

LOCAL SUPPLIER APPLICATION

FINANCE DEPARTMENT: PROCUREMENT

FORM A21/13



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

INSTRUCTIONS AND NOTICES FOR THIS APPLICATION

1. This application must be completed by all new local suppliers when requested to do so by the University of Pretoria. "Local" means you are an independent contractor or you are a legal person/entity (such as a company) incorporated, established or formed in South Africa or who has its place of effective tax management in South Africa. Do not complete this application again if the University has already allocated a supplier number to you (unless specifically directed to do so by Procurement).
2. This application consists of 3 sections. Section A should be completed fully by the applicant. Section B should only be completed by the applicant if they are a natural person and must be completed and signed thereafter by the relevant Head of Department from the University. Section C may only be completed by the relevant contact person within the University of Pretoria.
3. University of Pretoria employees cannot be registered as suppliers. Please contact your HR officer for further assistance.
4. This application may be completed electronically or in black ink using block letters. Applications may be completed electronically using Adobe Acrobat Reader DC (<https://get.adobe.com/reader/>). Applications that are not legible, clear and/or signed will be rejected.
5. This application must be signed by the natural person who is the applicant or by an authorised representative of the applicant with either a digital signature or printed and signed in black ink. If printed and signed, the University reserves the right to request the originally completed application be returned to either of the addresses listed below.
6. Completed applications must be returned with supporting/compliance documents listed below. Applications returned with incomplete and/or expired supporting/compliance document/s will be rejected. The University reserves the right to request certified and/or additional supporting/compliance documents.
 - 6.1. CIPC registration document or a certified copy of identity document;
 - 6.2. SARS tax compliance PIN issued document with unexpired PIN;
 - 6.3. Bank account confirmation letter issued by the bank no older than 3 months;
 - 6.4. Valid B-BBEE certificate or applicable completed EME/QSE affidavit no older than 1 year or valid letter of engagement from a SANAS approved verification agent no older than 3 months; and
 - 6.5. Completed affidavit by an Independent Contractor (Section B). This is required for all applicants who are natural persons using their identity document for compliance with 6.1. above.
7. Completed applications must be returned via email to procure@up.ac.za (SUBJECT: NEW SUPPLIER APPLICATION) or sent/delivered to either of the addresses listed below. The University reserves the right to request that the originally completed application be returned to either of the below addresses.

Mail to:

The Manager: Procurement
UNIVERSITY OF PRETORIA
Private Bag X20
Hatfield
0028

Courier/Hand deliver to:

The Manager: Procurement
Administration Building Room 5-37
Corner Lynnwood Road & Roper Street
Pretoria
0002

8. Unsolicited/uninvited applications will be rejected. If you are interested in tendering you may register at the link below. Kindly note that successful registration on our tender database does not mean that you are an approved supplier – this is a separate process to be followed if you are awarded a tender. <https://www.up.ac.za/tender>
9. The University of Pretoria does not accept liability for the payment of goods supplied or services rendered without an official purchase order. To ensure timeous payment of your account, you are requested to indicate the relevant purchase order number on all your invoices.
10. The University's standard payment terms are 30 days from first month-end statement date. The University reserves the right to deny any application if an applicant is unable to accommodate the above payment terms. We encourage all applicants to include a copy of their account and/or credit application form/s with their completed supplier application – this will only be completed once the supplier has been successfully registered and approved.
11. The University of Pretoria is committed to protecting your personal information. We have a responsibility to be transparent in the processing of your personal information and to inform you about the different ways in which we collect and use your personal information. Below is a link to the privacy notice that applies to tenderers, supplier applicants and approved suppliers. Please note that we may review and update our privacy notices at any time. <https://www.up.ac.za/iGaPP-programme/article/2984522/supplier-privacy-notice>
12. All suppliers/contractors who have employees and/or sub-contractors enter onto any of the University of Pretoria's campuses for delivery of goods and/or rendering of services are hereby notified that they are expected at all times, while on campus, to comply with the relevant policies of the University of Pretoria. These policies can be accessed via the link below. University of Pretoria reserves the right to withdraw access rights to any individual who transgresses any of these policies. A supplier/contractor will be notified and given a reasonable opportunity to respond to any alleged transgressions that may occur with any of its employees and/or sub-contractors. Furthermore, the University of Pretoria reserves the right to terminate a supplier's contract should they fail to properly address any alleged transgressions brought to their attention. <https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents>

PERSONAL SERVICE PROVIDER ASSESSMENT

This section should not be completed by applicants who are natural persons.

