

BOLAND COLLEGE SUPPLIER DATABASE DETAILED SUPPLIER INFORMATION

INTRODUCTION AND GUIDELINES

The purpose of this database is to give all current and prospective suppliers/providers, an equal opportunity to submit quotations to the College for the supply of goods and services. Preference will be given to registered suppliers.

Attached please find an official suppliers information form to assist us in establishing our database according to legislation. It is imperative that suppliers read the suppliers information form carefully, complete in full, and sign it. Failure to do so will result in the supplier not qualifying for registration. Any alterations made by the supplier must be initialed.

Only forms with an original signature are to be submitted. It is the supplier's responsibility to ensure that the information reflected on the database is correct and up to date at all times. Failure to do so may result in being removed from the database and/or the cancellation of quotes/contracts awarded to the supplier, on the basis of misrepresentation.

Suppliers on the database will be continuously monitored for their performance on work awarded to them by the College. Evaluating suppliers' performance will have an impact on future opportunities with the college.

All information provided by suppliers/vendors for registration purposes will remain confidential and will only be used by Boland College unless otherwise required by law.

Completed forms as well as the relevant documents must be posted for attention: Boland College, Supply Chain Management, Private Bag X5068, Stellenbosch, 7599 OR hand deliver to Boland College, 85 Bird Street, Stellenbosch.

The submission of details by no means guarantees selection or contracting. Confirmation of your registration on the Boland College Supply Database will be done in writing. Thank you for your participation.

REQUIRED INFORMATION

Please ensure that all certified copies of mandatory documents as per table below required by your business type are attached to your application form.

The following mandatory documents must be submitted with this form:

- Certified copies: Company Registration documents
- Certified copies of owners/Directors Identification Documents
- One set (two years) recent Audited Financial Statements or signed by the Accounting Officer for Close Corporations. i.e. Minimum of two years comparative figures to be submitted. No holding company financial statements will be accepted.
- A letter of Good Standing from the Compensation Commissioner (WCA) (if applicable)
- Valid Original Tax Clearance Certificate – SARS (Tax clearance certificate must be updated annually and original copy sent to Boland College)
- Certified copy of Valid B-BBEE Certificate and scorecard – endorsed by:
 - Approved BEE agency SANAS / IRBA
 - A letter from a registered accountant for qualifying entities Exempted Micro-Enterprises for BEE (turnover below R10 million).
- Latest Municipal Account (not older than 3 months)
- Please include the mandatory registration certificates of your business/company applicable to your industry

Please complete the attached forms:

- Confirmation of banking details: Supplier. Only forms with the official bank stamp will be acceptable
- Declaration of interest

SUPPLIER'S INFORMATION

GENERAL COMPANY DETAILS	
Company Name	
Trading Name	
Company/CC Registration Number	
VAT Registration No.	
Income Tax Ref. No.	
PAYE Ref. No.	
Tax Clearance Ref. No.	
Physical Address	
	Postal code:
Postal Address	
	Postal code:
Tel. No.	Code: Number:
Fax. No.	Code: Number:
Email address	
Website	

Please tick the type of business applicable to your business

TYPE OF FIRM	✓	TYPE OF FIRM	✓	TYPE OF FIRM	✓	TYPE OF FIRM	✓
Sole Proprietor		Joint Venture		Public Company		Foreign Company	
Closed Corporation		Consortium		Trust		Government/Parastatals	
Partnership		Private Company		Section 21 Company		Other (specify)	

MAIN CONTACT PERSON IN YOUR COMPANY	
Name	
Designation	
Tel. No.	Code: Number:
Fax No.	Code: Number:
Email address	

CONTACT PERSON IN YOUR COMPANY (for purpose of obtaining quotations and financial queries)		
Name		
Designation		
Tel. No.	Code:	Number:
Fax No.	Code:	Number:
Email address		

DETAILS OF STATEMENT	
Date of statement	
Discount	
Terms of payment (e.g. 30/60/90 days after invoice statement)	
Business commencement date	
Duration in current industry	
Name of other tertiary institution that makes use of your service or products	
Are you a preferred supplier to any other organization (provide detail)	
Did you previously supply goods or services to Boland College (provide detail)	

