

**F25**



## F25: SUPPLIER APPLICATION FORM

New Application

Yes

No

### INSTRUCTIONS

The Supplier List Application form (F25) is an application to be registered on UNISA's Enterprise supplier database.

**Section A – Company Details**

**Section B – Banking Details**

**Section C – Industry Specific requirements**

**Section D – To be completed by Local suppliers**

**Section E – To be completed by Foreign suppliers**

**Section F – Personal Service Provider Questionnaire**

**Section G – Declaration of Interest by Supplier**

- Certain fields and documents are mandatory to certain business types. 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. Business opportunities – Please note that the registration on the UNISA Enterprise 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, supplier, etc. any business from UNISA. All procurement will be subjected to the Supply Chain Management (SCM) Policies and Standard Operating Procedures of UNISA Enterprise. Incomplete or incorrectly submitted application forms will not be considered.

All supplier information submitted will be treated as confidential.

Unisa Enterprise does not have a separate database for suppliers that want to submit their details for potential procurement activities (for example tenders or request for quotations). We recommend that you continuously monitor the UNISA Enterprise Tender website and national publications for opportunities.

**Please mark where applicable:**

Youth Owned:

Person living with a disability:

EME:

QSE:

OTHER , please specify: \_\_\_\_\_

<b>1 SECTION A: COMPANY DETAILS</b>		
1.1	Registered name of Company	
1.2	Trading name of Company	
1.3	Type of Company: Pty (Ltd), Sole Proprietor, Partnership, Non-Profit Organization	
1.4	Company registration number (If Sole Proprietor/Partnership please provide ID Number(s))	
1.5	Core Business of the company i.e. construction or stationery or software etc.	
1.6	VAT registration number (If not registered reason must be provided. Exempted for VAT, provide reasons & attach proof of exemption)	
1.7	Physical Address of registered office	
1.9	Country of origin	
1.10	Contact person (Full name and surname)	
1.11	Business E-mail address	

1.12	Company telephone number ( <b>landline</b> ) and Alternative contact number	Tel:  Cellphone Number:
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**2 SECTION B: BANKING DETAILS**

Name of Bank	
Account number	
Branch name	
Branch code	
Type of account	

**Written confirmation of Bank Account details from the Bank on a bank letterhead including contact details and bank stamp. This letter must not be older than 3 months.**

**3 SECTION C: Industry Specific Requirements**

**Occupational Health Safety**

Do you conduct your business in compliance with the requirements of the Occupational Health and Safety Act? (OHS Act No. 85 of 1993) (Yes / NO/ N/A) \_\_\_\_\_

Are you registered and in good standing with the Compensation Commissioner? (Compensation for Occupational Injuries and Diseases Act No. 130 of 1993) ( YES / NO/N/A) \_\_\_\_\_

If **YES**, Please attach a copy of a valid letter of Good Standing.

NB - Please note that this is compulsory for all maintenance & building contractors; Cleaning; catering and Print Production suppliers.

**Industry(ies) specific affiliation(s)**

Suppliers are required to comply with their industry specific affiliation requirements at all times while contracted to the University (For example, Construction companies must comply with CIDB requirements. Accounting/Auditing firms - affiliation to accounting professional bodies – e.g SAICA).

## 5 SECTION D: LOCAL SUPPLIER

### **For a new Local Supplier to be registered the following documents are required:**

#### **5.1 Confirmation of Supplier name and type of entity:**

If the Supplier is a Company provide Certificate of Incorporation/ Company registration documents, Identity Documents of all directors/members.

If Supplier is a Sole Proprietor provide copy of Owner's Identity Document.

If Supplier is a Partnership provide copy of Partnership Agreement and copy of Identity Documents of all partners.

If Supplier is a Trust provide Trust registration documents.

If the entity is a Non-profit organization, provide the NPO registration certificate

If the entity is a joint venture, provide the Joint Venture Agreement and copy of registration documents or Identity Documents of all entities/individuals comprising of the joint venture

#### **5.2 Valid SARS Tax clearance certificate/Pin**

The Tax Clearance Certificate and pin (where applicable) must be submitted and failure to do so will result in the invalidation of the application

#### **5.3 BBEE certificate**

Provide a copy of your latest valid B-BBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor.

A sworn affidavit, certifying the total annual income of the service provider and level of black ownership will be sufficient for EMEs and QSEs. Copies of ID documents and share certificates **must** be submitted to support ownership.

### **UPDATING OF TAX CLEARANCE/PIN AND B-BBEE CERTIFICATE REQUIREMENTS**

- The original Tax Clearance Certificate/Pin must be submitted and failure to do so will result in the invalidation of the application.

