



**Tshwane University  
of Technology**

*We empower people*

# **VENDOR REGISTRATION**

**Revision 7-2020**

**APPLICATION  
BY**

**Name of company *(Please print)*:** \_\_\_\_\_

\_\_\_\_\_

**Full registered trade name *(Please print)*:** \_\_\_\_\_

\_\_\_\_\_

**Company/CC registration number:** \_\_\_\_\_

**MAKE A PRINT-OUT OF DOCUMENT, COMPLETE BY HAND AND SUBMIT  
AS A HARD COPY TO TSHWANE UNIVERSITY OF TECHNOLOGY.**



**Supplier Database  
Tshwane University of Technology**

**These forms must be completed in full, placed in an envelope marked clearly “VENDOR APPLICATION”, sealed and delivered to the following address:**

**Staatsartillerie Road  
Pretoria West Campus  
Building 30 – Room G07**

**All forms to be completed in black ink only  
Please PRINT so that all information is legible.  
Forms that are not readable or are incomplete will be rejected.**

**New Application      Yes       No**

If **No**, please supply current TUT creditor number.

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**PLEASE KEEP COPIES OF THE REGISTRATION FORM AND ALL  
DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO  
COPIES WILL BE MADE BY THE UNIVERSITY**

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## - POINTS TO REMEMBER -

### COMPLETING VENDOR REGISTRATION APPLICATION FORM

- **Mandatory fields** – Certain fields and documents are mandatory to certain business types only. Please ensure that all fields mandatory to your business type have been completed and if a field is not applicable to your business type, clearly mark it as N/A.
- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required for your business type. Please ensure that all copies of mandatory documents (certified copies where applicable) are attached.
- **Completion of questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any Mandatory fields blank.
- **Certified documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration document and Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.
- **Copies of documents** - Please keep copies of the registration form and all supporting documentation submitted for your own records and ensure that all data is maintained and up to date on a continual basis. It is required from all applicants to update their detail every five years or as and when a change occurs.
- **Owners, Shareholders and Partners** – Please ensure that the percentage of ownership calculated up to 100% and that a field is completed for each of the business owners.
- **Certification of correctness** – Please ensure that the Certification of Correctness is signed and dated once all required documents and information have been attached and completed.
- **Collection points** – Completed registration forms and supporting documentation can be delivered to the address supplied herein.
- **Processing of registration** – Your completed registration will be processed and once verified, will be approved or rejected. The letter of confirmation of registration will be dispatched to the correspondence details supplied on page ten. Please note that this administration process will take a minimum of 5 working days. Once your registration has been included on the TUT Database your details will be accessible to the purchasing officers of TUT. Formal registration as a creditor of TUT shall only be done on placement of the first official order. A formal creditor number shall then be issued which shall have to be quoted in all future correspondence with the University.
- **Business opportunities** – Please note that registration on the TUT Supplier Database does not guarantee business opportunities. Inclusion of the name in a database does not in any way guarantee any persons, company, service provider, vendor, etc. any business from the Tshwane University of Technology. All procurement will be subjected to the Procurement- and Tender Policies of Tshwane University of Technology.
- **Amendments** – Please notify the Tshwane University of Technology – Procurement Department immediately of any changes to the information submitted.
- **Queries** – Should you have any queries or if you require assistance completing the registration form, please contact the Procurement Department on **Tel: 012-382 6550** or [bekkerh@tut.ac.za](mailto:bekkerh@tut.ac.za)
- If a company has more than one office, each office must fill in a separate form unless the point of transaction is centralized in the company's head office.
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/commodities in which it would like to register for RFQ's. A vendor shall only be allowed to register for the **maximum of four (4) commodity groups**.
- The main objective of this process is to **enhance transparency and equality** on the part of the University and to facilitate effective communication with its vendors.
- **Applications must be delivered by hand** and must be fully completed with all the relevant documentation attached, at Building 30 Room G07/G09 Pretoria West Campus.
- It is a condition of bidding that a vendor's taxes must be in order or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate valid Tax Clearance Certificate.