TRADE & CLIENT REFERENCES		
Trade reference 1		
Company's name		
Contact person		
Designation		
Tel number	Code:	Number:
Approximate annual value of business	R	Period:
Trade reference 2		
Company's name		
Contact person		
Designation		
Tel number	Code:	Number:
Approximate annual value of business	R	Period:

Only guaranteed as the correct version on the day of printing the document from the QMS

Client reference 1		
Company's name		
Contact person		
Designation		
Tel number	Code:	Number:
Approximate annual value of business	R	Period:
Client reference 2		
Company's name		
Contact person		
Designation		
Tel number	Code:	Number:
Approximate annual value of business	R	Period:

Company Profile	
Size of company (full time staff)	
Years of trading	
Core Business (detail commodity/service to be completed below)	

We (the supplier) hereby undertakes

- ❖ Not to deliver goods or services to any department, division or individual of Boland College without receipt of an official order number issued by the Supply Chain Officials of Boland College.
- ❖ To always add the order number, as issued, as well as the VAT number on the invoice furnished for the appropriate order.
- ❖ To supply the College of statements on a monthly basis.
- ❖ Inform Boland College immediately of any changes to the verified information submitted

By signing the supplier information form you agree that all of the above information is correct. Please initial page

Signature	Name & Designation	Date

Please tick the commodity/services applicable to your business

Commodity/Service	✓	Commodity/Service	✓	Commodity/Service	✓
A		F		O	
Accommodation and guest houses		Fencing		Office equipment	
Advertising agencies		Financial Services			
Agricultural		Fire safety equipment		P	
Air conditioning supply & maintain		First aid supplies		Packaging	
Air travel & accommodation		Flowers		Painting contractors	
Alarm systems		Food supplies: dairy products		Paints/varnishers/thinners	
Architects		Food supplies: dry ingredients		Paper products	
Audiovisual aids–equipment & materials		Food supplies: meat, fish, poultry		Paper recycling	
Auditors		Food supplies: vegetables		Paper toilet	
		Framers		Pest control	
		Furniture: classroom		Photo copier machines	
B		Furniture: garden		Photo copier toner	
Banking Services		Furniture: office (desks, cupboards etc)		Plumbing materials	
Bedding & linen, blinds & curtains		Furniture: plastic/recycled		Printing media	
Books – library & educational		Furniture: steel		Publishing	
Books – text books					
Building contractors				Q	
Building maintenance		G		Quantity surveyors	
		Garden equipment			
C		Garden services		R	
Car rental		Gasses – cylinder		Refrigeration	
Carpentry		Glassware		Refuse bins & bags	
Carpets/blinds/curtains		Graphic requirements		Refuse removal	
Catering – equipment		Greenhouse plants & access.		Refreshments	
Catering services		Glass & aluminium supplies			
Civil engineers				S	
Civil engineering equipment		H		Sanitary services	
Cleaning consumables & Tools		Hardware supplies		Screen printing	
Cleaning services		Hiring		Security – access control	
Clothing: corporate				Security services	
Clothing: uniforms (overalls etc)		I		Security systems	
Clothing: protective		Insurance		Signage	
Computer hardware & peripherals		Microscope supplies		Sports equipment	
Computer software				Stationery	
Consultants: ITC		L		Structural alterations	
Construction		Laboratory & scientific equipment		Structural engineers	
Couriers		Laboratory chemicals & materials			
Crockery, cutlery, kitchen utensils		Landscaping contractors		T	
		Landsurveyors		Training	
D		Laundry services		Transport	
Debt collection Services		Legal services		Travel agencies	
		Lifts – service and maintenance		Trophies & engraving	
E		Locksmiths			
Electrical appliances				U	
Electrical engineers		M		Upholstery	
Electrical engineering components		Magazines & periodicals		Ups equipment & servicing	
Electrical supplies		Mechanicals			
Electricians		Metal/tubing		W	
Electronic supplies & Tools		Motor expenses		Welding	
Employment agencies		Motor vehicles		Window blinds	
Engineering supplies		Mechanical eng. Equipment		Window cleaning	
Events management				Window tinting	