.
16. Under No Circumstances Will VUT Supply Chain Management Divert from Policy Rules and Regulations, Our Policies & Government Regulations Prevail Above Everything else.
17. The Supplier/Service Provider declares that the facts and information supplied are true and correct.
18. The Supplier/Service Provider accepts and acknowledges that the Vaal University of Technology may take further action against him/her/they/they and or the 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.
19. The Supplier/Service Provider notes that if incorrect information is supplied, the Vaal University of Technology reserves the right to cancel/ terminate any order/ contract previously awarded.
20. The Vaal University of Technology reserves the right to verify and audit all information supplied in the application.
21. Supplier/Service providers are required to choose a maximum of 5 (five) categories. Where the number of commodities exceeds five, VUT will select the first five commodities chosen by the Supplier/Service Provider or any relevant commodity from the selected commodities subject to the documentation received supporting the application.
22. Any terms and conditions that the Service Provider shall present to VUT will not supersede the terms and conditions contained herein.
23. The terms and conditions herein do not supersede nor preclude any written prior written and agreed terms and conditions, rules and regulations as provided by VUT.
24. Should there be any dispute or contradiction, VUT'S terms and conditions, rules and regulations shall take absolute preference.

25. No more than five commodities will be allowed. Where a Supplier has chosen more than five commodities, the first five will be approved subject to the discretion of VUT.
26. The Applicant warrants that the company Directors have reached a resolution that the application should be submitted to VUT and be processed thereof.
27. VUT reserves the right to accept the application.
28. The service provider/supplier as the data subjects gives VUT consent in terms of the Protection of Personal Information Act No.4 of 2013 to process and verify the information submitted.
29. New Suppliers/Service Providers are required to provide outstanding documents within a period of 10 (ten) days from the time of being requested to do so, failing which, the service provider supplier will have to re-apply.

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

**To be signed by all directors/shareholders of the company**

<b>Signature:</b> _____	<b>Date:</b> _____
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**SECTION F: SUPPLIER QUESTIONNAIRE**

1. Do you have an effective procedure to monitor Customer Satisfaction?      YES      NO  
 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 G: 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 favouritism, 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:

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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:

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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.

**TO BE SIGNED BY ALL DIRECTORS/SHAREHOLDERS OF THE COMPANY**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**SECTION H: 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 \_\_\_\_2024.

<b><u>SUBJECT I: FOR OFFICE USE</u></b>	
Initial & Surname:	Initial & Surname:
Signature:	Signature:
<u>Date:</u>	Date:

**CONTACT INFORMATION:**

Email: database@vut.ac.za 016 950 9166/7765