

**(All Information submitted shall be considered valid until revised information is presented to USAf)  
(Bidders that fail to submit ORIGINAL valid Tax clearance certificate, Companies and Intellectual Property  
Commission documentation will not be registered)**



**UNIVERSITIES  
SOUTH AFRICA**

**UNIVERSITIES SOUTH AFRICA (USAf) SUPPLIER DATABASE REGISTRATION FORM**

**1267 Pretorius Street  
1st Floor Block D Hadeffields Office Park  
Hatfield Pretoria Gauteng 0083  
Tel: 012 030 0661  
E-mail: [vhutali@USAf.ac.za](mailto:vhutali@USAf.ac.za)**



**BANKING DETAILS**

NAME OF BANK	TYPE OF ACCOUNT	ACCOUNT NUMBER	BRANCH DETAILS	BRANCH CODE	BANK TO CERTIFY THE CURRENCY AND CORRECTNESS OF THE BANK DETAILS SUPPLIED BY THE APPLICANT,  <b>BY PLACING BANK DATE STAMP HERE</b>

All payments will be made electronically to your bank account.

Kindly note that it will be your responsibility to inform USAf, in writing, of any changes in your banking details.

**SECTION B**

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE**

**LIST ALL PARTNERS / OWNERS & SHAREHOLDERS**

Name & surname	Designation	Citizenship	ID number

**BROAD-BASED ECONOMIC EMPOWERMENT (B-BBEE) INFORMATION**

**PLEASE MARK YOUR B-BBEE CREDENTIALS WITH AN (X)**

Level 1 contributor	135%	
Level 2 contributor	125%	
Level 3 contributor	110%	
Level4 contributor	100%	
Level 5 contributor	80%	
Level 6 contributor	60%	
Level 7 contributor	50%	
Level 8 contributor	10%	
Non-compliant contributor	0%	

**SMME STATUS OF YOUR ENTERPRISE (PLEASE TICK)**

Micro	
Very Small	
Small	
Medium	
Large	

**SECTION C**

**CAPACITY**

**LIST THE LAST THREE CONTRACTS AWARDED TO THE SUPPLIER/SERVICE PROVIDER OR OTHER PREVIOUS EXPERIENCE RELATED TO THE SUPPLIER/SERVICE PROVIDER 'S CORE BUSINESS**

<b>Work performed</b>	<b>Client &amp; contact person names</b>	<b>Physical address, telephone number &amp; cell number</b>	<b>Contract value</b>

**SECTION D**

**COMMODITIES**

Mark not more than **five (5)** Goods or Services that you render with a cross **X** on the middle schedule.

Only the first Five will be registered in a situation where the supplier marked more than five as requested

<b>Category</b>	<b>Code</b>	<b>X</b>	<b>Category</b>	<b>Code</b>	<b>X</b>
<b>Advertising &amp; promotion</b>			<b>Computer services IT</b>		
Advertising	DBHE0001		Advanced connectivity systems	DBHE0017	
Calendar manufacturers	DBHE0002		Directory portal	DBHE0018	
Corporate gifts	DBHE0003		Directory service	DBHE0019	
Display design	DBHE0004		E-commerce online	DBHE0020	
Event management	DBHE0005		Equipment rental	DBHE0021	
Exhibition organisers	DBHE0006		UPS	DBHE0022	
Flags	DBHE0007		Hosting	DBHE0023	
Graphic design	DBHE0008		Marketing services	DBHE0024	
<b>Building &amp; construction</b>			Network marketing	DBHE0025	
Environmental assessor	DBHE0009		Maintenance	DBHE0026	
Architects	DBHE0010		Software oracle	DBHE0027	
Builders hardware	DBHE0011		Data storage	DBHE0028	

