



UNIVERSITY OF MPUMALANGA

Corner of R40 White River Road and D725, Riverside Mbombela 1226
Postal address: Private Bag X11283 Mbombela 1200

Tel: (013) 753 3064/5/7/8/9/10

Website: www.ump.ac.za

APPLICATION FOR REGISTRATION ON SUPPLIER DATABASE

THIS FORM MUST BE COMPLETED AND SUBMITTED FOR THE ATTENTION
OF THE PROCUREMENT DEPARTMENT

BY HAND:

University of Mpumalanga
Corner of R40 White River Road and D725
Riverside
Mbombela
1226

or

BY MAIL:

Private Bag X11283
Mbombela
1200

ENQUIRIES:

By email: procurement@ump.ac.za

- Annexure 1: SMME table
- Annexure 2: Category/Commodity list
- Annexure 3: Required Document Checklist
- Annexure 4: Banking Information
- Annexure 5: Proprietors/Shareholders/Partners/Sole Proprietors/Trustee/Owner
- Annexure 6: General information & Definition

Kindly submit all relevant documentation requested in Annexure 3

Public Finance Management Act, 1999 (Act 1 of 1999) – (PFMA)
Accounting Officers Procurement Procedures – (AOPP)

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in **black ink**, submitted with an **original signature** commissioned by an authorized **Commissioner of Oaths**

Company registration details

Company Name:

Trading Name

Reg.No: Vat No.:
e.g. 2004/140566/23

Income Tax No.:

Accreditation / Certification

*Cidb Number Prof.Reg.Date

*Contractor Grade CE GB EE SW ME
e.g 5CE PE

PE Status	Yes	No			
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**SAACE Reg. No./ other prof. reg. no.

*Note: Cidb info. for contractors only **Note: SAACE No. for professionals only

Company Details

Website Address:

Email Address:

Telkom area code: e.g. 013,etc.

Telephone No. Fax No:

Toll free No

Postal Address:

City / Town: Postal Code:

Physical Address:

City / Town Postal Code:

Classification of Business: Please ✓ all the relevant boxes

ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales
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Supplier Grouping detail: (type of firm) Please ✓ the relevant box

Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/Parastatels/Organ of State	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>		

Contact Person Details

Contact Person:- Title: First Name:

Surname: ID No.:

Cell No.: Work No.:

Fax No.: Position:

E-mail:

Please complete Annexure 5: List of Owners / Proprietors / Partners /
Sole Proprietors/Trustees (page 10)

HDI Ownership Status:

Historically Disadvantage Individuals (HDI)	<input type="text"/>	% of ownership
Women Equity (WE)	<input type="text"/>	% of ownership
Disabled Individuals (DA)	<input type="text"/>	% of ownership

SBD Goals Information:

Skills Empowerment	<input type="text"/>	% of turnover
Human Resources	<input type="text"/>	% of turnover
Upliftment of Communities	<input type="text"/>	% of turnover

Locality Province	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
Locality Region	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
Locality Municipal Area	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>
Locality Rural Area	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If "Yes" please define: <input type="text"/>

SMME Status

- * Please use the table per Annexure 1 (page 5) to determine the SMME status of your enterprise
- * Please ✓ the relevant box

- Micro
- Very Small
- Small
- Medium
- Large

Business Information

Please indicate your appropriate sector with ✓

- | | | | |
|--------------------------------|--------------------------|--------------------------------|--------------------------|
| Agriculture | <input type="checkbox"/> | Wholesale Trade, Commercial | <input type="checkbox"/> |
| Mining and Quarrying | <input type="checkbox"/> | Catering, Accommodation, Other | <input type="checkbox"/> |
| Manufacturing | <input type="checkbox"/> | Transport and Storage | <input type="checkbox"/> |
| Electricity, Gas and Water | <input type="checkbox"/> | Finance and Business Services | <input type="checkbox"/> |
| Construction | <input type="checkbox"/> | Community, Social and Personal | <input type="checkbox"/> |
| Retail, Motor Trade and Repair | <input type="checkbox"/> | | |

Declaration of any Conflict of Interest

- Are you currently working as an employee in any organ of state? Yes No
If "Yes", give details:
- Have you worked in any organ of state for the past 12 months? Yes No
If "Yes", give details:
- Do you have any relative working for an organ of state? Yes No
If "Yes", give details:
- Do you have any close relationship with any official working in our establishment? Yes No
If "Yes", give details:
- Is there any other relevant information that you would like to disclose? Yes No
If "Yes", give details:
- Are you currently servicing on any structures of our establishment? Yes No
If "Yes", give details:
- Is there any other relevant information that you would like to disclose? Yes No
If "Yes", give details:

Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then the University of Mpumalanga may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by the University of Mpumalanga as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which the University may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20__ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

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Area

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Commissioner of Oaths Signature

Commissioner of Oaths Full Name

Annexure 1 - SMME table

Values of following items dependent on most recent Financial Statement

Item	Value
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				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	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

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Summary of results	SMME Status as per above (✓ appropriate block)
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

Annexure 2 - Commodity list

**UNIVERSITY OF MPUMALANGA
SUPPLIER DATABASE COMMODITY LIST**

Please indicate with ✓

Please note: Suppliers may only register for a maximum of 5 commodities under one field of specialty, service and supplies.

