



Central University of Technology, Free State

SUPPLIER REGISTRATION APPLICATION

Thank you for showing interest to become a supplier of the Central University of Technology, Free State.

Please note:

- each supplier will only be considered for one commodity/service;
- Choose your preferred commodity from the list attached in Annexure A, and indicate it in the Block below.

Should more than one commodity be indicated, consideration will only be given to the first commodity indicated, thus kindly refrain from indicating more than one.

PREFERRED COMMODITY

Category Code	Commodity Code

*(only one)
choose from Annexure A*

PREFERRED CAMPUS (BLOEMFONTEIN/WELKOM)



PART A: COMPANY DETAILS

Registered Business Name:

Trading Name:

Business Registration Number:

Close Corporation Number:

VAT Registration No: _____

CIDB Registration Number, if applicable: _____

PART B: CONTACT DETAILS

Physical Address): _____

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Postal Address, if different from physical address:

Contact Person:

Telephone No: _____

Cell phone No: _____

Fax No: _____

Email Address: _____

Website Address: _____



PART C: BANKING INFORMATION

Bank Name: _____

Branch Name: _____

Branch Code: _____

Bank Account No: _____

Type of Account: (e.g. Cheque, Savings or Transmission): _____

Bank Signatories: _____
(no changes will be made to the banking details, unless signed by the above signatories).

PART D: PRINCIPAL BUSINESS ACTIVITIES

Nature of Business:

(As indicated on the first page: Preferred Commodity)

Number of Years in Business:

BUSINESS REGISTRATION INFORMATION

Form of Business Entity: Tick appropriate box)

Sole Trader	Close Corporation	Private Company	Public Company	Joint Venture	Partner-Ship	Business Trust	Other (Specify)



Compliance to Statutory Requirements: (Please confirm all applicable boxes)

Income Tax	VAT Reg.	PAYE Reg.	UIF Reg.	CIDB Reg.	All certificates applicable to commodity (e.g. wiremen license)	Certificate of acceptability in terms of the Health Act no 63/1977	WCA

PART E: TRADE INFORMATION

Do you hold any current or previous contracts with any company or organization? Yes / No

If "yes", please list the latest or last contracts awarded to you:

DATE AWARDED	COMPANY NAME	RAND VALUE

Name any three relevant trade references of previous projects or suppliers you have dealt with:

COMPANY NAME	CONTACT PERSON	CONTACT NUMBER & EMAIL	RAND VALUE



PART F: BROAD – BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

Vendor Profile

(Please mark with an X your B-BBEE credentials)

Exempted Micro-Enterprise (EME) – attach valid certificate or sworn affidavit	
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Qualifying Small Enterprise (QSE) – attach valid certificate or sworn affidavit	
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BBBEE Certificate – Other – attach valid certificate	Level
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If other than an exempted Micro-Enterprise or Qualifying Small Enterprise, please indicate the B-BBEE level in the block above:



PART G: SMME (MICRO, SMALL AND MEDIUM ENTERPRISES) STATUS

Please use this table to determine the SMME Status of your enterprise.

Please mark with a CIRCLE the relevant box in each column:

Sectors and sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover	Notes
Agriculture	Medium	51 - 250	≤ R35,0 million	
	Small	11 – 50	≤ R17,0 million	
	Micro	0 - 10	≤ R7,0 million	
Mining and Quarrying	Medium	51 - 250	≤ R210,0 million	
	Small	11 – 50	≤ R50,0 million	
	Micro	0 - 10	≤ R15,0 million	
Manufacturing	Medium	51 - 250	≤ R170,0 million	
	Small	11 – 50	≤ R50,0 million	
	Micro	0 - 10	≤ R10,0 million	
Electricity, Gas and Water	Medium	51 - 250	≤ R180,0 million	
	Small	11 – 50	≤ R60,0 million	
	Micro	0 - 10	≤ R10,0 million	
Construction	Medium	51 - 250	≤ R170,0 million	
	Small	11 – 50	≤ R75,0 million	
	Micro	0 - 10	≤ R10,0 million	
Retail, motor trade and repair services	Medium	51 - 250	≤ R80,0 million	
	Small	11 – 50	≤ R25,0 million	
	Micro	0 - 10	≤ R7,5 million	
Wholesale	Medium	51 - 250	≤ R220,0 million	
	Small	11 – 50	≤ R80,0 million	
	Micro	0 - 10	≤ R20,0 million	
Catering, Accommodation and other Trade	Medium	51 - 250	≤ R40,0 million	
	Small	11 – 50	≤ R15,0 million	
	Micro	0 - 10	≤ R5,0 million	
Transport, Storage and Communications	Medium	51 - 250	≤ R140,0 million	
	Small	11 – 50	≤ R45,0 million	
	Micro	0 - 10	≤ R7,5 million	
Finance and Business Services	Medium	51 - 250	≤ R85,0 million	
	Small	11 – 50	≤ R35,0 million	
	Micro	0 - 10	≤ R7,5 million	
	Medium	51 - 250	≤ R70,0 million	
	Small	11 – 50	≤ R22,0 million	