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED**

<b>CONTACT DETAILS</b>	
<b>Registrar of Close Corporations &amp; Companies</b> The Dti campus (Block F - Entfufukweni) 77 Meintjies Street, Sunnyside, Pretoria Tel: 0861 843 384	<b>Department of Labour (U.I.F certificates)</b> 94 Church street, Pretoria Tel: 012 337 1802
<b>City of Tshwane/Local Authority if not based in Tshwane</b> HB Phillip Building, 320 Bosman Street, Pretoria. Tel: 012 337 4000	<b>Department of Labour (Workman's Compensation)</b> Compensation House, Cnr Hamilton & Soutpansberg Rd, Pretoria Tel: 012 319 9111
<b>Receiver of Revenue (SARS)</b> c/o Schoeman & v.d. Walt Street, P.O. Box 436, Pretoria 0001 Tel: 012 317 2000	<b>Security Service Industry Regulatory Authority</b> 481 Belvedere Street, Arcadia Tel: 012 337 5500

## COMMODITY GROUPS

**PLEASE NOTE:**

**Any vendor may only register for a maximum of four commodity groups**

Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
	001	Laboratory equipment		032	Welding & Flame Cutting Equipment		063	Catering & Events Equipment Hire
	002	Fasteners, Bolts, Nuts, Rivets & Washers		033	Office Furniture, Components & Accessories		064	Engineers & Contractors
	003	Containers & Packaging		034	Hospital, Medical & Surgical Equipment & Furniture		065	Castors, Ladders, Trolleys & Wheels
	004	Bricks & Blocks		035	Outdoor & Pavement Furniture		066	Recreational & Sports Requisites
	005	Canteen, Kitchen & Cooking equipment & Appliances		036	Agricultural & Horticultural Equipment & Machinery		067	Artwork, Crafts, Curios & Gifts
	006	Tableware, Hollowware & Utensils		037	Compressors, Blowers & Vacuum Equipment		068	Hygiene, Beauty & Cosmetic Products
	007	Sand, Soil, Cement & Concrete		038	Air conditioners, Ventilation, Fans & Coolers		069	Publications, Videos & Films, Books, Newspapers, Magazines & Periodicals
	008	Home & Industrial Fabrics & Textiles		039	Furnaces, Kilns, Ovens & industrial Dryers		070	Fresh Flowers, Plants & Seeds
	009	Clothing, Safety Clothing & Footwear		040	Office Machines & Equipment		071	Medications & Pharmaceuticals by General Classification
	010	Cordage, Ropes, Twines, String & Nets		041	Machine Tools & Accessories		072	Financial, Insurance & Legal Services
	011	Electronic Components & Equipment		042	Radio, Television, Audiovisual & Communication Equipment		073	Analysis, Inspection & Evaluation Services
	012	Computer Hardware & Supplies		043	Pumps, Engines, Spares & Accessories		074	Installation Services
	013	Computer Software & Solutions		044	Fertilizers		075	Maintenance & Repair Services
	014	Electric & Data Cable, Wire & Equipment		045	Animal Feeds		076	Manufacturing & processing Services
	015	Electric Lamps, Lighting & Accessories		046	Transport Vehicles, Trailers, Motorcycles, Boats, Aircraft & Spares & Accessories		077	Cleaning Services
	016	General Electrical Equipment & Parts		047	Washing, Scrubbing, Cleaning Plant and Supplies		078	Administration & Management Services

Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
	017	Control, Process & Measurement Instrumentation		048	Nails, Pins, Screws & Staples		079	Engineering & Related Services
	018	Test & Analysis instrumentation		049	Fuels, Petrol, Oils & Lubricants		080	Advertising & Marketing Services
	019	Scopes, Lenses & Optical Equipment		050	Coatings, Waterproofing & Paints		081	Consultants
	020	Security Equipment & Requisites, Walling, Fencing & Gates		051	Stationery		082	Communication, Publishing & Printing Services
	021	Signs, Nameplates, Notices & Labels		052	Steel, Pipes and Profiles		083	Consulting Engineers
	022	Engravers, Die-Sinkers & Embossers		053	Valves and Pressure Vessels		084	Chemicals & Associated Products
	023	Insulation Products		054	Pest Control and Cleaning materials		085	Security Services
	024	Precious Stones and Materials		055	Adhesives		086	Food Services
	025	Building requisites, fittings & Materials		056	Heaters and Heating Equipment		087	Computer Related Services
	026	Flooring Products		057	Timbers and Timber materials		088	Accommodation, Tourism & Entertainment
	027	Sanitary ware & Accessories		058	Plant & Equipment Hire		089	Agricultural Services
	028	Sewing, Knitting & Textile Machines & Equipment		059	Brush ware		090	Retailers & Wholesalers
	029	Printing, Marking, Engraving & Labeling Equipment		060	Power Tools & Accessories		091	Government Services – National, Local & Municipal
	030	Printing Supplies		061	Hand Tools & Accessories		092	Other (Please specify):
	031	General Foodstuffs		062	Transport Hire & Transport and Cartage Services			

