



UNIVERSITY OF ZULULAND



Private Bag X1001, KwaDlangezwa, 3886



24 Main Street, KwaDlangezwa, 3886



Tel: +27 (35) 902 6135/6303



Fax: +27 (35) 902 6124



email: ZibaneT@unizulu.ac.za or MabikaB@unizulu.ac.za

SUPPLIER DATA BASE REGISTRATION FORM

Important information pertaining to registration as a prospective supplier at University of Zululand:

This information needs to be completed by all vendors seeking registration as an approved supplier.

Incomplete documents, or forms that do not have all the compulsory documents will not be accepted.

Signing of the declaration of interest form is compulsory for all potential suppliers.

Members of staff and their immediate families are not allowed to do business with the university.

Suppliers must comply with all the registration criteria for registration to be finalized.

Registration to the university's database is no guarantee of business from the university.

Suppliers will only be allowed a maximum of five areas of business activity. If more than five is provided the only the first five will be considered.

COMPULSORY REQUIREMENTS:

- 1. Submission of BEE Status Certificate (copy)**
- 2. Company Profile (copy)**
- 3. Proof of Company Registration (CIPC) (copy)**
- 4. Tax Clearance Certificate (copy)**
- 5. Original cancelled cheque or stamped original letter from the bank verifying the company's banking details**
- 6. Industry related accreditation certificate**
- 7. Proof of physical address (Water, rates, light bill)**

Scanned e-mail copies of **Supplier Data Base Registration Forms** will be accepted, on condition that the originals are forwarded via post.

Please e-mail: ZibaneT@unizulu.ac.za or MabikaB@unizulu.ac.za

Post: **University of Zululand**

**ATT: Procurement
Management Private**

**Bag x1001
KwaDlangezwa
3886**

N.B Failure to comply with any of the above will result in an application being declined.

Name of the supplier:

20 rows of 25 empty boxes for entering the supplier name

Physical address:

3 rows of 25 empty boxes for entering the physical address, followed by "Postal Code:" and 5 empty boxes

Postal address:

3 rows of 25 empty boxes for entering the postal address, followed by "Postal Code:" and 5 empty boxes

Telephone numbers: [] [] [] - [] [] [] [] [] [] []

Mobile numbers: [] [] [] - [] [] [] [] [] [] []

Fax numbers: [] [] [] - [] [] [] [] [] [] []

Fax Number Email [] [] [] - [] [] [] [] [] [] []

E-mail address: []

Company registration number: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

Identification number: [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

Income tax number: []

VAT Registration Number: []

Type of Business:

- Four columns of checkboxes corresponding to business types: Sole proprietor, Close Corporation, Partnership, Public company, Non-profit organization, Consultant, Government institution/SOC, Trust, Joint Venture, Consortium, Other, Private Company, Foreign Company

Historically Disadvantage Individuals Status

Equity ownership:

Percentage for Historically disadvantage individuals:

Percentage for Women equity:

Percentage for Disability:

Total number of full-time paid employees:

Total annual turnover:

List of Directors/owners/partners

Name	Position	Shareholder %	Identity Number	Nationality

Declaration of interest and consent to perform background check on the business and owners.

Name	Position	University of Zululand Staff/ Relatives, Council Members ect.

I consent to the university or its appointed agents performing background search on my business and all directors.
(To be signed by all Directors, please make copies for each Director)

Name:

Signature:

Date:

List the services or commodities that you can supply:

1.
2.
3.
4.
5.

SMALL BUSINESS DEFINITION

The National Small Business Act (102 of 1996) aims to provide for the "establishment of the Advisory Body and the Enterprise Promotion Agency; to provide guidelines for organs of state in order to promote small business in the Republic; and to provide for matters incidental thereto". The National Small Business Act defined small business medium, small, very small and micro enterprises based on certain characteristics.

The National Small Business Amendment Act (26 of 2003) aims to update and further define business according to five categories established by the original act, namely, standard industrial sector and subsector classification, size of class, equivalent of paid employees, turnover and asset value – excluding fixed property.

Please use this table to determine the SMME Status of your enterprise and mark with an X the relevant box in each column. Large Businesses need not tick the table.