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Community, Social and Personal Services	Micro	0 - 10	≤ R5,0 million	
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Please state the latest annual turnover (as per financial statements submitted)

Please state the current number of full-time equivalent of paid employees



PART H: PAYMENT TERMS AND CONDITIONS

No service must be rendered without an official order. All invoices must be addressed to CUT **(clearly stating the order number and CUT's VAT Number: 4350156347) for signing off. Other required information to be put on the invoice will be indicated on the official order. Payments are done 30 days after date of receipt of invoice, except if a contract agreement or court order stipulates a different payment term.**

Central University of Technology Payment terms are strictly 30 days from the date of receipt of the invoice. I hereby grant permission to the University to make payment by means of an Electronic Funds Transfer System and confirm that the said permission will remain in force.

I undertake to advise the University of any change in any payment details and indemnify the University and its employees against any liability whatsoever, irrespective the cause, if the above information is incorrect or the omission to furnish the University with New Bank Details and payment is not received timorous as a result.

I/We confirm that the information provided is correct as at this date:

<i>Name</i>	<i>Signature</i>	<i>Designation</i>	<i>Date</i>



PART I: DECLARATION OF INTEREST

A member of staff or any relative of a staff member wishing to supply goods or services to the CENTRAL UNIVERSITY OF TECHNOLOGY and who responds to a request for quotation/tender must declare his/her interest in writing and may only participate once the DVC: Resources and Operations has approved the application of the prospective supplier. Any staff member with a declared interest is excluded from the decision-making process.

Persons in the service of the University or related entities, including staff and students, are prohibited from bidding or being awarded contracts for the supply of goods and services to CUT, unless to companies of which a member of staff or student is an owner, director or principal shareholder.

The supplier herewith declares the following interest:

1.	If Tenderer is a Sole Proprietor: Are you (or your spouse, child or parent) currently employed by CUT?	Yes	No	N/A
1.1	If yes, provide particulars:			
			
2.	If Tenderer is a Sole Proprietor: Have you (or your spouse, child or parent) been employed by CUT in the past 12 months?	Yes	No	N/A
2.1	If yes, provide particulars:			
			
3.	If Tenderer is a Sole Proprietor: Do you (or your spouse, child or parent) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Tender?	Yes	No	N/A
3.1	If yes, please provide particulars:			
			



4	If Tenderer is a company, close corporation, partnership, trust or association: Are any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) currently employed by CUT?	Yes	No	N/A
4.1	If yes, please provide particulars:			
			
			
			
5.	If Tenderer is a company, close corporation, partnership, trust or association: Have any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) been employed by CUT in the past 12 months?	Yes	No	N/A
5.1	If yes, please provide particulars:			
			
			
			
6.	If Tenderer is a company, close corporation, partnership, trust or association: Do any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) have any relationship (family, friend or other) with any person who may be involved with the evaluation or	Yes	No	N/A
6.1	If yes, please provide particulars:			
			
			
			

To be signed even if no interest is declared

SIGNATURE OF DECLARANT

NAME AND SURNAME IN BLOCK LETTERS

POSITION OF DECLARANT

REGISTERED BUSINESS NAME



**PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION
ALL COPIES TO BE CERTIFIED BY A COMMISSIONER OF OATH**

No.	Confirmation	Documents Required	Please Tick Appropriate Box	
			Yes	No
1.	Supplier Registration Application Completed in full	Supplier Registration Form		
2.	Company Registration	Certificate of Incorporation or founding statement		
3.	Proof of Ownership	Share certificates		
4.	B-BBEE Verification	Certified copy of a valid BBEE certificate issued by an accredited organization or sworn affidavit as per the DTI regulations		
5.	Annual turnover	Most recent set of Annual Financial Statements (AFS) inclusive of comparative figures. If required to be audited by the Companies Act, the audited AFS needs to be submitted. AFS must be signed by Directors and Accounting Office or Accountant.		
6.	Proof of Banking Details	Cancelled cheque, bank statement or letter from the bank confirming the banking details		
7.	National Contract Cleaners Association	Membership certificate		
8.	Joint Venture Arrangement (If applicable)	Joint Venture Agreement		
9.	Partnership arrangement (If applicable)	Partnership Agreement		
10.	VAT registration	SARS Tax Clearance Certificate		
11.	Proof of registration to a statutory body regulating your industry (e.g. CIDB)	Certificate of Registration		



