



University of Fort Hare
Together in Excellence

Alice Main Campus address:

Private Bag X 1314, King Williams Town Road, Alice
Tel: 040 602 2003/4/5 Fax: 040 602 2578

East London Campus address:

50 Church Street, 4th floor, East London
Tel: 043 704 7210/7322 Fax: 086 660 7817

Department of Finance, Supply Chain Management Office

SUPPLIER REGISTRATION FORM

INTRODUCTION AND GUIDELINES

The purpose of the supplier database is to give all current and prospective suppliers, an equal opportunity to submit quotations to the University for the supply of goods and services. The University of Fort Hare shall not do any business with any supplier that is not registered on its approved supplier database. It is envisaged that this supplier database shall contribute to efficient administration and compliance to Supply Chain Management legislative framework and University procurement policies.

Attached please find an official registration form to assist us in establishing our supplier database according to Supply Chain Management legislative framework. **It is critically important that suppliers read the supplier registration form carefully, complete it in full, sign it and have it commissioned by an authorised Commissioner of Oaths and attach required documentation as per criteria listed. Failure to do so will result in the applicant not qualifying for registration.**

Only documents with original signature are to be submitted. A supplier registered on the University of Fort Hare Supplier Database must notify the University of any changes to information provided in the initial application form submitted. Failure to do so may result in such a supplier being removed from the Supplier Database and/or cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Suppliers providing incorrect or fraudulent information in their application form will be disqualified from tendering/bidding and removed from the Supplier Database, in addition to any other action the University may institute against such a supplier. Furthermore, in the event of the University being prejudiced financially, it reserves the right to take legal action against the supplier. Any alterations/amendments made by the applicant must be initialled. The use of correcting fluid (i.e. Tipp-ex), is prohibited and the use thereof will lead to non-registration of the applicant business.

Completed form must be submitted to the following addresses;

50 Church Street
4th Floor, office 416
East London

Procurement Office
Main Campus - Alice
1st floor, Administration Building

Further enquiries may be directed to the Supply Chain Management office, via telephone 043 704 7322 or email supplierapplication@ufh.ac.za

Incomplete application forms shall not be considered for registration onto the Supplier Database.

University of Fort Hare (For Office Use Only)			
Supplier Number:		Date Created:	
Created by:		Verified by:	



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Department of Finance, Supply Chain Management Office

FOR OFFICE USE

DATE RECEIVED:

SUPPLIER NO:

SUPPLIER REGISTRATION FORM

Part 1: General supplier details

Supplier Legal Name

Trading Name

Physical address

Postal address

Part 2: Contact details of the supplier

Supplier representative for quotations

Name

Telephone no:

Fax no:

for quotes

Email address

for quotes

Cell no:

Preferred method of communication

(Please tick one of the following)

Fax	Email	Post
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Supplier representative for accounts

Name

Telephone no:

Fax no:

Email address:

Cell no:

Website

Part 3: SARS and Company ownership information

Company registration no:

Company Type:(tick)

Sole trader	<input type="checkbox"/>	Co-operative	<input type="checkbox"/>	Close Corporation	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Public company	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Tax registration no:

VAT registration no:

Total number of years the company has been in business

List all Shareholders/Owners by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed.

Name	Date/Position occupied in Enterprise	ID Number	RACE		Date RSA Citizenship obtained	HDI Status			% of business / enterprise owned
			Black	White		No franchise prior to elections	Women	Disabled	

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) CREDENTIALS

(Please attach valid SANAS approved BBBEE Certificate, only BBBEE certificate from SANAS approved verification agencies are acceptable)

BBBEE Status level:

Applicable score card used (Please tick one):

Generic	<input type="checkbox"/>
QSE	<input type="checkbox"/>
EME	<input type="checkbox"/>

Expiry date of the BBBEE certificate:

Black ownership percentage:

Black women ownership percentage:

Part 4: Business Industry information

Business industry of operation:

Principal/Primary business activities:

Background and experience in the industry (List five largest contracts/assignments completed by your firm in the last three years if any.

