

ATTENTION TO ALL CPUT REGISTERED AND NEW VENDORS

IMPORTANT INFORMATION

Please note that registration on the CPUT Vendor Database does not guarantee business.

1.NB: CPUT Terms and Conditions:

1.1 Suppliers are not allowed to deliver any goods or services without CPUT official purchase order/ appointment letter by Procurement / a valid written contract.

1.2 Delivery of goods and services must at all times be accompanied by a delivery note/ invoice indicating the purchase order number, quantities (where applicable) to the CPUT departments or Central Receiving Stores only.

1.3 Goods/Services will not be received unless a duly completed delivery note/invoice including the Purchase Order number (CP number) with all deliveries.

1.4 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/ CPUT staff.

- **NB:** Any conflict of interest or potential conflict of interest must be declared and reported by the Service Provider prior, during or after participation in CPUT Procurement processes.
- Failure by the Service Provider to declare will lead to disqualifications to the process and termination of a contract and claiming of damages in terms of the contract by CPUT.

1.5 Delivery of any goods or services to CPUT Staff Private Residences is prohibited and is at the Service Providers Risk.

1.6 Purchase orders may not be amended by end user's/serviceproviders.

1.7 CPUT Purchase Order number and VAT number must be indicated on the invoice/tax invoice/statement at all times.

1.8 Payment of goods/services received will be made on 30 days' statement on receipt of a valid invoice signed off by the end user and submitted to CPUT Creditors Office.

2. Required Information:

2.1 Please ensure that all valid and certified copies of **mandatory documents** as per table below for **your business are submitted yearly or attached to your vendor application.**

Should the required documents not be attached, your application will be deemed incomplete and it will not be considered/ will be deactivated without further notification. (The responsibility to update documents lies with the Service Provider).

2.3 A Company profile

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

2.4 Tax Clearance Certificate

A valid Tax Compliance Pin issued by SARS must be submitted and is valid for 12months from date of issue (Tax compliance is required for every RFQ a service provider is recommended for award). The onus lies with your company to ensure that CPUT is always in possession of your valid Tax Compliance Pin and failure to update will result in your company being deactivated without further notification.

2.5 Identification /Company Registration number must be submitted with your vendor application form.

2.6 Banking details: Supply cancelled cheque as cross reference or Bank Stamped Letter with Company Banking Details not older than six months.

2.7 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.

2.8 Owners, Shareholders:

Please provide proof and details of individual shareholding.

2.9 Certificates of Registration

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

NB: All companies with one or more employees already registered with CPUT must submit a valid letter of good standing issued by Department of Labour: Compensation for Occupational Injuries and Diseases Act (COIDA) reflecting your Company name and registered Commodities as approved by the Department of Labour. Failure to submit the above certificate will result in your company deactivation from CPUT Vendor database.

- 2.9.1 Compensation for Occupational Injuries and Diseases Act (COIDA).
- 2.9.2 Contractors Registration Certificate as issued by the Construction Industry Development Board (CIDB).
- 2.9.3 Certificate of Registration from The Security Officer's Board.
- 2.9.4 Certificate of Good Standing from Department of Labour.
- 2.9.5 QMS Certification e.g.; ISO9000:2000.
- 2.9.6 Environmental Management System e.g.; ISO14001.
- 2.9.7 Safety Management System e.g.; OSHA18001.
- 2.9.8 Registration and Certification from Financial Services Boards and Authorities,

10. HOTLINE DETAILS

CPUT has appointed Vuvuzela **Hotline**, an independent hotline service provider, to render a whistle-blowing facilitation service on its behalf. **The details are as follows:**

Toll Free Number: 0800 379 444

SMS CALL- BACK: 30916

Email Address : cput@thehotline.co.za

FAX2EMAIL: 086 726 1681

Telephone WebApp : www.thehotlineapp.co.za

Website : www.thehotline.co.za

11. POPIA ACT

Dear Vendor/s

RE: NOTICE IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013.