12.	Workman compensation (WCA) (COIDA)	Certificate of Good Standing		
13.	Owners / Shareholders Identities	Certified copies of ID's		
14.	Profile of Company	Company Profile		
15.	Health and Safety	Acceptability / Occupancy certificate		



Annexure A
List of Commodities (Please circle the preferred commodity – only one)

Category A - Advertising & Marketing	
Print media	A1
Electronic media	A2
Digital media	A3
Subscription to media monitoring agencies	A4
Subscription - an electronic posting by journalists looking for experts for stories in progress	A5
Management Consultant, Services for Campus Advertising, Sponsorship and Promotions	A6
Corporate Gifts and Branding supply	A7
Student packs	A8
Event management and organisation	A9
Marketing and Communication	A10
Signage and billboards	A11
Catalogues and magazines	A12
Category B - Audiovisual & Multimedia	
Audio-Visual equipment supply	B1
Audio-Visual and Video conference equipment	B2
Cameras/Videos/Films	B3
Category C - Building & Construction	
Building and Terrain Maintenance, Upgrade, Alterations and Extensions	C1
Building/Construction Contractors	C2
Civil – Electrical supplies	C3
Civil – Plumbing supplies	C4
Civil – General supplies	C5
Civil - Tiling supplies	C6
Key suppliers and key maintenance	C7
Construction Building Repairs and Maintenance & Minor Works (Jobbing) Repairs to cracking, painting, ceilings, skirtings, etc. (Not plumbing, flooring, electrical)	C8
Architect Firms / Professionals To Provide Architectural Services	C9
Quantity Surveyor Firms/ Professionals To Provide Quantity Surveying Services	C10
Town planners	C11
Specialised Professional Consultants	C12
Professional Services for Design and Project Management of Building Infrastructure	C13
Engineering Electrical	C14
Engineering Civil	C15



Engineering Mechanical	C16
Engineering Structural	C17
Airconditioning contractors (including services and installation)	C18
Plumbing contractors	C19
Electricians	C20
Joinery	C21
Blinds	C22
General Maintenance	C23
Steel Works Contractors	C24
Specialised tinting film on windows, cut-outs	C25
Specialised paving contractors	C26
Category D - Bookshop & Library	
Comprehensive Bookshop Management Services	D1
Library Services	D2
Text Books Supply	D3
Category E - Catering & Services	
Supply of Branded Water and Water coolers	E1
Catering Equipment	E2
Catering Supplies and Small Equipment, Meat and Frozen Products	E3
Wine/Beer/Liquor/Cooldrinks	E4
Groceries	E5
Ice Cream Supply	E6
Maintenance Services of Industrial and Small Catering Equipment	E7
Catering Personnel	E8
Outsourced Catering	E9
Hire of chairs/Marquees/Tables	E10
Braai and Spit Braai Services	E11
Category F - Cleaning, Hygiene & Pest Control	
Cleaning Products and Chemicals	F1
Cleaning equipment + cleaning consumables	F2
Cleaning General	F3
Cleaning of Buildings and Residences	F4
Supply of Cleaning and Gardening Equipment	F5
Hygiene Services	F6
Hygiene, Deep Cleaning and Pest Control Services	F7
Integrated Pest Management and Hygiene Services	F8
Pest Control	F9



Category G - Clothing, Uniforms & Academic Attire	
Academic Attire at Graduation Ceremonies	G1
Branded clothing	G2
Protective Clothing	G3
Security, Cleaning, Catering & Gardening Uniforms	G4
Category H - Conferences	
Conference facility	H1
Category I - Cosmetology	
Cosmetology Requirements	I1
Cosmetology Uniforms	I2
Category J - Courier Services	
Courier Services	J1
Category K - Document Storage	
Outsourced Services for the Storage & Archiving of Hardcopy and Electronic Documents.	K1
Category L - Electrical, Equipment & Appliances	
Electronic & Electrical Components	L1
Appliances	L2
Coil Equipment: Supply and Installation	L3
Student Appliances and Laundry Equipment	L4
Category M - Event Management	
Event management and organisation	M1
Category N - Audit, Accounting and related services	
Category O - Banking Services	
Category P - Debt Collection Services	
Category Q - Student Finance	
Category R - Investments	
Category S - Insurance	
Category T – Fire, Emergency, Health & Safety	
Emergency Medical Services	T1
Fire Equipment Service Maintenance	T2
OHS Consultant	T3
Hazardous spillage cleanup	T4
Category U - Furniture, Flooring and related supplies	
Category V - Furniture Removals	
Category W - Garden, Landscaping, Treefelling and related services	
Category X - Golf	
Category Y- Intellectual Property/Patents	



