

Procurement and Assets Department

Dear Sir/Madam

In order for your company to be successfully added to our data base, Nelson Mandela University require you to complete the following two forms and return it to us with the additional documentation below:

Please find attached:

- ITS Service Provider Creditor application form (Annexure A)
- Declaration of Interest (Annexure B)

The following additional documentation need to accompany your application:

- Proof of banking details (**ORIGINAL** bank letter or cancelled cheque ~no copies allowed)
- Valid tax clearance certificate
- Tax registration certificate (if available)
- Company/Close Corporation registration certificate
- Valid BBBEE certificate or Affidavit for EME's and Black Owned QSE's
- **For all Catering/Food commodity suppliers, the following documents are needed:**
 - ✓ HACCP Certification Certificate
 - ✓ Scope of Certification e.g.: premises and distribution

Please return the completed and signed documents to:

Postal Address

Ms J Bosch

PO Box 77000

Nelson Mandela University

Port Elizabeth

6031

OR

Our Courier Address

Ms J Bosch

Procurement Building

South Campus

Nelson Mandela University

University Way; Summerstrand; P.E.

Failure to provide the Nelson Mandela University's Purchasing Department with the information will result in a delay in the processing of your application and exclusion from tendering/quotations/orders.

Please contact **Janine Bosch**

Procurement Department:

041 504 4513 / janine.bosch@mandela.ac.za