Where a question contains technical detail, it will be described in the sentence / paragraph below.

YES NO

1 Is the service rendered personally by a "connected" person?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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* A "connected" person means a natural person who is an owner/director/member/partner/trust beneficiary of the applicant and their spouse/s and anyone connected to them and their spouse/s within a third degree. Third degree connections include parents (biological and in-law), grand-parents (biological and in-law), great grand-parents (biological and in-law), children, grand-children, great grand-children, siblings (sisters and brothers) (biological and in-law) and children of siblings (nieces and nephews). An adopted person is considered to be within the first degree of their adoptive parent/s.

2 Are 3 or more full-time employees employed throughout the year (excluding "connected" person/s) and engaged in rendering the service?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3 Are services performed mainly at/on any of the University of Pretoria's campuses?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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4 Are services performed under the control and/or supervision of any employee of the University of Pretoria?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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5 Does more than 80% of the applicant's income consist of amount/s received from the University of Pretoria?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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PLEASE SELECT ALL CATEGORIES THAT APPLY:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Labour Broker ¹ | <input type="checkbox"/> Residence Supplies |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Language Services ² | <input type="checkbox"/> School Supplies |
| <input type="checkbox"/> Art | <input type="checkbox"/> Maintenance ³ | <input type="checkbox"/> Security |
| <input type="checkbox"/> Audiovisual/Educational Tech | <input type="checkbox"/> Marketing | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Books/Library | <input type="checkbox"/> Media/Advertisements | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Building Contractor ⁴ | <input type="checkbox"/> Municipal Services | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Music | <input type="checkbox"/> Tertiary Institutions (Education) |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Performing Artists | <input type="checkbox"/> Training |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Photography | <input type="checkbox"/> Transport Services |
| <input type="checkbox"/> Events | <input type="checkbox"/> Postage/Customs/Clearing/Visas | <input type="checkbox"/> Travel Agency Services |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Printing/Copies | <input type="checkbox"/> Travel (Rentals) |
| <input type="checkbox"/> First Aid/Medical/Funeral | <input type="checkbox"/> Professional Body (Membership) | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Florist | <input type="checkbox"/> Professions: Architect | <input type="checkbox"/> Videography (production) |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Professions: Built Environment | <input type="checkbox"/> Videography (post-production) |
| <input type="checkbox"/> Garden Service/Landscaping | <input type="checkbox"/> Professions: Engineering | <input type="checkbox"/> Website design |
| <input type="checkbox"/> Government | <input type="checkbox"/> Professions: Legal Services ⁵ | <input type="checkbox"/> |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Professions: Medical/Vet Sciences | <input type="checkbox"/> |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Professions: Other | <input type="checkbox"/> |
| <input type="checkbox"/> Laboratory Supplies | <input type="checkbox"/> Rentals (Buildings/Housing) | <input type="checkbox"/> |

PLEASE PROVIDE A SHORT DESCRIPTION OF ALL GOODS AND/OR SERVICES ON OFFER:

Specialize in used, reconditioned and new fabrication, manufacturing and engineering machines

¹ Labour brokers are required to submit a valid IRP30 exemption certificate.
² Language service providers should submit a copy of their CV.
³ Requires a letter of appointment or tender award/appointment letter.
⁴ Requires a letter of appointment or tender award/appointment letter.
⁵ Attorneys acting on behalf of the University of Pretoria are required to submit a valid Fidelity Fund certificate.

DECLARATION OF INTEREST – REQUIRED FOR ALL APPLICANTS

ARE ANY OF THE DIRECTORS, SHAREHOLDERS, MEMBERS OR PROPRIETORS, OR ANY OF THEIR FAMILY MEMBERS, EMPLOYED BY THE UNIVERSITY OF PRETORIA?

YES

NO

IF YES, PLEASE PROVIDE FULL DETAILS INCLUDING FULL NAMES & ID NUMBERS:

DECLARATION BY NATURAL PERSON / AUTHORISED REPRESENTATIVE

CHRISTO HUGO (print name), in my capacity as MEMBER

(owner, manager, etc.) acting on behalf of TH MACHINE TOOLS CC

(name of applicant) hereby confirm that I am duly authorized to do so and solemnly declare that all information attached hereto is true and correct. I also accept the terms and conditions as stipulated in this application (in this regard your attention is specifically drawn to the instructions and notices on page 1 including those related to credit and payment terms required by the University of Pretoria).

Signed on this 28 day of October 2022 at Hartbeespoort (place).

Contact Telephone no.

0	1	2		-	2	5	9	1	3	7	5
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ID/Passport no:

7701085180087

Contact Fax no.