Office services and Administration

Catering Services *1	<input type="checkbox"/>	Courier Services	<input type="checkbox"/>	Pest Removal Services	<input type="checkbox"/>
Cleaning Equipment/Materials	<input type="checkbox"/>	Office Equipment	<input type="checkbox"/>	Stationery	<input type="checkbox"/>
Carpet Cleaning	<input type="checkbox"/>	Office Furniture Installation	<input type="checkbox"/>	Office Consumables	<input type="checkbox"/>
Cleaning Services	<input type="checkbox"/>	Office Plants & Maintenance	<input type="checkbox"/>	Office Appliances	<input type="checkbox"/>
Furniture	<input type="checkbox"/>	Printing/Photography/Graphic Design	<input type="checkbox"/>	General repairs and maintenance	<input type="checkbox"/>
Window Cleaning	<input type="checkbox"/>		<input type="checkbox"/>	Uniforms	<input type="checkbox"/>
Hygiene services	<input type="checkbox"/>	Protective Clothing/Uniforms	<input type="checkbox"/>	Embroidery	<input type="checkbox"/>
Laundry Service/Dry Cleaning	<input type="checkbox"/>	Grocery Supplies	<input type="checkbox"/>	Event Management	<input type="checkbox"/>

Travel and Accommodation

Accommodation	<input type="checkbox"/>	Hotels	<input type="checkbox"/>	Shuttle service	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Lodges	<input type="checkbox"/>	Passengers Transport	<input type="checkbox"/>
Travel Agencies	<input type="checkbox"/>	Car hire	<input type="checkbox"/>	Conference facilities	<input type="checkbox"/>

Marketing and Advertising

Advertising Placement	<input type="checkbox"/>	Marketing Materials (Pen, bags, note pads, pencils, files ect)	<input type="checkbox"/>	Promotional items	<input type="checkbox"/>
Adverts on Radio and TV	<input type="checkbox"/>	Corporate Gifts/Corporate Clothing	<input type="checkbox"/>	Posters, banner & flags	<input type="checkbox"/>
Audivisual and Communication	<input type="checkbox"/>	Luggage Bags & Conference bags etc	<input type="checkbox"/>	Media Liason	<input type="checkbox"/>
Marketing and Communication	<input type="checkbox"/>	Design & Printing (e.g. brochures, business cards, pamphlets)	<input type="checkbox"/>	Booklets and publications	<input type="checkbox"/>

Information Technology

IT Services	<input type="checkbox"/>	Software support and training	<input type="checkbox"/>	IT Hardware and Software *3	<input type="checkbox"/>
Computer Supplies/Services	<input type="checkbox"/>	Computer Equipment/Software	<input type="checkbox"/>	3G,ADSL and Cell phone providers	<input type="checkbox"/>
Information Technology consumables	<input type="checkbox"/>	Computer Consumables (inc cartridges for printers and copiers ect.)	<input type="checkbox"/>	ICT support services	<input type="checkbox"/>
Server maintenance	<input type="checkbox"/>	Installation and Maintenance of network	<input type="checkbox"/>	Repairing and upgrading of computers/monitors/hubs	<input type="checkbox"/>
Telephone/PABX maintenance & supplies	<input type="checkbox"/>	Computer Hardware	<input type="checkbox"/>	Website Management and Hosting	<input type="checkbox"/>

Access Control and Security

Safety & Security Services	<input type="checkbox"/>	Protection services	<input type="checkbox"/>	Armed response services	<input type="checkbox"/>
Security & Access Control, Security Studies	<input type="checkbox"/>	Alarm Devices	<input type="checkbox"/>	Security (Touches, Lawyards access cards)	<input type="checkbox"/>
CCTV Installation	<input type="checkbox"/>				

Education and Training

Training Providers	<input type="checkbox"/>	Training Modules	<input type="checkbox"/>	Report Writing	<input type="checkbox"/>
Universities	<input type="checkbox"/>	Conflict, Stress, Diversity Change Management	<input type="checkbox"/>	Skills and Training Summits	<input type="checkbox"/>
Academic Research Institutions	<input type="checkbox"/>	Presentation and Facilitation Skills	<input type="checkbox"/>	Mentoring and Coaching	<input type="checkbox"/>
Team Building	<input type="checkbox"/>	Books (Academic)	<input type="checkbox"/>		