Project Description	Company Name of the previous client	Contact person (Trade reference)	Contact number	Contract Value (Rand)

Current projects (List contracts or assignments your firm is currently engaged in (not completed) if any

Project Description	Company Name of the previous client	Contact person (Trade reference)	Contact number	Contract Value (Rand)

Total number of employees employed your firm:

Permanently	
Temporary	

Average Annual turnover of the firm:

Estimated value of business assets:

Does your business industry require specialised professional registration?
(If so, please attach relevant membership/registration certificate)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Membership/Registration expiry date:

Statutory industry registration:

[i.e. Construction Industry Development Board (CIDB certification), Compensation for Occupational Injuries and Diseases Act (COIDA) etc.]
Attach relevant valid certificates

CIDB grading	<input type="text"/>	CIDB Class of work:	<input type="text"/>
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Voluntary professional membership:
[Attach relevant valid certificate]

Part 5: Commodities, Goods or Services offered

List of Commodities/Services offered by your firm	Tick	List of Commodities/Services offered by your firm	Tick
Accommodation		Stationery	
Advertising, Public Relation & Media liaison		Training and Development	
Audio & Visual Equipment		Travel agent services	
Branding services		Translation services	
Catering Services		Wholesale trading	
Canteen Equipment		Other (Please indicate below)	
Chemical & Cleaning Materials			
Computer Equipment			
Cellphones and accessories			
Cellphones & telephones repairs			
Cleaning Services and products			
Clothing			
Courier & Delivery Services			
Conference facilities & workshops			
Construction & Building			
Consultants, Contractors and Specialised services			
Architects			
Quantity Surveyors			
Electrical Engineers			
IT Engineers			
Mechanical Engineers			
Professional Management services (Legal services HR Services, Accountancy, Project Management Service. etc)			
Entertainment			
Events Management			
Exhibition equipment			
Equipment hiring			
Furniture & Fittings			
Furniture removals			
Gardening and grounds services			
Garden Tools & related Equipment			
Information And Communication Technology (ICT Services)			
Library Publications & Books			
Office Automation products			
Painting services			
Photocopying equipment & services			
Printing services & publications			
Photographic equipment & services			
Protection Services (Security)			
Recruitment and Staffing			
Rental of office/buildings			
Research services			
Roof Repair services			
Security equipment & Services			
Scientific specialised equipment			
Software leases/maintenance			
Sound & Recording services			

Part 6: Bank details

Bank Name	<input type="text"/>		
Account Holder	<input type="text"/>		
Account Number	<input type="text"/>		
Branch Name	<input type="text"/>	Branch Code	<input type="text"/>
Account type	<input type="text"/>		

I, hereby certify the above details to be correct;

Name of the bank official	<input type="text"/>	Bank stamp	<input type="text"/>
Signature of the bank official	<input type="text"/>		
Date	<input type="text"/>		

Part 7: Checklist for compulsory documents to be submitted together with this registration form

Document required	Confirm submission (tick)
Valid Proof of Complete Company registration documents	
Valid Proof of Ownership/Share Certificate where applicable	
Valid Proof of Official Business Address (no less than three months old)	
Certified Copies of Business Owner's Identity Documents	
Valid Proof of Banking Details (Letter from the bank, or cancelled cheque)	
Valid Original Tax Clearance Certificate	
Proof of Disability where disability ownership is claimed	
Valid Proof of Vat Certificate where Vat is claimed	
Valid BBBEE certificate as issued by SANAS approved verification agency	
Letter of Good Standing (where applicable)	
Company profile (A brief overview of the business activities, size, turnover, experience, ref. Etc)	
Voluntary professional membership certification (where applicable)	
Statutory registration, i.e. Valid CIDB certificate, COIDA, PSIRA, OSHA, etc	

IMPORTANT NOTES:

if your annual turnover is less than R5 million, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.

b) **if your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status. NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).

c) **if your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status. NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).

Please note: - Failure to attach any of the requested documents above will render your application for registration unsuccessful, and
- You may attach any other document not mentioned above, but deemed relevant for consideration to this application.

Part 8: Declaration of interests

The declaration of interest must be completed and signed,

I, the undersigned in my capacity as _____ hereby declare that I have no connection whatsoever to any of the University of Fort Hare officials or person connected to them involved in the invitation of bids/price quotations/proposals, evaluation and of bids/price quotations/proposals. I confirm and declare without any ambiguity that my registration onto the University Supplier Database will bear no conflict of interests in any manner.