0	8	6		-	6	3	6	5	1	1	1
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Emergency no.

0	8	2		-	5	7	7	7	0	8	7
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Signature



CHECKLIST: Have you included the following documents?

IF THESE DOCUMENTS ARE NOT ATTACHED, THIS APPLICATION MAY BE REJECTED.

1. CIPC registration document or certified copy of identity document
2. SARS tax compliance PIN issued document with unexpired PIN
3. Blank cancelled cheque or bank account confirmation letter issued by the bank no older than 3 months
4. Valid B-BBEE certificate or applicable completed EME/QSE affidavit no older than 1 year or valid letter of engagement no older than 3 months
5. Completed affidavit by an Independent Contractor – required for all applicants who are natural persons

SECTION B – TO BE COMPLETED BY NATURAL PERSON APPLICANTS AND THEREAFTER BY THE RELEVANT HEAD OF DEPARTMENT
AFFIDAVIT BY AN INDEPENDENT CONTRACTOR – NATURAL PERSONS ONLY

I, the undersigned, hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I have or will be rendering services to the University of Pretoria in the capacity as an **INDEPENDENT CONTRACTOR**.
- I have no past or present employer/employee relationship with the University of Pretoria.
- I am a South African resident.
- I am not a personal service company, a labour broker, nor do I work for or are paid by a labour broker.
- I will not be supervised in the execution of my service to the University of Pretoria.
- I will not supervise any University employees during contracted period.
- My working hours will not be determined by the University of Pretoria.
- I will not occupy University of Pretoria offices, laboratories or workshops for more than 50% of the contracted services.
- I am allowed by the University of Pretoria to provide services to other clients during the contracted period.
- My income from the University of Pretoria will not exceed 80% of my total income for the tax year under assessment.
- I understand that it is my responsibility to declare payments received from the University of Pretoria to the South African Revenue Services, and I give permission to the University of Pretoria to make this declaration available to the South African Revenue Services upon request.

Name and surname:			
Identity number:			
Income tax registration number:			
Physical address:			
Contact number:		Fax number:	
E-mail address:			
Deponent signature:		Date:	
Commissioner of Oaths Signature, date and stamp			

DECLARATION BY HEAD OF DEPARTMENT AUTHORISING PAYMENT

I hereby affirm that the terms of the agreement between the University and above individual are indicative of an Independent contractor relationship. The Finance Division is accordingly authorised to make payments to the service provider under the status of Independent contractor.

Name and surname:		Employee number:	
Department:			
Signature:		Date:	

FOR USE BY UNIVERSITY OF PRETORIA ONLY
SECTION C – TO BE COMPLETED BY THE RELEVANT UP CONTACT PERSON
INFORMATION REQUIRED FOR CONSIDERATION OF THIS APPLICATION

The information requested below is required by the supplier management committee to consider this supplier application. Generic answers may not be provided unless multiple similar applications are to be considered (such as panel appointments). **If insufficient information is provided the application cannot be considered by the committee and will be returned to you to provide further information.** If required, additional information can be provided on another page with reference thereto.

DETAILS OF PERSON COMPLETING THIS SECTION

Department / Unit

Name and surname

Telephone number – Mobile number –

INFORMATION REQUIRED

1. Please confirm that the goods/services of the above-mentioned applicant are intended for your Department / division / unit?

YES NO

* If your answer above is NO or if you're unaware of this applicant you do not need to answer any further questions.

2. Please provide full details of the goods to be supplied and/or services to be rendered and briefly explain why or for what this is required by your Department / division / unit?

* For this step we require that you attach any documents relevant to this application. Examples include but are not limited to:
 - a quotation / proposal / proforma / invoice from the applicant;
 - memorandum of understanding (MOU);
 - a tender appointment / award letter; and/or
 - any other similar document underlying the request to register this supplier.

3. Has the applicant already rendered services or provided goods to your Department / division / unit? If your answer is YES, please provide a brief motivation why the applicant was used without first completing their supplier registration and issuing a Purchase Order to them. If prior permission for use of the applicant was granted by the Manager: Procurement then this should please be noted.

YES NO

4. Please give an estimate of the frequency and value of purchases to be made with the applicant? If no value is provided the application will be considered incomplete. This information is required in order for the University to establish credit with the applicant so they can accept and work on Purchase Orders (without requiring upfront payment).

5. Have you checked if there are existing approved suppliers who'll be able to supply these goods and/or services? If there are, please provide a brief motivation why this applicant should be considered in addition to the existing approved supplier/s.