

ATTENTION TO ALL CPUT REGISTERED AND NEW VENDORS

IMPORTANT INFORMATION

Please note that registration on the CPUT Database does not guarantee the receipt of business opportunities.

1. NB: CPUT Terms and Conditions:

- 1.1. Suppliers are not allowed to deliver any goods or services without CPUT official purchase order or appointment
letter by Procurement.
- 1.2. Please deliver the following goods to the CPUT Central Receiving Stores and Departments only.
- 1.3. Goods/Services will not be received unless a duly completed delivery note/invoice including the CP number
(Purchase Order number) is submitted with all deliveries.
- 1.4. Purchase orders may not be amended by end user's/service providers.
- 1.5. Payment of good s/services received will be made on 30 days' statement on receipt of a valid invoice.
- 1.6. CPUT Purchase Order number and VAT number must be indicated on the invoice/tax invoice/statement
- 1.7. By accepting CPUT's purchase order, the service provider agree to the terms & conditions and confirms that
there is no conflict of interest or collusion with other companies.

2. 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. If the required documents are not attached, or if the form is not

completed in full, your application form will not be considered.

3. A Company profile

A brief overview of the size of business, Annual turnover, contactable references, products and or services (**maximum of three (03) commodities**) offered and Management structure.

4. Tax Clearance Certificate

A Valid Tax Clearance Certificate (including a pin from SARS) is to be submitted. The valid period of a Tax Clearance Certificate is 12months from date of issue (Tax certificate to be verified on every time service provider is recommended for award).Please ensure that CPUT is always in possession of your valid Tax Clearance Certificate failure to update will result in your company being deactivated without further notification.

5. Identification (ID), original certified copies (Directors of the Company)

6. Banking details: Supply cancelled cheque as cross reference or Bank Stamped Letter with Company Banking Details.

7. BBBEE Certificate

Please provide proof of certificate issued by an approved Rating Agency or An affidavit as per BBBEE Act Amendment stating Ownership percentage (%) and BBBEE status level. This applies to Sole Proprietors and Freelancers as well; even if the business income is less that R 10 million per year.

8. Owners, Shareholders:

Please provide proof and details of individual shareholding.

9. Certificates of Registration

Please include the following valid **certified copies** of registration relevant to your Industry with your submission:

NB: All companies with one or more employees already registered with CPUT must submit a valid letter of good standing (COIDA) reflecting their Company name as approved by the Department of Labour. Failure to submit by 16 August 2019 will result in your company deactivation from CPUT Vendor database.

9.1 Contractors Registration Certificate as issued by the Construction Industry Development Board (CIDB)

9.2 Certificate of Registration from The Security Officer's Board;

9.3 Certificate of Good Standing from Department of Labour;

9.4 QMS Certification e.g.; ISO 9000:2000;

9.5 Environmental Management System e.g.; ISO 14001;

9.6 Safety Management System e.g.; OSHA 18001;

9.7 Registration and Certification from Financial Services Boards and Authorities, etc.