Name of the representative: _____
(Duly authorised to sign for and on behalf of the above entity)

Identity number: _____

Signature: _____

Date: _____

In the event of any connection to any University of Fort Hare official or persons connected to them, that may result to any known potential or conflict of interest, that relationship must be declared for the record below;

Name and surname of the University Of Fort Hare officials, or person connected to them	Name of the department the official is working for	Designation of the official	Nature of the relationship with the official

I accept that the University of Fort Hare may disqualify my registration should any of the information declared above be untrue and incorrect. Furthermore, the University reserves the right to;

- Recover any losses or damages sustained by the University under such agreement,
- Restrict or blacklist the supplier from doing business with the University subject to the materiality of the misrepresentation and degree of prejudice suffered.

Name of the representative: _____
(Duly authorised to sign for and on behalf of the above entity)

Identity number: _____

Signature: _____

Date: _____

Commissioner of oath: _____ (Name & Surname)

_____ (Signature & Date)

COMMISSIONER OF OATH STAMP

We hereby undertake;

- Not to deliver goods or services to any department, division or individual of the University of Fort Hare without receipt of an OFFICIAL ORDER FORM/ORDER NUMBER issued by the Supply Chain Management/Procurement department/office of the University.
- To always add the Order Number as issued by the University on the invoice furnished for the appropriate order.
- To always adhere to contractual obligations and ensure that all work or projects undertaken are done diligently to the satisfaction of the contract requirements.

I hereby confirm that the above submitted information is correct and accurate, and that I am authorised to undertake this agreement on behalf of the company.

Name of the representative: _____

(Duly authorised to sign for and on behalf of the above entity)

Identity number: _____

Signature: _____

Date: _____

Part 9: Submission of the registration

This supplier registration form must be submitted together with the required attachments to any of the following addresses;

By post;

Alice Campus

University of Fort Hare
Supply Chain Management, Procurement Office
Private Bag X 1314,
1 King Williams Town Road,
Alice
5700

East London Campus

University of Fort Hare
Supply Chain Management, Procurement Office
P. O. Box 7426,
50 Church Street
East London
5200

Hand delivery addresses:

East London Campus

50 Church Street
4th Floor, office 416
East London

Alice Campus

Procurement Office
Main Campus - Alice
1st floor, Administration Building

IMPORTANT INFORMATION

Please read carefully before completion of the registration form;

- To be completed by all suppliers seeking registration as approved supplier on the University of Fort Hare supplier database,
- The supplier registration form must be completed in full and be signed and be forwarded to the address/es mentioned above,
- A company profile which outlines the area of primary business of the supplier must be attached to this supplier registration form,
- Successful applicants will be informed in writing either via fax, email or post, and must therefore submit valid operating fax numbers, email address and mail addresses,
- Suppliers must complete the registration form in all respects, declare any conflict of interests, and submit all supporting documentation in order to be registered on The University of Fort Hare supplier database.

TERMS AND CONDITIONS

- The University of Fort Hare reserves the right not to list any supplier on its supplier database,
- The University guarantees no business opportunities flowing from the registration on The University of Fort Hare supplier database. All procurement will be subject to The University of Fort Hare SCM policy, and any other applicable legislation,
- All suppliers will be subjected to regular performance service review and could be de-registered if high standard service levels are not maintained,
- The University of Fort Hare may decide to verify any information supplied against relevant third parties sources such as SARS, CIPRO, etc. Information declared herein will be subjected to verification and where it is found to ho have been falsified, or misrepresented, the University of Fort hare reserves the right to terminate any resultant agreement and/or recover losses incurred as a result of such information.
- Incomplete registration forms will not be considered at all, furthermore all registration forms without any supporting documents will not be processed and shall be returned back to the sender/applicant,
- Should a supplier be required to submit a quote, all quotations shall be valid for a period of thirty (30) calendar days or more,
- An original valid Tax Clearance Certificate must be submitted with the application registration form, and
- Identity documents of all owners of the business must be submitted together with this registration document.
- The University of Fort Hare will conduct Bank Rating to verify financial capacity of a contracted supplier for any contract it deems necessary to do so.
- All information provided by the supplier for the registration purposes will remain confidential and will only be used by the University of Fort Hare unless otherwise required by law.