Sector or subsector in accordance with the standard Industrial Classification	Size of class	The total fulltime equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Agriculture	Medium	100	R5m	R5m
	Small	50	R3m	R3m
	Very Small	10	R0.50m	R0.50m
	Micro	5	R0.20m	R0.10m
Mining and Quarrying	Medium	200	R39m	R23m
	Small	50	R10m	R6m
	Very Small	20	R4m	R2m
	Micro	5	R0.20m	R0.10m
Manufacturing	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very Small	20	R5m	R2m
	Micro	5	R0.20m	R0.10m
Electricity, Gas and Water	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very Small	20	R5.10m	R1.90m
	Micro	5	R0.20m	R0.10m
Construction	Medium	200	R26m	R5m
	Small	50	R6m	R1m
	Very Small	20	R3m	R0.50m
	Micro	5	R0.20m	R0.10m
Retail and Motor Trade and Repair Services	Medium	200	R39m	R6m
	Small	50	R19m	R3m
	Very Small	20	R4m	R0.60m
	Micro	5	R0.20m	R0.10m
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R64m	R10m
	Small	50	R32m	R5m
	Very Small	20	R6m	R0.60m
	Micro	5	R0.20m	R0.10m
Catering, Accommodation and other Trade	Medium	200	R13m	R3m
	Small	50	R6m	R1m
	Very Small	20	R5.10m	R1.90m
	Micro	5	R0.20m	R0.10m
Transport, Storage and communications	Medium	200	R26m	R6m
	Small	50	R13m	R3m
	Very Small	20	R3m	R0.60m
	Micro	5	R0.20m	R0.10m
Finance and Business Services	Medium	200	R26m	R5m
	Small	50	R13m	R3m
	Very Small	20	R3m	R0.50m
	Micro	5	R0.20m	R0.10m
Community, Social and Personal Services	Medium	200	R13m	R6m
	Small	50	R6m	R3m
	Very Small	20	R1m	R0.60m
	Micro	5	R0.20m	R0.10m

ELECTRONIC FUND TRANSFER PAYMENT INSTRUCTION FORM SUPPLIER DETAILS

Enterprise name:

[Grid of 30 empty boxes for Enterprise name]

Enterprise registration number: [Grid of 15 empty boxes]

Income tax number: [Grid of 15 empty boxes]

VAT number: [Grid of 15 empty boxes]

Business address:

[Grid of 30 empty boxes for Business address]

Postal Code: [Grid of 5 empty boxes]

Postal Address:

[Grid of 30 empty boxes for Postal Address]

Postal Code: [Grid of 5 empty boxes]

Payment instructions

- 1. I/We hereby request and authorize the UNIZULU to pay any amounts which accrue to me/us to the credit of our account with the under mentioned bank.
- 2. I/We understand that the credit transfer hereby authorized will be processed by computer through a system known as the ACB Electronic Fund Transfer service.
- 3. I/We understand that a remittance advice will be supplied by UNIZULU and that it will indicate the date on which funds were transfer to my/our account.
- 4. This authority may be cancelled by me/us by 30 days written notice by prepaid/ registered post.
- 5. I/We will not hold the UNIZULU responsible for any payment not made into my/our bank account if the bank account details were incorrect or not supplied timeously.

.....
Initials and Surname

.....
Authorized Signature

.....
Date

Details of my/our bank account:

Name of the bank:

Name of Branch:

Branch code:

Account name:

Account number:

Account type:

1. Current Account (Attach a blank cancelled cheque)

Date stamp of the bank:

For completion by a bank official
Bank account details are hereby certified as correct

Name:

ID number:

Signature:

Date:

Conditions of this agreement

The supplier is responsible for, (a) The accuracy of the above details (b) Advising the University of Zululand in writing of any changes relating to the above particulars. Upon receipt of such notification the UNIZULU shall process all payments in accordance with the details provided.

The supplier warrants that the bank account details provided are true, correct and comply with all applicable laws.

The UNIZULU has the right to accept the authority of the Authorized Representative as conclusive evidence of that person's authority to execute this agreement on behalf of the supplier. The UNIZULU is under no obligation to verify that authority of the Authorized Representative or the Bank account details.

The UNIZULU will use all reasonable measures to maintain confidentially. Both the Authorized Representative and the supplier acknowledge that it may not be practical for the UNIZULU to keep these account details confidential in all circumstances. These details will be available to the UNIZULU staff carrying out their normal duties in paying invoices.

Payment will be deemed to have been made when the UNIZULU has instructed its bank to credit the account. The UNIZULU will not be responsible for any delays in payment or errors due to factors outside the reasonable control of the UNIZULU, including but not limited to delays or errors in the banking system.

The Authorized Representative warrants in his/her own right that (a) he/she has authority to bond the supplier to the conditions of this payment (b) the banking details provided are accurate (c) by signing this form, that the supplier is aware of its responsibilities under this agreement.

NB PAYMENT TERMS: UNIVERSITY NORMAL PAYMENT TERMS ARE 30 DAYS FROM THE DATE OF STATEMENT.**

The University of Zululand will not be liable for payment of goods and services rendered without an official University Purchase Order.

Vendor Signature: Date:

FOR OFFICE USE ONLY

Captured by:

Check list (To be ticked by the capturing official)

1. Date Documents Received

2. Is the Tax Clearance Certificate Valid
(Expiry Date)

3. Is the BBBEE Certificate valid
(Expiry Date)

4. Proof of Physical Address (No older than 3 months)

5. Proof of Banking details

6. Company profile

Name of Capturing Official.....

Signature.....Date.....

Supplier number on ITS.....