

Vendor Application Form

1. Company Details

(*Mandatory)

Registered Name: _____

Trading Name (If different): _____

Previous Registered Name (If Applicable): _____

Postal Address: _____

_____ Code: _____

Physical Address: _____

_____ Code: _____

Telephone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Website Address: _____

Contact Person: _____

Company Type: (Tick the appropriate box)

- Company Pty (Ltd) Closed Corporation
 Trust Partnership Sole Owner
 NPO/NGO Other – Please Specify _____

Company Registration Number:

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(ID Number, **ONLY** if Company is a Sole Proprietorship):

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VAT Number:

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CIDB Registration (CRS Number):

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CIDB Level: _____

Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Valid Tax Clearance Certificate: (Attached)

Yes	No
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Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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Valid BEE Certificate (Attached) Level: _____

Expiry Date:

Y	Y	Y	Y	/	M	M	/	D	D
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2. Banking Details (Attach bank stamped proof/copy of cancelled cheque)

Account Name	
Bank Name	
Branch Name	
Account Number	
Account Type	

3. List of Shareholders (Company Ownership - Compulsory)

List all Company Shareholders in the table below by Name, Gender, Identity Number and PDI Status – (Previously Disadvantaged Individual, i.e. Black, Asian, Coloured) - (D – Disabled)

Name	Gender (M/F)	ID Number	PDI (Y/N)	D (Y/N)	% of Business Ownership

(Attach separate pages if required)

Documentation to be attached

- Shareholders Agreement(s)
- Certificate(s) of Ownership and Share register(s)

4. Company Classification

(State clearly your **CORE BUSINESS**) and indicate number of years in that industry)
See Page 4 for the correct descriptions and insert code(s) provided on the code list.

Code	Core Business	Experience (No. of years)

I, _____ (print Name) hereby certify that the information, facts and representations made are correct and that I am duly authorised to sign on behalf of the company.

Signature

Y	Y	Y	Y	-	M	M	-	D	D
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Date

*** Unsigned Applications will be disqualified**

Completed Forms may be submitted at:
Supply Chain Department
2 Mzuzu Street
Pellissier, Bloemfontein 9323

Commodity Code List (Please mark clearly with a "√" next to the services you provide)

Equipment Supply and Services		√	Services / Contractors		√	Professional Services		√
A01	Air-conditioners/Refrigeration		C01	Accommodation / Venues		Accounting & Auditing Services		
A02	Audio & Video Equipment		C02	Automotive Repairs/Service		D01-1	Accounting Consultants	
A03	Boreholes		C03	Building Contractors		D01-2	Internal Audit	
A04	Cathodic Protection		C04	Catering Service / Equipment Hire		D01-3	External Audit	
A05	Communication Equipment		C05	Civil Services		Architects		
A06	Computer Equipment		C06	Cleaning Services		D02-1	Buildings	
A07	Computer Networks		C07	Computer Web Pages & Design		D02-2	Plant Infrastructure	
A08	Dosing Equipment		C08	Courier Services		D02-3	Pipelines	
A09	Electronic and Instrumentation		C09	Crane Hiring		Asset/Property Valuers		
A10	Engineering Equipment		C10	Cylinder Rentals		D03-1	Furniture and Office Equipment	
A11	Fence Supply/Maintenance		C11	Electrical Services		D03-2	Plant Infrastructure	
A12	Hydraulic Systems		C12	Embroiderers		D03-3	Land and Buildings	
A13	Instrumentation		C13	Engraving Services		D03-4	Vehicles	
A14	Irrigation Equipment		C14	Entertainment Services		Consulting Engineers		
A15	Laboratory Equipment		C15	Events Management		D04-1	Civil / Structural	
A16	Painting Supply & Service		C16	Filing Services		D04-2	Mechanical	
A17	Pipes & Meters		C17	Florists		D04-3	Electrical	
			C18	Gardening Services		D04-4	Chemical	
	Suppliers		B19	Graphic Design Services		D04-5	Multidisciplinary	
B01	Arts & Craft		C20	Health and Safety		D04-6	Project Managers	
B02	Automotive - Parts		C21	Health Services - Wellness / HIV		D05	Financial Services	
B03	Building Materials		C22	HR Consulting Services		Legal Services		
B04	Chemical Suppliers		C23	Investigation Services		D06-1	Labour	
B05	Computer Software		C24	Load Testing		D06-2	Criminal	
B06	Consumables - Groceries		C25	Marketing Services		D06-3	Consulting	
B07	Consumables - Laboratory		C26	Masonry Services		D06-4	Attorneys	
B08	Consumables - Recreation		C27	Mechanical Services		D06-5	Financial	
B09	Consumables - Stationary		C28	Motor Rewinders		D07	Medical Practitioners	
B10	Decorative Paper Suppliers		C29	Payroll Services		D08	Pension Fund Actuaries	
B11	Educational Materials		C30	Pest control		D09	Strategic Consultants	
B12	Electrical Equipment		C31	Photography Services		D10	Training and Development Consultants	
B13	Fuel & Petroleum Suppliers		C32	Picture Framing		Training Services		
B14	Game Feed & Supplies		C33	Pipeline Repairs		D11-1	Tertiary Institutions	
B15	Gasses		C34	Plumbing			Training Colleges	
B16	Marketing & Promotional Items		C35	Pump Station Maintenance		D11-3	ABET	
B17	Mechanical Equipment / Parts		C36	Recruitment Services				
B18	Office Equipment		C37	Recycling Services				
B19	Office Furniture		C38	Research Services				
B20	Oil and Fuel Suppliers		C39	Risk Management				
B21	Safety Equipment		C40	Sand Blasting				
B22	Subscriptions		C41	Security Services				
B23	Training Resources		C42	Sewerage Cleaning Services				
B24	Vehicle Suppliers		C43	Tiling				
			C44	Transport Services - Equipment				
			C45	Transport Services - People				
			C46	Travel agencies				
			C47	Upholsters				
			C48	Vehicle Repairs - Heavy Duty				
			C49	Vehicle/Equipment Rentals				
			C50	Water Quality Monitoring Services				