**The supplier must always ensure that the Tax clearance and B-BBEE certificate remains valid and is submitted annually upon expiry to SCM. Suppliers will automatically be deactivated and payment of all outstanding invoices issued by the supplier may be suspended if a valid clearance certificate is not received timeously.**

**6 SECTION E: FOREIGN SUPPLIER**

**For a new Foreign Supplier to be registered the following documents are required:**

6.1 Confirmation of Supplier name and type of entity:

Please provide a copy of your company registration documents and Identity Documents/Passports of all directors/members.

6.2 Banking details

**7 SECTION G: DECLARATION OF INTEREST BY SUPPLIER**

**DECLARATION OF INTEREST BY A SUPPLIER WISHING TO CONDUCT BUSINESS WITH UNISA**

1. Any legal person may make an offer or offers in terms of an invitation to tender or apply to be listed as a Supplier for Unisa. In view of possible allegations of favoritism, Unisa requires full disclosure of any relationship the applicant or its employees may have with Unisa. In light hereof, it is required that the applicant through the authorized signatory take an oath in declaring its interest where:

1.1 The legal person on whose behalf the application is signed, has a relationship with a person/persons who are/is involved in the evaluation and/or adjudication of the application, or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the application.

1.2 A person or persons in a managerial position of the legal person on whose behalf the application is signed has a relationship (family, friend or other) with a Unisa employer.

2. In order to give effect to the above, the following questionnaire must be completed and submitted.

a. Are you or any person connected with the Applicant employed by Unisa ?

If the answer to the question is yes, please state full particulars thereof:

YES	NO
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.2 Have you or any person connected with the Applicant previously been employed by Unisa ?

YES	NO
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If the answer to the question is yes, please state full particulars thereof:

\_\_\_\_\_  
\_\_\_\_\_

2.3 Do you, or any person connected with the Applicant, have any relationship (family, friend or other) with a person employed by Unisa and who may be involved with the evaluation and/or adjudication of this application?

YES	NO
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If the answer to the question is yes, please state full particulars thereof:

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2.4 Are you, or any person connected with the Applicant, aware of any relationship (family, friend or other) between the applicant and any person employed by Unisa who may be involved in the evaluation and /or adjudication of a tender?

If the answer to the question is yes, please state full particulars thereof:

YES	NO
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**DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_ IN MY

CAPACITY AS \_\_\_\_\_ CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3 ABOVE IS CORRECT.

I ACCEPT AND ACKNOWLEDGE THAT UNISA MAY TAKE FURTHER ACTION AGAINST ME, INCLUDING REMOVAL FROM UNISA DATA BASE , AND REJECT THIS APPLICATION SHOULD THIS DECLARATION PROVE TO BE FALSE.

I TAKE NOTE OF THE FACT THAT IF INCORRECT INFORMATION IS SUPPLIED, UNISA RESERVE THE RIGHT TO CANCEL/ TERMINATE ANY ORDER/CONTRACT PREVIOUSLY AWARDED TO THE APPLICANT.

UNISA RESERVES THE RIGHT TO AUDIT ALL INFORMATION SUPPLIED ABOVE.

<b>NAME:</b> .....	<b>POSITION</b> .....
<b>SIGNATURE</b> .....	<b>CONTACT DETAILS:</b>
	<b>Tel No:</b> .....(Landline)
	<b>E-mail address:</b> .....

CHECKLIST FOR SUBMISSION OF REQUIRED DOCUMENTS ON F25 FORM

Documents Required Checklist:	YES	NO
1. Company Registration Documents from <b>CIPC</b> (incl Directors /shareholder's names) Copy of IDs for sole proprietors; partnerships		
2. <b>Valid</b> SARS Clearance Certificate/Pin		
3. Written confirmation of Bank Account details from the Bank on an bank letterhead including contact details and bank stamp		

<p>4. Valid B-BBEE certificate from a <b>SANAS/IRBA</b> accredited body or registered Auditor with <b>IRBA</b></p> <p style="text-align: center;"><b>OR</b></p> <p>A sworn affidavit, certifying the total annual income of the service provider and level of black ownership will be sufficient for EMEs and QSEs. Copies of ID documents and share certificates <b>must</b> be submitted.</p>		
<p>5. Copy of ID Document (s)</p>		
<p>6. Industry Specific related documents</p> <p><b>E.g</b> CIDB certificate for Construction; Building &amp; Maintenance; Repairs; Catering; Cleaning and Print Production suppliers</p>		
<p>7. Personal Service Provider Questionnaire</p>		
<p>8. Completed and <b>signed</b> Supplier List Application Form (<b>F25</b>)</p>		

**NB: The completed documents must be returned to:**

**UNISA ENTERPRISE (SCM)  
22 Mac Mac Drive, 1<sup>st</sup> Floor  
Waterfall Office Park, Vorna Valley  
MIDRAND**

**PUBLIC TENDERS:**

The completed F25 and all supporting documents must be submitted, together with the tender submission, into the tender box on the closing date. All relevant details regarding the submission will be indicated on the applicable tender specification document.