



ORBIT TVET COLLEGE

INVITES ALL PROSPECTIVE PROVIDERS OF GOODS AND SERVICES TO REGISTER ON THE COLLEGE SUPPLIER DATABASE

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/supplier_database_registration.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
- Tax Clearance Certificate must be Compliant **with pin**
- 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 Compliant (pin), 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. In terms of the Supply Chain Management policy the College is obliged to use the CIDB Registered Contractors. ORBIT TVET College will accept forms from Construction Companies, and must comply with CIDB.

Applications from blacklisted companies/directors/persons appearing on the National Treasury Database of Restricted Suppliers (<http://www.treasury.gov.za/publications/other/Database%20of%20Restricted%20Suppliers.pdf>) and prohibited from conducting business with public entities, will not be considered. All suppliers must indicate a maximum of Five (5) Commodities for their respective services/goods for consideration and inclusion into the database.

Enquires may be addressed to:

Mr. C. Chaauke

Senior Demand Management Officer

Tel: 014 597 5500

Email: cchaauke@orbitcollege.co.za.

Completed application forms and the required attachments must 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 30 November 2018