



**Tshwane University  
of Technology**

*We empower people*

# **VENDOR REGISTRATION**

**Revision 11-2022**

**APPLICATION BY**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

## Supplier Database Tshwane University of Technology

These forms must be completed in full and submitted electronically to Ms. Nontokoza Ntuli, Vendor Administrator, email address: [Vendors@tut.ac.za](mailto:Vendors@tut.ac.za) or otherwise as specified in a bidding process.

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:

**Are any of the Directors, Officers or Employees in your Organization a Tshwane University of Technology staff member? Yes  No**

If **YES**, please provide detail (of TUT staff member/s):

1. Surname and initials (of staff member): \_\_\_\_\_

Staff number:

2. Surname and initials (of staff member): \_\_\_\_\_

Staff number:

**Do any of the Directors, Officers or Employees of Tshwane University of Technology have a relationship to or interest in your Organization? Yes  No**

If **YES**, please provide detail (of TUT staff member/s and relationship/interest):

1. Surname and initials (of TUT staff member): \_\_\_\_\_

Relationship/Interest: \_\_\_\_\_

2. Surname and initials (of TUT staff member): \_\_\_\_\_

Relationship/Interest: \_\_\_\_\_

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

**- POINTS TO REMEMBER -**

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**COMPLETING VENDOR REGISTRATION APPLICATION FORM**

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- **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 the copy of your Identity 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 [Vendors@tut.ac.za](mailto:Vendors@tut.ac.za) OR as specified in a bidding process.
- 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.

- **Commodities** – 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**.
- **Transparency and Equality** – 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.
- **Submission of Vendor Registration** – Applications must be e-mailed to [Vendors@tut.ac.za](mailto:Vendors@tut.ac.za) OR as specified in a bidding process; and must be fully completed with all the relevant documentation attached. 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.
- **Data Privacy Notice** – Tshwane University of Technology (TUT) is committed to safeguarding your personal information in line with the requirements of the *Protection of Personal Information Act No.4 of 2013 (POPIA)*. TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. TUT will only process/use your personal information for the purposes set out in this form/document and in accordance with your data protection rights. The University may, if necessary, transfer and/or disclose your personal information to approved third parties or related agents to carry out its function according to the purpose for which the information is requested. Such disclosure shall always be subject to a written agreement concluded between the University and such third parties ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in POPIA. The third party may not use the personal information for any purpose other than as is expressly permitted.

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

### CONTACT DETAILS

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



| Tick | Cat No | Description   | Tick | Cat No | Description   | Tick | Cat No | Description                                       |
|------|--------|---|------|--------|---|------|--------|---|
|      | 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              |
|      | 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                                |                 |    |     |
| Three (3) months Bank Statements                         |                 |    |     |
| Disability Documents (Certified)                         |                 |    |     |
| Security Officer's Board registration (Certified)        |                 |    |     |
| Municipal Account  |                 |    |     |
| Labour Broker  |                 |    |     |
| Company Profile with Organogram                          |                 |    |     |
| Joint Venture Agreement/s                                |                 |    |     |
| <b>B-BBEE CERTIFICATE - COMPULSORY</b>                   |                 |    |     |

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.

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## 1. COMPANY REGISTRATION DOCUMENTS

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*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**

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

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**PUBLIC COMPANY LTD**

CERTIFIED COPY OF CERTIFICATE OF INCORPORATION  
(CM 3)

**PRIVATE COMPANY (PTY) LTD**

CERTIFIED COPY OF CERTIFICATE OF INCORPORATION  
(CM 3)

**CLOSE CORPORATION CC**

CERTIFIED COPY OF CK1 DOCUMENT OR CK2 IF  
APPLICABLE

**SOLE PROPRIETOR**

CERTIFIED COPY OF REGISTRATION  
DOCUMENT

**PARTNERSHIP**

CERTIFIED COPY OF  
PARTNERSHIP AGREEMENT

**BUSINESS TRUST**

CERTIFIED COPY OF  
REGISTRATION DOCUMENT

**OTHER (If Joint Venture)**

CERTIFIED COPY OF REGISTRATION DOCUMENT

**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.

 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**

              

Did you attach your proof of shareholders documents?

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 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? YNN/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? YNN/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? YNN/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? YNN/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? YNN/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? YNN/A

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

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

**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

**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

**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

**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**

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

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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 dependent 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).

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Signature of authorized person

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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<br>(Supplier's name) | <input type="text"/> |

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

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**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<br><input type="checkbox"/> Savings (attach bank statement as proof)<br><input type="checkbox"/> Transmission (attach bank statement as proof) |



I, the undersigned hereby authorize the Tshwane University of Technology to credit my business bank account via EFT as aforementioned with the amount payable/due to specified beneficiary for goods and services rendered.

Full Name and Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**8. AUTHORISATION FOR AGREEMENT FOR TUT TO DO VETTING/SCREENING ON COMPANY**

I, the undersigned hereby authorize the Tshwane University of Technology to conduct vetting on company.

Full Name and Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



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## 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*): No  Yes

Reason/s for rejection attached: No  Yes

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

**Captured on ITS:**

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

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

**Successful Vendor applicant notified by:**

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

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

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