



Supplier Application Form

Date Received:

This is an application form to be completed when applying to be registered on UNISA ENTERPRISE's supplier database for supply of goods and services. The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to UNISA ENTERPRISE and to enhance transparency and equality.

Preference will be given to registered suppliers.

It is imperative that suppliers read the supplier application form carefully, complete it in full and sign it.

Valid documents where applicable must be attached. Failure to comply with this condition will lead to disqualification from registering.

IMPORTANT NOTES PLEASE READ CAREFULLY

1. This supplier application form must be completed in full and signed.
2. A company profile should accompany the application form but will not be accepted as a substitute for the application form – all fields on the application form **MUST** be completed.
3. Applicants must complete the contact details i.e. land line number, valid email address, failure to comply will result in your application being ineligible.
4. UNISA ENTERPRISE reserves the right to accept or reject any application form without being obliged to give any reasons in this respect.
5. Suppliers will be notified whether their application was accepted or not but will be advised of the outcome if they request this via email.
6. A maximum of ten commodities may be reflected on the application form. Reflecting more than ten commodities will nullify the application.
7. Suppliers must comply with all the registration criteria for the registration to be finalised, failure to do so may result in the application being eliminated.

All supplier information will be treated strictly confidential

Attach an original cancelled cheque or stamped letter from the bank, verifying the banking details. The Original Tax Clearance Certificate must always be on file.
Please note that it is the supplier's responsibility to submit any changes on the company details to keep the supplier's record up-to-date.

Copies of the following documents MUST accompany your application

1. Company Registration Documents;
2. ID Documents of Directors/Owners/Members/Shareholders;
3. Financial statements or letter from company's auditors indicating maximum size or business capability (Submission of the Financial Statements);
4. Any other registration certificate pertaining to your relevant industry / regulatory body;
5. The certificate of your institution's Broad-Based Economic Empowerment scorecard from a SANAS accredited rating agency.

Supplier details:

Is this a new application or an update on existing information (Please Tick)

New Application	<input type="checkbox"/>
Update	<input type="checkbox"/>

Company / Registered supplier name:													
Trading name of the company:													
Company / Close Corporation Registration Number													
Vat registration number (if applicable):													
Income tax reference number:													
Web address:													
E-mail address:													
Telephone number:													
Fax number:													
Toll free number:													
Number of full time employees:													
Postal Address: (compulsory)													
Postal Code:													
Physical Address: (compulsory)													
Postal Code:													

Tax Clearance Certificate Attached	Yes	No
Expiry date:		

Supplier Grouping Detail: Type of Firm:

1. Public Company (Ltd)
2. Private Company (Pty) Ltd
3. Close Corporation (cc)
4. Other (specify)
5. Joint Venture
6. Consortium
7. Sole Proprietor
8. Foreign Company
9. Partnership
10. Trust
11. Section 21 Company
12. Government/Parastatal

List of directors/owners/partners

1. Name:	
Company Position:	
% Shareholding	
Identity number	
Nationality	
2. Name:	
Company Position:	
% Shareholding	
Identity number	
Nationality	
3. Name:	
Company Position:	
% Shareholding	
Identity number	
Nationality	

Financial Decision Making

Provide details of the individuals responsible for the following daily activities in your company:

	Name & Surname	Gender	Length of service/years	Capacity
Signing of Cheques				
Signing & Co-signing of loans				
Acquiring lines of credit				
Major acquisition/purchase				
Signing of contracts				

Main contact person in your company:

Name:	
Position in company:	
Cell Phone Number:	
Fax number:	
E-mail address:	

Contact person (responsible for sales) in your organisation:

Name:	
Position in company:	
Cell Phone Number:	
Fax number:	
E-mail address:	

Trade names: Maximum of Five (5) will be registered

Trade names of commodities (example: HP or Dell)	Description of commodities (Example: cartridge)

SMME status of your enterprise:

- **Please use this table to determine the SMME status of your enterprise**
- Please the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual turnover(millions)				D. Total Gross asset value (Property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and qualifying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & business services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/allied services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communication	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (Please the relevant box)
(According to SMME table) (compulsory)

Micro
Very small
Small
Medium
Large

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

Bidders who qualify as EMEs (annual turnover is under R10 million) in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the Verification Agency accredited by SANAS or a Registered Auditor.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE

7.1 B-BBEE Status Level of Contribution: = (Maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an Accounting Officer as contemplated in the CCA).

