F25: SUPPLIER LIST APPLICATION FORM

SUPPLIER LIST APPLICATION FORM (F25) REQUIREMENTS

The Supplier List Application Form (F25) is an application to be registered on UNISA’s supplier database and must be completed in full by all prospective suppliers.

The form consists of sections A to G. Section A, B, C, D, and G must be completed in full and submitted together with all required substantiating documentation as outlined in Section F in order for the application to be considered.

Section A – Contact details
Section B – Commercial details, including Audited Financial Statements as indicated
Section C – Broad Based Black Economic Empowerment
Section D – Occupational Health and Safety (where necessary)
Section E – Conditions of Purchase
Section F – Documentation required
Section G – Declaration of Interest

- When Consortium/Joint Ventures/Sub-Contractors are making an application, each party must separately submit a completed F25 form together with substantiating documentation. Joint Ventures should indicate the basis of agreement that is
- Incomplete or incorrectly submitted application forms will not be considered.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of this application that the tax of the successful applicant must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the applicant’s tax obligations.

- The original Tax Clearance Certificate must be submitted. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the application. Certified copies of the Tax Clearance Certificate are not acceptable.
- When Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- A Tax Clearance Certificate as a requirement is also applicable to foreign suppliers. Tax Clearance Certificates are obtained from any SARS office nationally.
- Any arrangements with SARS such as a dispute of whatever nature must be supported by written proof from SARS for consideration.
ALL SUPPLIER INFORMATION SUBMITTED WILL BE TREATED IN THE STRICTEST CONFIDENCE

SUPPLIER LIST APPLICATION

PLEASE STATE TYPE OF GOODS OR SERVICE TO BE PROVIDED:


What is the prime sector in which business is conducted?

SECTION A: CONTACT DETAILS

REGISTERED NAME OF BUSINESS:

“TRADING AS" NAME OF BUSINESS:
(The name that will be reflected on invoices)

Previous name(s) of business

TITLE: (PROF / DR / MR / MRS / MS)
AND SURNAME: (In the event of a sole proprietor)

PHYSICAL ADDRESS OF BUSINESS: Building/Complex name

Street name and number:

Suburb: City:

Postal Code: Country:

POSTAL ADDRESS OF BUSINESS: (This is the address to which written correspondence will be directed)

<table>
<thead>
<tr>
<th>P O Box/Private Bag:</th>
<th>City/Town:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone numbers of business: Dialling Code:</td>
<td>Number:</td>
<td></td>
</tr>
<tr>
<td>Toll free number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales person fax number: Dialling Code:</td>
<td>Number:</td>
<td></td>
</tr>
<tr>
<td>Accounting Clerk's fax number &amp; Dialling Code:</td>
<td>Number:</td>
<td></td>
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<tr>
<td>(Used by UNISA for electronic faxing of remittance advices)</td>
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</table>

Business e-mail:

Business contact person / Sales representative / Tender contact name, telephone number and code:
## SECTION B: COMMERCIAL EVALUATION

**BUSINESS REGISTRATION NUMBER:**

(In case of a sole trader, please furnish Identity number plus copy of identity document)

**VAT REGISTRATION NUMBER:**

**TAX NUMBER OF BUSINESS:**

**WEB ADDRESS:**

**TYPE OF BUSINESS**

**BUSINESS CLASSIFICATION**

Example: Close Corporation

Example: Manufacture

**PLEASE INDICATE (X) THE GEOGRAPHICAL AREAS WHERE YOUR BUSINESS IS WILLING AND CAPABLE OF SUPPLYING UNISA:**

<table>
<thead>
<tr>
<th>Gauteng</th>
<th>KwaZulu-Natal</th>
<th>Western Cape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mpumalanga</td>
<td>Free State</td>
<td>Eastern Cape</td>
</tr>
<tr>
<td>North West</td>
<td>Northern Cape</td>
<td>Limpopo</td>
</tr>
</tbody>
</table>

**BANK INFORMATION**

<table>
<thead>
<tr>
<th>Bank:</th>
<th>Branch number/code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch location:</td>
<td>Bank account type</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
</tr>
</tbody>
</table>

**UNISA: Terms of payment:** 30 days after receipt of statement

**LIST ALL PARTNERS, PROPRIETORS AND SHAREHOLDERS.** (Attach your own list if the space provided is inadequate.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position occupied</th>
<th>ID Number</th>
<th>Citizens</th>
<th>Date ownership</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
**SECTION C: BROAD-BASED BLACK ECONOMIC EMPOWERMENT**

**DEFINITIONS:**

**B-BBEE:** means Broad-Based Black Economic Empowerment as defined in the Broad-Based Black Economic Empowerment Act 53 of 2003 and the Codes of Good Practice.

