



ORBIT TVET COLLEGE

INVITATION TO ALL PROSPECTIVE PROVIDERS OF GOODS AND SERVICES TO REGISTER AS SUPPLIER ON THE SUPPLIER DATABASE OF ORBIT TVET COLLEGE

In compliance with ORBIT TVET College Supply Chain Management Policy, all prospective providers of goods and services to ORBIT TVET College must be registered on the supplier database. For more information on the legislative requirements and ORBIT TVET College Supply Chain Management Policy, refer to our website www.orbitcollege.co.za.

Application forms, in English are obtainable from the office of the Supply Chain Management Unit .Alternatively; the application form may be downloaded from our website http://www.orbitcollege.co.za/quick_links_dataregistration.html

Service/product providers must submit their applications on the prescribed forms with the following documentation attached

- Proof of Company of Company Registration (CIPC Document).
- Valid Certified ID Copies of all members/directors of company or sole proprietor.
- Tax Clearance Certificate must be Compliance.
- Proof of VAT Registration, where applicable.
- Bank Detail (together with an original cancelled cheque / bank stamp).
- An Original and Valid B-BBEE Status level verification certificate or a valid certified copy.
- Proof of Address/Latest Municipal Account (to confirm address and existence of provider, and any indebtedness to the states).

All current suppliers are required to ensure that they update their detail and submit an updated, original, tax clearance certificate must be Compliance, in order to maintain your verified status on the ORBIT TVET College database. This will ensure your eligibility to conduct business with ORBIT TVET College. Suppliers are responsible to inform the College of any change in their company information, including banking details and address.

- Construction Companies must register on the CIDB database. Although ORBIT TVET College will accept forms from Construction Companies, Construction Companies must make sure that they are in order with the CIDB. In terms of the Supply Chain Management policy the College is compelled to use the CIDB Register of Contractors.
- All suitable and interested prospective suppliers are encouraged to register onto National Treasury's Central Supplier Database (CSD) by logging onto to the website address of <https://secure.csd.gov.za> or by logging onto National Treasury website address of www.treasury.gov.za then click on CSD database icon.

Please note that no unsigned or faxed forms will be accepted.

- All suppliers must indicate a maximum of **Five (05) categories** for their respective services/goods for consideration and inclusion into the database
- Copies of the tax clearance certificate are acceptable as the new **Tax compliance status (TCS)** system has been implemented by SARS where any thirty party can verify the compliance status through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.
- Businesses intentionally providing incorrect or fraudulent information will be disqualified.
- Blacklisted enterprises appearing on the National Treasury database and that are prohibited from conducting business with the state, shall not be considered.
- Members/directors/partners/Owners/in service of the state, must declare interest. Failure to do so may lead to disqualification or de-registration.
- Responding to this invitation does not mean an automatic registration with ORBIT TVET College.

- ORBIT TVET College reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria and registration does not guarantee any business opportunities.

NOTICE TO SUPPLIERS DOING BUSINESS WITH ORBIT TVET COLLEGE

- Suppliers and service provider doing business ORBIT TVET College must note that goods or services may not be supplied without an official order from ORBIT TVET College.
- **ORBIT TVET College has no obligation to pay for goods or services supplied without the official order.**
- Instances where instructions are given to suppliers without orders should be reported to Supply Chain Manager: MS MO Shoko, Tel: 0145975515, Email: oshoko@orbitcollege.co.za.
- The official responsible for giving the instruction without the official order to the supplier will be liable for the account.
- Suppliers must also note that no bids or quotations will be accepted from persons in the service of the state and that no awards will be made to **Suppliers whose tax matters are not in order.**

Enquires may be addressed to

Mr. C. Chaauke-Senior Demand Officer

Tel 014 597 5643 or

Email it to cchaauke@orbitcollege.co.za.

Completed application forms and the required attachments can be delivered to the Supply Chain Management Office at Central Office of ORBIT TVET College; For Attention: Mr C .Chaauke, Private Bag X82096, Rustenburg 0299 or hand delivered to C/o Fatima Bhayat & Bosch Street, Rustenburg. 0299

Closing date for submission of the database forms is on the **31 JULY 2018**