-POINTS TO REMEMBER-

COMPLETING THE BLOEM WATER VENDOR REGISTRATION APPLICATION FORM

Required documents – Please refer to the attached table (type of business checklist) to determine which mandatory supporting documents your business type requires. Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached.

Completion of questions – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.

Copies of documents – Please keep copies of the registration form and all supporting documents submitted for your own records.

Owners, shareholders and partners – Please ensure that the percentages of ownership amount to 100%.

Business opportunities – Please note that inclusion of the name in a database does not in any way guarantee any persons, company, service provider vendor, etc. any business from BLOEM WATER. All procurement will be subject to the Supply Chain Management Policy of BloemWater.

Company Details –Supplier's should notify BloemWater Supply Chain Management Section of any changes e.g. Company name, banking details, contact details etc.

The main objective of this process is to enhance transparency and equality on the part of the BloemWater and to facilitate effective communication with its vendors.

Applications must be delivered by hand or posted and must be completed in full with all the relevant documents attached. It's a condition of bidding that a vendor's taxes must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his or her tax obligations. In bids where consortia, joint ventures or sub-contractors are involved, each party must submit a separate original Tax Clearance Certificate.

BEE Certificate – Suppliers should submit **VALID** BEE Certificates rated by an accredited agency and/or accounting or auditing firm.

Tax Clearance Certificate

- It is the responsibility of the supplier to ensure that Bloemwater is in possession of **Valid** Tax Clearance Certificate, and suppliers should provide BloemWater with a valid certificates as and when the submitted certificates has expired.

- **Sole Proprietor - A** tax clearance certificate in the owner's personal capacity is required.

KINDLY FORWARD THE FOLLOWING WITH YOUR VENDOR FORM

NB: Please use the list below as confirmation that ALL the information/documentation required is attached. Failure to submit the required documentation may result in your application being disqualified.

Description	Sole Proprietor	Close Corporation	Partnerships	Public/Private Company	Business Trust	Non-Profit Organisation (NPO)	Joint Venture	Other (please stipulate)
1. Company Registration (Certified Copies)	N/A	Certification of Incorporation CK1 & CK2	Duly signed partnership agreement which is still in full force and effect	CM1 Incorporation of a company & CM9 Change of Name of Company CM22 Notice of Registered Office & Postal Address of Company	Deed of Trust Agreement	CM3 Incorporation Certificate Section CM4 Memorandum of Association CM22 Notice of Registered Office & Postal Address of Company	Company Registration Certificate JV Agreement (Signed by both parties)	Proof of registration
2. Proof of ownership	Copy of ID (certified)	Membership / Shareholding Company Registration Certificates (CK1 & CK2) Member ID Copies	Duly signed partnership agreement which is still in full force and effect	CM29 Contents of Register of Directors, Auditors and Officers	Trust Deed, Power of Attorney, Beneficiaries & Trustees	CM29 Contents of Register of Directors, Auditors and Officers	Members ID Copies	Proof of registration
3. Proof of banking	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank	Banking details on original bank letterhead signed and stamped by the Bank
4. Proof of Address	Official proof of address	Official proof of address	Official proof of address	Official proof of address	Official proof of address	Official proof of address	Official proof of address	Official proof of address
5. Original Tax Clearance Certificate	Business owner	Company	Partnership	Company	For the Trust	Proof of Exemption	Company	For the organisation
6. VAT Registration	If VAT Registered	If VAT Registered	If VAT Registered	If VAT Registered	If VAT Registered	If VAT Registered	If VAT Registered (JV VAT Certificate)	If VAT Registered
7. BBEEE Certification	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors confirming that turnover is less than R5million.	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance JV certification obtained from an accredited verification agency or Registered Auditors	A Valid compliance certification obtained from an accredited verification agency or Registered Auditors
8. Company Profile	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity	Document describing in detail the core business of the entity
9. CIDB – Suppliers whose service constitutes construction and / or engineering works in terms of the CIDB Act 38 of 2000 and its Procurement Regulations.	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate	Copy of Registration number or copy of Valid CIDB Certificate