Human Capital

Labour Relations (Disciplinary Hearings)	<input type="checkbox"/>	Organisational Development Strategies	<input type="checkbox"/>	Job Evaluation Suppliers	<input type="checkbox"/>
Human Resource Management	<input type="checkbox"/>	Training and Development Institutions	<input type="checkbox"/>	Competency Assessment Providers	<input type="checkbox"/>
Recruitment and Selection	<input type="checkbox"/>	Employee wellness programmes	<input type="checkbox"/>	Industrial Relations	<input type="checkbox"/>

Accounting and Finance

Audit, Taxation and Consulting services	<input type="checkbox"/>	Financial Management Consulting	<input type="checkbox"/>	Public Accounting ,Expentiture, Revenue Management	<input type="checkbox"/>
Corporate Governance and Related Consulting	<input type="checkbox"/>	Forensic Investigations	<input type="checkbox"/>	Secondment Services	<input type="checkbox"/>

Fund Management, Actuarial and Risk

Insurance Services	<input type="checkbox"/>	Risk Management Consultants	<input type="checkbox"/>	Short Term Insurance Brokers	<input type="checkbox"/>
Health Risk Management Services	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Legal and Law firms

Legal consultants	<input type="checkbox"/>	Employment Law	<input type="checkbox"/>	Insurance Law	<input type="checkbox"/>
Intellectual Property Law	<input type="checkbox"/>	Property Law	<input type="checkbox"/>		<input type="checkbox"/>

Construction

Concrete Works	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Electrical fittings/Services	<input type="checkbox"/>
General Building Works	<input type="checkbox"/>	Carpentry	<input type="checkbox"/>		<input type="checkbox"/>

Technical

Laboratory Furniture, Fittings and Consumables	<input type="checkbox"/>	Laboratoty Equipment (Chemistry and Physics)	<input type="checkbox"/>	Industrial Instrumentations (Multimeters,Power Supplies,etc)	<input type="checkbox"/>
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Other Supplies

Locksmith Services	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	Supply Plants, Flowers and Seeds	<input type="checkbox"/>
Auto Repairs & Services	<input type="checkbox"/>	Florist	<input type="checkbox"/>	Removal Companies	<input type="checkbox"/>
Arts & Craft	<input type="checkbox"/>	Water Dispensars			<input type="checkbox"/>

Summary: Core Business

In your own words, please state your core business:

1

2

- *1. Catering - Health Certificate Required
- *2. Training - Accreditation Certificate
- *3. ICT - SITA
- *4. PSETA - (Public Sector Education and Training Authority)
- *5. SETA - (Sector Education and Training Authority)

Annexure 3 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format and/or certified.

Please ✓ submitted documents

Document Name	Attached
Original Valid Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate	<input type="checkbox"/>
Company Profile (max 3 pages)	<input type="checkbox"/>
Certified Copies of Director's ID's	<input type="checkbox"/>
Certified Copy of Accreditation Certificates	<input type="checkbox"/>
Cancelled Cheque / Verification Letter of Bank	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsement	<input type="checkbox"/>
Proof of Disability (Doctor's Letter)	<input type="checkbox"/>
Proof of Ownership/Shareholding Certificate	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>

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Captured by: <input type="text"/>			
Date: <input type="text"/>	New <input type="checkbox"/>	Update <input type="checkbox"/>	
Status: Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting Approval <input type="checkbox"/>			
Done VAT Checked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Reason if 'No':"/>
Send Summary Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text" value="Reason if 'No':"/>

Annexure 4 - Banking Information (Compulsory)

AFFIX OFFICIAL BANK
STAMP HERE

Bank Name:

Bank Location:

Branch Name:

Branch Code:

Account Holder:

Account Number:

Account Type:

Bank Official Name:

Designation:

Signature:

Reference Number / Description to be used:

Cancelled cheque (optional)

AFFIX A CANCELLED CHEQUE HERE

Annexure 6 - General information & Definitions

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:**
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 5 commodities.
- **Trade Names:**
The trade names that the company own or distribute, which you wish to be registered for.
- **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.
- **Historically Disadvantaged Individuals (HDI):**
For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Historically Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:**
A female person who is a SA citizen.
- **Disability:**
In respect of a person, a permanent of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.
- **Establishment of HDI / Women Equity Ownership in a enterprise:**
Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- **Fronting:**
Companies with **no** Black Economic Empowerment (BEE) status **illegally** claiming to be headed by **previously disadvantaged individuals*** and claim false BEE credentials in order to win tenders/contracts.