**BEE status:** BEE status of a beneficiary of Enterprise Development Contributions as determined under:
- Statement 800 for Qualifying Small Enterprises and Exempted Micro Enterprises; and
- Statement 000 for all other Enterprises

**BEE owned company:** Juristic person, having shareholding or similar members interest, that is BEE controlled, in which black participants enjoy a right to economic interest that is more than 50%.

**Black South Africans (BSA):** South African Blacks, Coloureds and Indians who, due to the previous apartheid policy had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1996, as defined in the BBBEEA. A person, who obtained South African citizenship on or after the coming to effect of the Constitution, is deemed not to be a Black Person.

**EME (Exempt Micro Enterprises):** Enterprises whose annual turnover is less than R5 million per year. These enterprises are exempt from any form of BBBEE and are automatically level 4 Contributors. (Proof of turnover to be provided e.g. Audited Financial statements).

Only BEE status certificates from registered/ accredited agencies will be considered. Kindly complete the information requested below for verification purposes.

<table>
<thead>
<tr>
<th><strong>PREFERENCE POINT CLAIM</strong></th>
<th><strong>Percentages</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing scorecard</strong></td>
<td></td>
</tr>
<tr>
<td>SMME Status</td>
<td>%</td>
</tr>
<tr>
<td>Equity Ownership</td>
<td>%</td>
</tr>
<tr>
<td>Employment Equity</td>
<td>%</td>
</tr>
<tr>
<td>Skills Development</td>
<td>%</td>
</tr>
<tr>
<td>Enterprise Development</td>
<td>%</td>
</tr>
<tr>
<td>Preferential Procurement</td>
<td>%</td>
</tr>
</tbody>
</table>

**Questions**

- **EME Status**
  - a) Total annual turnover (Proof of turnover to be provided e.g. Audited Financial statements). R
  - b) Total gross asset value (fixed property excluded) R

- **1. Equity ownership**
  - Percentage of black individuals that have economic interests in the enterprise %

- **2. Management control**
  - Percentage of black individuals that reflect genuine decision making board, executive and operational management %

- **3. Employment equity**
  - 3.1 Total number of full-time equivalent paid employees (Quantity)
  - 3.2 Total number of full-time equivalent paid employees that qualify as BSA (Quantity)

- **4. Skills development levy**
  - Total amount spent on training of employees at SETA registered training institute R

- **5. Preferential Procurement and enterprise development**
  - 5.1 Total amount invested into other black empowered enterprises with an annual turnover of at least R100,000.00 R
  - 5.2 Total annual expenditure on purchases R
  - 5.3 Total annual expenditure purchased from black empowered enterprises R

- **6. Socio-Economic development initiatives**
  - Grants, support to BSA etc. R
SECTION D: SAFETY

Do you conduct your business in compliance with the requirement of the Occupational Health and Safety Act? (OHS Act No. 85 of 1993) (Yes / NO) …………………………………………………………………………

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

If YES, Please attach a copy of a valid letter of Good Standing. Please note that this is compulsory for all maintenance and building contractors.

(Note: Failure to provide a valid letter of Good Standing when required will result in your Tender not being considered).

SECTION E: CONDITIONS OF PURCHASE

IMPORTANT CONDITIONS PERTAINING TO PURCHASE ORDERS

1. The Seller shall bear the risk of goods being damaged, lost or destroyed until delivery to the University is effected and receipt thereof acknowledged.

2. The Seller shall make provision for suitable packing and preservation in all quotations. Unless otherwise stated all packing containers and packing material shall become the property of the University upon delivery.

3. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall be subject to approval by the University at all times. The Seller shall not be released from its obligations in respect of suitability of the materials and / or the quality of the goods by reason of the fact that the University made no objection, even though the said goods may have been inspected by the University or by reason of the fact that delivery thereof was taken by or on behalf of the University.

4. Should the Seller be unable to fulfil its obligations in terms of the order, it shall advise the University to this effect in writing, in which case the University reserves the right to cancel the order and to purchase the goods from another supplier. The Seller may be obligated to compensate the University for any differences in cost.