Building renovators	DBHE0012		Hardware (IBM)	DBHE0029	
Ceilings products	DBHE0013		Projectors	DBHE0030	
Central heating	DBHE0014		Video conferencing	DBHE0031	
Civil engineering	DBHE0015		Printer cartridges	DBHE0032	
Contractors	DBHE0016		Laptop sale & maintenance	DBHE0033	
<b>Category</b>	<b>Code</b>	<b>X</b>	<b>Category</b>	<b>Code</b>	<b>X</b>
<b>Air &amp; water products</b>			<b>Chemicals &amp; plastics</b>		
Air conditioners	DBHE0034		Gasses	DBHE0061	
Dam linings & waterproofing	DBHE0035		Resins	DBHE0062	
Dust & fume control	DBHE0036		Sealants	DBHE0063	
Filters & pumps	DBHE0037		<b>Education &amp; training</b>		
Water dispenser	DBHE0038		Driving instruction	DBHE0064	
Tanks & containers	DBHE0039		Equipment	DBHE0065	
<b>Audio &amp; visual</b>			Training support	DBHE0066	
Amplifiers	DBHE0040		<b>Employment &amp; labour</b>		
Antennas & aerials	DBHE0041		Agencies	DBHE0067	
Editing	DBHE0042		Arbitration & mediation	DBHE0068	
Education	DBHE0043		Secretarial services	DBHE0069	
Frames	DBHE0044		<b>Legal</b>		
Hifi equipment	DBHE0045		Attorneys	DBHE0070	
Instruments	DBHE0046		Immigration	DBHE0071	
Projectors	DBHE0047		Labour relations	DBHE0072	
Recording studios	DBHE0048		Private investigations	DBHE0073	
Video conferencing	DBHE0049		<b>Plant &amp; machinery</b>		
<b>Automotive</b>			Compressors & pumps	DBHE0074	
Breakdown service	DBHE0050		Forklifts	DBHE0075	
Exhausts & fitment	DBHE0051		Generators	DBHE0076	
Fibreglass products	DBHE0052		Data archiving tools	DBHE0077	
Fleet maintenance	DBHE0053		<b>Domestic services</b>		
Parts & accessories	DBHE0054		Appliance repair	DBHE0078	
Rental & hiring	DBHE0055		Blinds	DBHE0079	
Tracking facilities	DBHE0056		Carpet supplier & cleaners	DBHE0080	
Trailers	DBHE0057		Cleaning services & products	DBHE0081	
Trucks	DBHE0058		Interior design	DBHE0082	

Tyres & wheels	DBHE0059		Drain cleaning	DBHE0083	
Valet & wash	DBHE0060		Electrical appliances	DBHE0084	
<b>Category</b>	<b>Code</b>	<b>X</b>	<b>Category</b>	<b>Code</b>	<b>X</b>
<b>Domestic services</b>			<b>Telecommunication</b>		
Fences	DBHE0085		Landlines telephones	DBHE0111	
Fire alarms & extinguishers	DBHE0086		Call centre equipment	DBHE0112	
Florist & flowers	DBHE0087		CPE cabling voice & data	DBHE0113	
Glass	DBHE0088		Fax equipment & repairs	DBHE0114	
Gutters & down piping	DBHE0089		<b>Finance</b>		
Handyman services	DBHE0090		Accountants & auditors	DBHE0115	
Indoor plants	DBHE0091		Bookkeepers	DBHE0116	
Irrigation	DBHE0092		Debtors management	DBHE0117	
Kitchenware	DBHE0093		Pension funds	DBHE0118	
Landscaping & garden maintenance	DBHE0094		Stock and share brokers	DBHE0119	
Lightning protection	DBHE0095		<b>Food &amp; beverage</b>		
Locksmiths	DBHE0096		Catering services	DBHE0120	
Paint contractors	DBHE0097		Mineral water	DBHE0121	
Pest control	DBHE0098		Water coolers	DBHE0122	
Plumbers	DBHE0099		Vending machines	DBHE0123	
Tree felling	DBHE0100		<b>Freight, courier &amp; logistics</b>		
<b>Business services</b>			Air cargo	DBHE0124	
First aid supplies	DBHE0101		Courier services	DBHE0125	
Office furniture	DBHE0102		Customs clearing & shipping	DBHE0126	
Photographers	DBHE0103		Distribution	DBHE0127	
Protective clothing	DBHE0104		Furniture removal	DBHE0128	
Recyclers	DBHE0105		Warehousing	DBHE0129	
Scrap & waste products	DBHE0106		Archiving	DBHE0130	
Storage & filing	DBHE0107		Boxes	DBHE0131	
Tents & chairs for hire	DBHE0108		Container lifting	DBHE0132	
Risk auditing & consultancy services	DBHE0109		Rigging services	DBHE0133	
Rental photocopiers	DBHE0110		Crane hire	DBHE0134	