Documents Attached	Please tick box		
	Yes	No	N/A
Workman's Compensation Certificate (Certified)			
VAT 103 (Certified)			
P.A.Y.E./SDL/UIF (EMP103) (Certified)			
Company Registration Document (Certified)			
Proof of Ownership/Shareholder certificate (Certificate)			
Tax Clearance Certificate (Original)			
Proof of Banking Document			
Disability Documents (Certified)			
Security Officer's Board registration (Certified)			
Municipal Account			
Labour Broker			
Company Profile with organogram			
Joint Venture Agreement/s			

*Please note: Proof of documents for all of those above are required to ensure successful registration on the Supplier Database. In event of a document not being required please tick the N/A box.*

### 1. COMPANY REGISTRATION DOCUMENTS

NB. DOCUMENTARY PROOF MUST BE PROVIDED WHERE APPLICABLE (Please mark N/A if not applicable.)

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

**1.1 COMPANY TYPE \*** (NB. Documentary Proof of Registration must be provided)

<b>PUBLIC COMPANY LTD</b>	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
<b>PRIVATE COMPANY (PTY) LTD</b>	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
<b>CLOSE CORPORATION CC</b>	CERTIFIED COPY OF CK1 DOCUMENT OR CK2 IF APPLICABLE
<b>SOLE PROPRIETOR</b>	CERTIFIED COPY OF REGISTRATION DOCUMENT
<b>PARTNERSHIP</b>	CERTIFIED COPY OF PARTNERSHIP AGREEMENT
<b>BUSINESS TRUST</b>	CERTIFIED COPY OF REGISTRATION DOCUMENT
<b>OTHER (If Joint Venture)</b>	CERTIFIED COPY OF REGISTRATION DOCUMENTS

**Company** or CC number

Not applicable to all companies, please specify if N/A.

Did you attach your company Registration document?  Y  N  N/A

**1.2 PROOF OF SHAREHOLDING \***

CERTIFIED COPIES of Shareholders certificates or CC members share allocation documents must be supplied.

Not applicable to all companies, please specify if N/A.

Did you attach your proof of shareholders documents?  Y  N  N/A

**1.3 PROOF OF BANKING DETAIL \***

Current bank statement or copy of cancelled cheque.

Did you attach your proof of banking detail?  Y  N  N/A

**1.4 VAT REGISTRATION #**

**VAT Registration Number**

If you qualify for VAT exemption, please attach confirmation of VAT exemption.

Not applicable to all companies, please specify if N/A

Did you attach proof of your VAT registration (VAT 103)?  Y  N  N/A

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

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**1.5 P.A.Y.E. REGISTRATION #**

Not applicable to all companies, please specify if N/A

Did you attach proof of your P.A.Y.E. registration? Y N N/A

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**1.6 UNEMPLOYMENT INSURANCE FUND REGISTRATION #**

**U.I.F Number**

Not applicable to all companies, please specify if N/A

Did you attach proof of your UIF registration? Y N N/A

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**1.7 WORKMAN'S COMPENSATION FUND REGISTRATION #**

Workman's Compensation Fund No.

Not applicable to all companies, please specify if N/A

Did you attach proof of your Workman's Compensation Fund registration? Y N N/A

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**1.8 SECURITY OFFICERS BOARD REGISTRATION #**

Security officers board registration no.

