

## Department Procurement and Assets

The following supporting documents need to accompany your application form in order to be considered as a vendor on our Data Base:

- Proof of banking details (**ORIGINAL** bank letter or cancelled cheque ~no copies allowed)
- Valid tax clearance certificate
- Tax registration certificate
- Company/Close Corporation registration certificate
- Valid BBBEE certificate or letter from Accountant for EME's confirming turnover

Please return the completed and signed documents to:

Postal Address  
Ms J Bosch  
Procurement and Assets  
PO Box 77000  
NMMU  
Port Elizabeth  
6031

Our courier address  
Ms J Bosch  
Procurement  
Building 15  
South Campus  
NMMU  
University Way  
Summerstrand  
Port Elizabeth

Failure to provide the NMMU 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 Assistant  
041 504 4513  
[Janine.bosch@nmmu.ac.za](mailto:Janine.bosch@nmmu.ac.za)