Category	Code	X	Category	Code	X
<b>Printing &amp; stationery</b>			<b>Travel &amp; tourism</b>		
Binding equipment	DBHE0135		Accommodation	DBHE0154	
Business cards	DBHE0136		Agents	DBHE0155	
Lamination	DBHE0137		Car hire	DBHE0156	
Labels	DBHE0138		Charters	DBHE0157	
Rubber stamps	DBHE0139		Buses	DBHE0158	
Stationery	DBHE0140		Shuttle	DBHE0159	
			Conference halls	DBHE0160	
<b>Property</b>			<b>Communication networks</b>		
Agencies	DBHE0141		Cell phone service providers	DBHE0161	
Valuations & appraisers	DBHE0142		<b>Medical services</b>		
<b>Security</b>			Clinics	DBHE0162	
Access control	DBHE0143		Doctors	DBHE0163	
Alarms	DBHE0144		Pharmacies	DBHE0164	
Armed respond	DBHE0145		First aid equipment	DBHE0165	
Burglar proofing	DBHE0146		Psychologists	DBHE0166	
CCTV	DBHE0147		<b>Team building sessions</b>		
Fences & gates	DBHE0148		Facilitators	DBHE0167	
Locks & locksmiths	DBHE0149		Paint ball	DBHE0168	
Safes & strong rooms	DBHE0150		Game driving	DBHE0169	
Guards	DBHE0151		Quad biking	DBHE0170	
VIP protection	DBHE0152		Event management	DBHE0171	
Cash transit	DBHE0153		Other	DBHE0172	

## SECTION E

### DECLARATION OF CONFLICT OF INTEREST

1. Are you currently working as an employee of USAf?

YES  NO

a) If so, furnish the following particulars:

Name: .....

Department: .....

Position held in the company: .....

2. Do you have any close relationship or relative working for USAf?

YES

NO

a) If so, furnish particulars:

.....  
 .....

If your answer to the above question is yes, kindly name the employee and relationship you have in the space below:

.....  
 .....

Is there any other relevant information that you would like to disclose? Use the space below.

.....  
 .....

**SECTION F: SUPPLIER SUBMISSION CHECKLIST**

<b>MANDATORY DOCUMENTS FOR ALL APPLICATIONS (All required Certified Documents must not be older than 3 months)</b>	<b>YES</b>
Letter of good standing from the Department of Labour (COIDA)/Proof issued by the Department of Labour stating that the company has no employees	
Company registration document (Certified)	
Proof of ownership/Shareholder certificate (Certified)	
Tax compliance status pin for good standing	
Proof of bank account (Bank account confirmation letter)	
Clear certified copies of members, partners, directors, trustees, shareholders ID(s)	
Proof of physical address of the company or directors (i.e. municipality bill)	
Company profile/Corporate brochure	
Complete supplier application form	
<b>OTHER SUPPORTING DOCUMENTS</b>	
Recent and valid Electrical Contractors Association of South Africa (ECASA), wireman's licenses etc.; Engineering Council of South Africa	
Recently certified and valid copy of BBBEE Certificate	
Recent and valid passenger and public liability insurance	
South African Qualification & Certification Committee certificate-SETA or SAQA accreditation	