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (circle which is applicable)

If yes, indicate:

- i. What percentage of the contract will be subcontracted?%
- ii. The name of the sub-contractor?
- iii. The B-BBEE status level of the sub-contractor?
- iv. Whether the sub-contractor is an EME? YES / NO (circle which is applicable)

Broad-Based Black Economic Empowerment B-BBEE Status: Please read notes below very carefully before completing.

Instructions and Definitions:

Legislation:

In terms of Section 38 of the PFMA the accounting officer of a department must ensure that the department has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, Competitive and cost-effective.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the department.
- **Trade Names:** The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the department.
- **Owned:** Having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **B-BBEE Status Level of Contribution:** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- **B-BBEE Status Level of Contribution:** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- **EME:** means any enterprise with an annual total revenue of R10 million or less

Indicate (x) the geographical areas where your company is capable of supplying goods and or services to UNISA ENTERPRISE:	Tick
Gauteng	
KwaZulu Natal	
Western Cape	
Mpumalanga	
Free State	
Eastern Cape	
North West	
Northern Cape	
Limpopo	

Is your business: An agent _____ Manufacturer _____ Distributor _____ Consultant _____ Contractor _____ Other _____
If other please specify:

BANKING DETAILS

Please complete this form and attest Bank Stamp on the space provided OR simply attach the original cancelled cheque of your company OR simply attach a letter from your bank showing the Account Details

Bank: _____

Bank Account number: _____ Account type: _____

Branch Name: _____ Branch code: _____

Account Holder's name: _____

I, the undersigned hereby authorise UNISA ENTERPRISE to credit my/ the company's account via Electronic Funds Transfer (EFT) as afore mentioned with the amount payable/ due to my company for goods and or services rendered.

_____ Full name

_____ Capacity

_____ Signature

_____ Date

The above details checked and verified:

Bank Stamp

Signature of bank rep:

Note: The onus is on your company to inform UNISA Enterprise in writing of any changes in your banking details. Invoice with different details than those captured on this form WILL not be processed.

If there are any changes to the information supplied on this form, please inform UNISA ENTERPRISE Supplier Management Section / UNISA ENTERPRISE Purchasing Office within 7 working days. **Outdated information could lead to your company not being invited to tender/quote or not receiving payment on time for services rendered!**

UNISA Enterprise reserves the right to verify /or follow-up on any of the claims made or references in this application form. Additional information can be requested by UNISA Enterprise during its evaluation process.

Incomplete submissions will not be processed. This includes the supporting documentation as stipulated on the first page.

By submitting this form, the company certifies that the delegate/s completing this form on its behalf have the appropriate authority to do so.

Completion of Form: (By Applicant)

I/ We the undersigned acknowledge(s) that:

- The information provided in this application form is true and correct.
- The B-BBEE claimed is in accordance with the new Preferential Procurement Policy Framework Act 2000 (PPPFA).

Name:	Signature:
Designation:	Date:

Recommended by: (for Office use only)

Name:	Signature:
Designation:	Date:

Approved by: (for office use only)

Name:	Signature:
Designation:	Date:

Supplier Information Verification (For office use only)

Particulars	Tick	Tick		Comment:
Is applicant vetted on CIPC	Yes	No	Attach report	
Is application vetted on SARS	Yes	No	Attach Report	

Declaration of any conflict of interest:

<p>Are any of your directors/owners employed by UNISA ENTERPRISE? Please mention also whether your directors / owners / partners are Ex- UNISA ENTERPRISE's staff. Close relatives of your directors / owners within the UNISA ENTERPRISE staff to be declared as well.</p>

**LIST OF COMMODITIES - Maximum TEN (10)
(Mark with x)**

PROFESSIONAL SERVICES

- Registered Architectural Specialists (Pr. Arch)
- Registered Quantity Surveying Specialists (Pr.QS)
- Registered Civil Engineers & Technologists (Pr. Eng/Pr. TechEng)
- Registered Electrical Engineers (Pr. Eng)
- Registered Electronics and Industrial (Pr. Eng)
- Registered Structural Engineers & Technologists (Pr. Eng/Pr. TechEng)
- Registered Geotechnical Engineers & Technologists (Pr. Eng/Pr. TechEng)
- Registered Engineering Geologists (Pr.Sc. Nat)
- Registered Construction Project Managers (Pr.CPM)
- Registered Construction Managers (Pr.CM)
- Remedial Works Specialist
- Financial Management Consulting
- Corporate Governance & Related Consulting
- Accounting, Auditing & Management Services
- Actuarial Services
- Legal Services: Special Contracts Drafting (Building Environment, Financial Services and IT)
- Legal Services: Conveyancing
- Legal Services: Litigation
- Legal Tracing: Services
- Debt Recovery: Services
- Recording and Transcribing Services
- Legal Service: Civil Litigation
- Legal Service: Conciliation, mediation and arbitration
- Legal Services: Prosecutions
- Legal Options
- Health and Safety Consultants
- SANAS Consultants
- Land Surveyor
- Town Planner