Not applicable to all companies, please specify if N/A

Did you attach proof of your Security Officers Board Registration? Y N N/A

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**1.9 DISABILITY #**

Not applicable to all companies, please specify if N/A

Did you attach proof of your disability? Y N N/A

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**1.10 INCOME TAX REGISTRATION #**

**Income Tax Registration number**

Not applicable to all companies, please specify if N/A

Did you attach proof of your Income Tax Registration? Y N N/A

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

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**1.11 TAX CLEARANCE CERTIFICATE \***

**Original of valid Tax Clearance Certificate must be supplied**

Did you attach a valid Tax Clearance Certificate?

Y N N/A

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**1.12 CIDB REGISTRATION #**

**CRS Registration number**

Current CIDB Grading

Not applicable to all companies, please specify if N/A

Did you attach proof of your CIDB Registration?

Y N N/A

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**1.13 NHBRC REGISTRATION #**

**NHBRC Registration number**

Not applicable to all companies, please specify if N/A

Did you attach proof of Registration?

Y N N/A

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**1.14 TRANSPORT OPERATORS #**

**PDP Permit No.**

Not applicable to all companies, please specify if N/A

Did you attach a copy of your PDP Permit?

Y N N/A





**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

**3. SALES AND ACCOUNTS DEPARTMENT \***

**3.1 Sales Department #**

Contact Name

Cell No

E-Mail Address

Telephone           Fax

**3.2 Accounts Department \***

Contact Name

Cell No

E-Mail Address

Telephone           Fax

**4. CORE BUSINESS OPERATION \***

(Mark with **X** in applicable fields)

Primary Contractor     Sub-Contractor (Less than 25% generated turnover as prime contractor)     Labour-only Contractor

Supplier     Manufacturer     Labour Agency

Professional Services     Education, Development & Training Service Provider     Construction (CIDB)

Other, please specify .....

.....

**5. ANNUAL AVERAGE TURNOVER \***

Indicate annual average turnover excluding Value Added Tax during the past three years:

R

Indicate total gross asset value (fixed property excluded):

R

Indicate number of permanent employees                       0-5                       6-50                       51+



**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

**6. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT \***

I/We the undersigned am/are duly authorized to do it on behalf of the firm, hereby certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The HDI points claimed are correct and based on owners/shareholders who are actively involved in the day to day management of the enterprise.
4. I take note that payment will be effected 30 days after delivery was accepted if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax Act I hereby authorize the University to deduct P.A.Y.E. and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).

\_\_\_\_\_  
Signature of authorized person

\_\_\_\_\_  
Date

**Personal information in block letters**

Name	<input type="text"/>
Surname	<input type="text"/>
Telephone No	<input type="text"/>
Capacity	<input type="text"/>
ON BEHALF OF (Supplier's name)	<input type="text"/>

**7. AUTHORISATION FOR ELECTRONIC TRANSFER OF FUNDS (EFT) TO VENDOR'S BANK ACCOUNT**

**PLEASE COMPLETE IN BLOCK LETTERS**

Surname/Company name	<input type="text"/>
First Names/Company of Account Holder	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>
Bank	<input type="text"/>
Branch	<input type="text"/>
Bank Account	<input type="text"/>
Branch Number	<input type="text"/>
Type of Account	<input type="checkbox"/> Cheque (attach cancelled cheque as proof) <input type="checkbox"/> Savings (attach bank statement as proof) <input type="checkbox"/> Transmission (attach bank statement as proof)



I, the undersigned hereby authorise the Tshwane University of Technology to credit my account via EFT as aforementioned with the amount payable/due to specified beneficiary for goods and services rendered Please note: that if a cancelled cheque is not attached, an official stamp should be obtained from the bank to confirm the information given above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY BANK**  
**(in cases where a cancelled cheque is not attached)**

Above information checked and confirmed.

Surname & initials: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_  
\_\_\_\_\_

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

**Official Stamp:**



**8. FOR OFFICE USE ONLY**

**FOR OFFICE USE ONLY – PROCUREMENT DEPARTMENT**

Information confirmed, scheduled and submitted for approval:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY – HOD: PROCUREMENT**

Vendor approved for:

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY – CREDITORS DEPARTMENT**

Creditor Information Validity Check completed and returned to Tender Office

Approved (*mark with X*):  Yes  No

Reason/s for rejection attached:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Captured on ITS:**

Creditor code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Successful Vendor applicant notified by:**

E-mail E-mail address: \_\_\_\_\_

Fax Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_