Category Z - Laboratory Supplies	
Gases and Consumables	Z1
Laboratory chemicals, consumables, glassware, plastic ware, small equipment, and other	Z2
Design, Manufacture, Supply, Installation and Commission of Lab Fume Cupboards	Z3
Category AA - Lifts & Escalators (supply and service)	AA1
Category AB - Locksmith services	AB1
Category AC - Mechanical Workshops	
Electrical and Mechatronics	AC1
Electrical services and electrical consumables	AC2
Mechanical supplies	AC3
Supply of Drawing Equipment	AC4
Supply of Electrical Consumables	AC5
Supply of Steel Consumables	AC6
Workshop Tools and student training equipment	AC7
Category AD - Media	
Newspaper/Magazine/Radio/Television	AD1
Category AE - Music and Sound	
Musical Instruments	AE1
Sound suppliers	AE2
Category AF - Paint	
Paint	AF1
Category AG - Paper Products	
Toilet Paper & Consumables	AG1
Category AH - Packaging	
Packaging	AH1
Category AI - Photographic Services	
Photographic Services at Graduation and Related Ceremonies	AI1
Category AJ - Plumbing	
Plumbing Supplies	AJ1
Category AK - Printing & Copying	
Managed Print Services	AK1
Print Strategy Solutions Partnership	AK2
Printing and Supply Certificate Background and Other Related Goods and Services	AK3
Printing Material	AK4
Printing Material - Consumables	AK5
Printing Paper	AK6
Printing Solutions	AK7
Provision of Central Printing Units	AK8



Supply, Printing and Distribution of Learning Materials	AK9
Category AL - Property/Estates Valuers	
Property/Estates Valuers	AL1
Category AM - Professional Development & HR	
Facilitation of Occupational Programmes	AM1
Training of Members	AM2
HR, Payroll and Time and Attendance system	AM3
Recruitment advertising - see advertising and marketing section	AM4
Labour Relation Consultants	AM5
Labour Appointments/Recruitment	AM6
Category AN - Professional Services	
Legal Services	AN1
Category AO - Professional Membership	
Professional Membership	AO1
Category AP - Protective Equipment & Consumables	
Personal Protective Equipment and Consumables	AP1
Category AQ - Psychological/Psychometric Tests	
Psychological/Psychometric Tests	AQ1
Category AR - Recycling & Waste	
General Waste Management	AR1
Recycling of Waste Material	AR2
Total Waste Solution	AR3
Category AS - Security Services	
Asset Protection and Combat Services	AS1
Guarding Security Services	AS2
Integrated Electronic Security System	AS3
Integrated Security System	AS4
Security Booms: Servicing, Maintenance, Repairs and Replacement	AS5
Security Services	AS6
Rioting services	AS7
Category AT - Stationery & Office	
Envelopes	AT1
Stationery	AT2
Category AU - Student Accommodation	
Leasing of Residence	AU1
Leasing of Student Accommodation	AU2



Category AV - Student Transport	
Bus Transport Consultancy Services	AV1
Bus Transport Services	AV2
Student Bus Shuttle Services	AV3
Student Transport Services	AV4
Category AW - Team Building	
Team Building	AW1
Category AX - Information Technology and related services	
Category AY - Telephone Management System	
Managed Service desk	AY1
Supply, Maintenance and Support of the Telephone Management System	AY2
Cell phones	AY3
Category AZ - Training	
Training	AZ1
SETA Accredited Training	AZ2
Category BA - Translation and Language Editing	
Translation	BA1
Language editing	BA2
Category BB - Research Services	
Category BC - Travel & Accommodation	
Accommodation & Hotels	BC1
Airlines	BC2
Car & Van Rental Services	BC3
Car Rental Services	BC4
Fleet Management Vehicles	BC5
Travel Management Services/Agents	BC6
Tours	BC7
Category BD - Vetting & Verification	
BBBEE Verification Services	BD1
Income Verification	BD2
Supplier, Employee & Student Vetting	BD3
Category BE - Website Development	
Development and hosting of websites, CRM system, even	BE1
CRM system	BE2
Event management system	BE3
Bulk personalised email system	BE4
Category BF - Wellness	



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Employee and student wellness	BF1
Category BG - Other	
Other – please specify	BG1