The long-awaited Protection of Personal Information Act, 4 of 2013 ("the Act") was enacted effective 01 July 2021. This Act will regulate the processing of personal information of personal (whether natural or juristic persons). The aim of this Act is to protect the right of privacy, including the protection of information and how personal information is to be collected, stored, and managed.

It's important to know, that doing business or being registered on CPUT Vendor Database, whether as an individual, vendor/ supplier, third party or tenant, your personal information is processed.

Which personal information does the CPUT have?

Kindly note that CPUT holds the following personal information about you or your business:

- All Companies and personal information required in terms of the governing legislation and/or legal business documents of the business or individual, including:

- Full names; Trading names, Registration numbers,
- Identity Numbers, Passport Numbers and/or Registration Number (in the case of juristic persons);
- Contact details, including, telephone numbers, cell phone numbers and email addresses, or the like;
- Unit number and mailing addresses; and/or
- Any other personal information so required by the governing legislation and/or legal business documents.

- All personal information required to give effect to your and/or the Institutions' legitimate interest to do business, further the management and administration of the Institution, including:

- In instances where your biometrics, in whatsoever fashion, is used to provide you access into the Institution – such biometric information:
- In instances where your contact details are required for providing access to the Institution – such contact details; and
- Any other personal information processed pursuant to your and/or the Institutions legitimate interest to further the administration and management of the business.
- Where your personal information is processed for any other reasons, such as for marketing purposes, the Institutions undertakes to obtain your prior consent for such processing.

Why do we process your personal information?

In order for the Institution to process your personal information lawfully, the Institution must process your personal information for one (or more) of the following reasons:

- Pursuant to a statutory obligation (i.e. legislation is requiring the Institution to process your personal information), there is the most common justification for the processing of your personal information, this includes, *inter alia*:

- Keeping register of suppliers, owners and tenants (inclusive of certain personal information);
- Transmitting notices, as required by the legislation, for the purposes of: convening meetings; transmitting agendas; transmitting resolutions; or otherwise where the governing legislation requires the Institution to provide suppliers with notice, for whatsoever reason;
- Processing or Compiling and transmitting quotations, purchase orders, delivery notes, invoices, statements of account for your goods or services or contributions and other ancillary charges or payments;
- Transmitting your personal information to vetting suppliers, auditors, storage suppliers, requisitions and purchase orders processing suppliers, travel agencies, debt collectors, legal practitioners, BBBEE verification agencies, or the like for the contributions and/or otherwise ensuring your compliance with the governing legislation and the policies and procedures of the Institution.
- Utilising your personal information in the preparation of the financial records of the Institution; and/or

Any further processing activities so required by the legislation.

- Pursuant to a contractual obligation (i.e. where the Institution's documents, or any other agreement, requires the processing of your personal information);

- Pursuant to your and/or the Institution's legitimate interest (i.e. where the Institution's is required to process your personal information to further the management and administration of the Institution's and to promote harmonious operations within the Institution's); and/or

-Pursuant to your consent for such processing activity (i.e. where the Institution process personal information for any other reason, the Institution will be required to obtain your consent).

Which third parties have access to your personal information?

In order to properly attend to the administration and management of the Institution, your personal information may be transmitted to the following third parties:

- Any service provider/s of the Institution (Services; Security Companies; Utility Management Companies; Auditors; Residences Suppliers; etc.) to perform any function of the Institution which requires the processing of your personal information;

- Suppliers, contractors, or the like;

- Off-site and/or cloud-based backup companies; storage companies,

- Upon legitimate request, any business, owner or tenant of the Institution; and

- Any other third party so required to attend to the management and administration of the Institution.

The Institution is committed to protecting the personal information of its stakeholders, members, suppliers and tenants, to ensure that personal information is exclusively processed on a lawful basis.

Should you wish to withdraw from CPUT Vendor database or businesses feel free to contact us via email: Janser@cput.ac.za.

Procurement Team (CPUT)