

## **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 (Bank account confirmation letter on bank letterhead, signed and stamped or a cancelled cheque)
- Valid tax clearance certificate
- Tax registration certificate (if available)
- Proof of Company registration
- Valid BBBEE certificate or Affidavit for EME's and Black Owned QSE's
- Letter of Good Standing (COID)
- **For all Catering/Food commodity suppliers, the following documents are needed:**
- ✓ HACCP Certification Certificate and Scope of Certification e.g.: premises and distribution

Please return the completed and signed documents to: [janine.bosch@mandela.ac.za](mailto:janine.bosch@mandela.ac.za) or

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](mailto:janine.bosch@mandela.ac.za)