Recent and valid Proof of registration to a professional body regulating your industry e.g. HPCSA	
Valid Professional driving permits for all transport suppliers	
Valid and relevant Construction Industry Development Board Certificate (CIDB)	
Recent and valid Certificate of Acceptability for food	
Other (any other relevant professional registrations)	
Company Resolution	

#### **SECTION G: TERMS AND CONDITIONS**

1. Please do not deliver any goods and/or services without receiving an official purchase order from USAf.
2. All quotations must be on company letterhead and include your company details, VAT number, date of the quotation and the expiry date.
3. Quotations will only be accepted in PDF format, no other formats.
4. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall always be subject to approval by USAf and be in line with the procurement policy. The supplier/service provider shall not be released from its obligations regarding the suitability of the materials and/or the quality of the goods because USAf did not object, even though USAf may have inspected the said goods or because delivery thereof was taken by or on behalf of USAf.
5. Should the supplier/service provider not fulfil its obligations regarding the order, it shall advise USAf to that effect in writing. In this case, USAf reserves the right to cancel the purchase order and to purchase the goods from another supplier/service provider.
6. In as much as the delivery of the goods may require the supplier/service provider or its authorised agent to enter USAf's premises, the supplier/service provider shall ensure that such precautions are necessary to protect life and property anywhere on USAf's premises. The supplier/service provider shall be liable to USAf for injury to any person or damage to USAf's property caused by or incidental to negligence or default on the part of the Supplier/service provider or its authorised agent.
7. USAf's purchase order and VAT numbers must appear on the Delivery Note and Tax Invoice. Any Tax Invoices and Delivery Notes without an order number will be ignored and returned to your company. Tax Invoices without order numbers are private agreements with individuals.
8. No alterations to an order may be made without the written approval of the Procurement of USAf, in which consent shall not be unreasonably withheld.
9. USAf reserves the right to cancel any order if the goods or services are not delivered by the agreed date and the agreed grace period, determinable by USAf.
10. It is a strict USAf requirement that all prospective Suppliers/Service Providers must successfully complete USAf's supplier database application to be registered on its database.
11. Payment will be made within 30 (Thirty) days from the receipt date of the invoice.
12. The Supplier/service provider accepts and acknowledges that USAf may take further action against him/her and or the company, including removal from the USAf's Supplier Database and rejection of this Supplier Application should any information or supporting documents prove to be false.
13. The Supplier/service provider notes that if incorrect information is supplied, USAf reserves the right to cancel/ terminate any order/ contract previously awarded.
14. USAf reserves the right to verify and audit all information supplied in the application.
15. Any terms and conditions that the Service Provider shall present to USAf will not supersede the terms and conditions contained herein.
16. The terms and conditions herein do not supersede nor preclude any prior written and agreed terms and conditions, rules and regulations as provided by USAf.
17. Should there be any dispute or contradiction, USAf's terms and conditions, rules and regulations shall take absolute preference.

- 18. The applicant warrants that the company directors have reached a resolution that the application should be submitted to USAf and be processed thereof.
- 19. USAf reserves the right to reject the application.

I, the undersigned (full name) ..... certify that the information provided in this document is correct. I accept that USAf may reject my application should the declaration prove to be false.

Position: .....

Signature: ..... Date: .....

\_\_\_\_\_

**OFFICIAL CAPACITY OF PERSON WITH  
SUPPLIER/SERVICE PROVIDER /BIDDER**

Signed and affirmed to, before me at, \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, by the deponent who has acknowledged that he/she knows and understands, the contents of this document, and he/she has acknowledged that he/she has no objection to affirming, that he/she regards the affirmation to be binding on his/her conscience.

\_\_\_\_\_

**COMMISSIONER OF OATHS**

FULL NAME: \_\_\_\_\_

COMMISSIONER OF OATHS STAMP:

CAPACITY: \_\_\_\_\_

AREA: \_\_\_\_\_

<b><u>FOR UNIVERSITIES SOUTH AFRICA USE ONLY</u></b>
Received on: dd ..... mm ..... yy .....
Received by: .....
Position: .....
Signature: .....