RESEARCH SERVICES

- Civil & Structural Engineering Research
- Quality Assurance Research
- Construction Economics
- Geotechnical Engineering Research
- GIS Research
- Materials Engineering Research
- Forensic Engineering Research
- Construction Research
- Energy Efficiency Research
- Dolomitic Modelling
- Actuarial Stability Research
- Marketing Research

CIVIL ENGINEERING LAB SERVICES

- Structural Testing Labs: Building/Construction Products
- Geotechnical Testing Labs
- Suppliers of Structural Testing Consumables

- Suppliers of Geotechnical and Materials Laboratory Equipment
- Supplier of Geotechnical Lab Consumables and Research Testing Services

RISK MANAGEMENT

- Forensics Services
- Business Continuity and Environment
- Safety Health and Environment
- Safety Health and Safety Audit/Inspection
- Risk Management
- Security Advisory Services

OFFICE SERVICES & ADMINISTRATION

- Household Furniture, Appliances & Goods
- Office Cleaning Material services
- Printing
- Fire Protection Equipment
- Office Furniture and Equipment
- Books, Periodicals, News Papers
- Office Supplies & Stationary
- Flowers & Plants
- Protective Clothing
- Office/Building partitions

MARKETING & COMMUNICATIONS

- Special Events & Exhibition Specialist
- Sponsorship for annual awards
- Advertising & Design Agencies
- Interior Design
- Corporate Gifts
- Media Placement & Media Monitoring
- Video & Photography
- Communication Consultant
- Collateral Provider
- Strategy impact analysis
- Editing & Publishing
- Translation services
- Expert Annual report production
- Marketing Consultant
- Tools of trade providers
- Online and digital media agencies
- Public Relation agencies
- Research Services
- Brand Activation
- Apparel Provide

HUMAN CAPITAL

- Training and development Institutions
- Organisational development agencies
- Job evaluation suppliers
- Salary survey
- Payroll specialists
- Salaries and benefits administration
- Performance management
- Human Resource planning
- Employee relations

- Industrial relations
- Employee wellness programmes
- Labour relations consultants
- Recruitment Placement Agencies
- HR Service Provides
- Moderators
- Training Assessors
- Collecting Agency
- Socio economic impact assessment

INFORMATION TECHNOLOGY

- Information Technology consultants
- Software support & training (ORACLE/ SAP)
- Software Suppliers
- Telephone / PABX Maintenance and Suppliers
- Server Maintenance
- Data / Telephone Network Maintenance
- Installation and maintenance of networks
- Repairing and upgrading of computers/printers/monitors/hubs/switches
- Hardware Suppliers
- Computer Equipment Networks & Software
- Management Consulting Service

GENERAL SERVICES

- Accommodation & Logistics
- Catering Services & Refreshments
- Cleaning Services
- Conferencing Facilities & Facilitation
- Courier Services
- Environmental Impact Studies
- General Maintenance Services
- Locksmith Services
- Removal Services
- Travel Services (flight bookings)
- Transport Services
- Vehicle Hire
- Security & Safety Services

- Vending Services
- Insurance Brokers
- Insurance Companies
- Asset Management
- Furniture Storage
- Short term letting agents
- Steel Section Supplier
- Crane Maintenance Supplier
- Air Conditioning Services
- Archive Services
- Office Space Planners

EDUCATION AND TRAINING EXTERNAL

- Bricklaying
- Plastering
- Plumbing
- Roofing
- Construction Management
- Painting
- Finance for Non-Finance Managers
- Construction Project Management

EDUCATION AND TRAINING SERVICES

- Accredited Training Providers
- Training Assessors & Moderators
- Book Sellers
- Publishers
- Knowledge Management Consultants
- Translator
- Stenographers
- Student Boarding Accommodations
- Mentorship Providers

TECHNICAL AND TESTING

- Steel Section Supplier
- Construction Material Supplier
- Testing Equipment Supplier
- Publishers

Please forward the completed Supplier Application Form to:

**Attention: Supplier Database Assistant
UNISA Enterprise Supply Chain Management Unit**

1st Floor
22 Mac Mac Drive
Waterfall Office Park
Vorna Valley
1686

Clarifications and Digital versions may be directed to **Procurement** via email:
info@unisaenterprise.ac.za