5. Inasmuch as delivery of the goods may require the Seller or its authorized agent to enter the University premises, the Seller shall ensure that such precautions as are necessary to protect life and property anywhere on the University premises are taken, and the Seller shall be liable to the University for injury to any person, or damage to University property caused by or incidental upon negligence or default on the part of the Seller or its authorized agent.

6. UNISA’s order number and VAT number must appear on the delivery note and invoice. Any invoices and delivery notes without an order number will be ignored and returned to your company. Invoices without order numbers are seen as private agreements with individuals.

7. No alteration to an order may be made without the written approval of the Purchasing Division (UNISA).

8. Part deliveries will be accepted only under exceptional circumstances. Payment thereof will be made only when ALL goods / services have been delivered.

9. UNISA reserves the right to cancel any order in the event where the goods or services are not delivered by the agreed date.

10. It is a firm UNISA requirement that all prospective Suppliers must complete a Supplier List Application form in full to be registered on its database.

11. All invoices must be forwarded to the address below:

   UNISA - PRETORIA CAMPUS
   Department of Finance
   Creditors Section
   P O Box 392
   PRETORIA
   0003
12. Central Stores: No deliveries will be accepted outside delivery hours, unless prior arrangements are made with the Stores, who can be contacted at:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRETORIA</td>
<td>(012) 429 – 2740</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>(012) 429 – 2132</td>
</tr>
</tbody>
</table>

**DELIVERY TIMES:** Monday to Friday - 08:00 to 15:00.

13. Should the Seller accept the order, or should the order not be returned within 10 days of the date thereof, it shall be assumed that the conditions as set out in the paragraphs above are binding.

14. Payment will be made thirty days after receipt of statement.

### SECTION F: DOCUMENTATION REQUIRED

**PLEASE ATTACH CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS**

1. **Company Registration Documents (Select relevant form of ownership)**
   1.1 **T.I Sole Proprietor**
      - Owners’ ID/Passport
   1.2 **Close Corporation**
      - Member(s) ID/Passport
      - Certificate of Incorporation (aka CK)
      - Founding Statement
   1.3 **Private Company (PTY) LTD**
      - Shareholder’s ID/Passport
      - Memorandum & Article of Association
      - Share Certificates
      - Certificate of Incorporation
   1.4 **Section 21 Company**
      - Member(s) ID/Passport
      - Memorandum & Article of Association
      - Certificate of Incorporation
   1.5 **External Company (Non South African)**
      - Shareholder’s ID/Passport
      - Certificate of Registration (CM49)
      - Details/register of Directors (CM29)
      - Registered Address in South Africa (CM22)

1. Valid original SARS Clearance Certificate. For a Partnership or Sole Proprietor letter of Good standing from SARS must be submitted.

2. Creditworthiness documents (e.g. letter from the bank). Cancelled cheque

4. The following Minimum requirements on financial statements will be applicable
   - Public Company Ltd – Minimum one year latest Financial Statements and Minimum three years recent financial statement in case of a Public tender
   - Private Company (Pty) Ltd - Minimum one year latest Financial Statements and Minimum three years recent Financial Statement in case of a Public Tender
   - Close Corporation cc – Minimum one year latest Financial Statements signed by an Accounting Officer and Minimum three years recent Financial Statements signed by Accounting Officer in case of a Public Tender
   - Partnership and Sole Proprietor - Minimum one year latest Financial Statements signed by an Accounting Officer and Minimum three years recent Financial Statements signed by Accounting Officer in case of a Public Tender
5. If applying for EME status, attach audited statement as proof of turnover.

6. Letter of Good Standing from the OHS commissioner where applicable.

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 favouritism, 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 authorised 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 with the bid.

   2.1 Are you or any person connected with the Applicant employed by Unisa? [YES] [NO]

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

   2.2 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]

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

   2.3 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... [YES] [NO]
evaluation and /or adjudication of this tender?

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


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.

NAME:............................................................................. POSITION:....................................................

SIGNATURE .............................................................. CONTACT DETAILS (Phone, Fax number and email address) .........................................................
PLEASE RETURN THE COMPLETED DOCUMENTS TO THE PURCHASING DIVISION AT THE FOLLOWING ADDRESSES

UNISA PROCUREMENT DIRECTORATE OFFICE
OR Tambo Building
Room 6 – 16
340 Preller Street
MUCKLENEUK
PRETORIA, 0002

Enquiries regarding the Supplier List Application Form (F25) may be directed to the Purchasing helpdesk (Tel no. 012 429-8950). Employees will be available by appointment between 09:00 and 11:00 from Monday to Thursday to assist with the completion of the F25 forms if necessary.