



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**TALETSO**  
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

**CENTRAL OFFICE**

# DATABASE /VENDOR REGISTRATION

Revision 2025

APPLICATION  
BY

Name of company *(Please print)*: \_\_\_\_\_

\_\_\_\_\_

Full registered trade name *(Please print)*: \_\_\_\_\_

\_\_\_\_\_

Company/CC registration number: \_\_\_\_\_

.

**CENTRAL OFFICE**  
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Facsimile: +27(0)18 384 7511

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## Supplier Database Taletso TVET College

These forms must be completed in full, signed and emailed to [supplierdatabase@taletso.edu.za](mailto:supplierdatabase@taletso.edu.za) together with the supporting documents.

All forms to be completed in black ink only  
Please PRINT so that all information is legible.  
Forms that are not readable or are incomplete will be rejected.

New Application      Yes ☐      No ☐

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**PLEASE KEEP COPIES OF THE REGISTRATION FORM AND ALL  
DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO  
COPIES WILL BE MADE BY THE COLLEGE**

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- **POINTS TO REMEMBER** -

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**COMPLETING VENDOR REGISTRATION APPLICATION FORM**

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- **Mandatory fields** – Certain fields and documents are mandatory to certain business types only. Please ensure that all fields mandatory to your business type have been completed and if a field is not applicable to your business type, clearly mark it as N/A.
- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required for your business type. Please ensure that all copies of mandatory documents (certified copies where applicable) are attached.
- **Completion of questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any Mandatory fields blank.
- **Certified documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration document and Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.
- **Copies of documents** - Please keep copies of the registration form and all supporting documentation submitted for your own records and ensure that all data is maintained and up to date on a continual basis. It is required from all applicants to update their detail every five years or as and when a change occurs.
- **Owners, Shareholders and Partners** – Please ensure that the percentage of ownership calculated up to 100% and that a field is completed for each of the business owners.
- **Certification of correctness** – Please ensure that the Certification of Correctness is signed and dated once all required documents and information have been attached and completed.
- **Collection points** – Completed registration forms and supporting documentation can be delivered to the address supplied herein.
- **Processing of registration** – Your completed registration will be processed and once verified, will be approved or rejected. The letter of confirmation of registration will be dispatched to the correspondence details supplied on page eleven. Please note that this administration process will take a minimum of 5 working days. Once your registration has been included on the TVET Database your details will be accessible to the purchasing officers of TVET. Formal registration as a creditor of TVET shall only be done on placement of the first official order. A formal creditor number shall then be issued which shall have to be quoted in all future correspondence with the College.
- **Business opportunities** – Please note that registration on the TVET Supplier Database does not guarantee business opportunities. Inclusion of the name in a database does not in any way guarantee any persons, company, service provider, vendor, etc. any business from the Taletso TVET College. All procurement will be subjected to the Procurement- and Tender Policies of Taletso TVET College.
- **Amendments** – Please notify the Taletso TVET College – Procurement Department immediately of any changes to the information submitted.
- **Queries** – Should you have any queries or if you require assistance completing the registration form, please contact the Procurement Department on **Tel 018 3842341/3/4/5/6/50** and email: [supplierdatabase@taletso.edu.za](mailto:supplierdatabase@taletso.edu.za)
- If a company has more than one office, each office must fill in a separate form unless the point of transaction is centralized in the company's head office.
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/commodities in which it would like to register for RFQ's. A vendor shall only be allowed to register for the **maximum of four (5) commodity groups**.

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## Taletso TVET College

- The main objective of this process is to **enhance transparency and equality** on the part of the College and to facilitate effective communication with its vendors.
- It is a condition of bidding that a vendor's taxes must be in order or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate valid Tax Clearance Certificate.

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PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED

## CONTACT DETAILS


## COMMODITY GROUPS

### PLEASE NOTE:

Any vendor may only register for a maximum of five (5) commodity groups

Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
6	001	Laboratory equipment	9	032	Welding & Flame Cutting Equipment	25	063	Catering & Events Equipment Hire
27	002	Fasteners, Bolts, Nuts, Rivets & Washers	9	033	Office Furniture, Components & Accessories	11	064	Engineers & Contractors
5	003	Containers & Packaging	9	034	Hospital, Medical & Surgical Equipment & Furniture	27	065	Castors, Ladders, Trolleys & Wheels
27	004	Bricks & Blocks	9	035	Outdoor & Pavement Furniture	11	066	Recreational & Sports Requisites
9	005	Canteen, Kitchen & Cooking equipment & Appliances	9	036	Agricultural & Horticultural Equipment & Machinery	39	067	Artwork, Crafts, Curios & Gifts
9	006	Tableware, Hollowware & Utensils	9	037	Compressors, Blowers & Vacuum Equipment	4	068	Hygiene, Beauty & Cosmetic Products
5	007	Sand, Soil, Cement & Concrete	25	038	Air conditioners, Ventilation, Fans & Coolers	3	069	Publications, Videos & Films, Books, Newspapers, Magazines & Periodicals
24	008	Home & Industrial Fabrics & Textiles	25	039	Furnaces, Kilns, Ovens & industrial Dryers	39	070	Fresh Flowers, Plants & Seeds
24	009	Clothing, Safety Clothing & Footwear	25	040	Office Machines & Equipment	99	071	Medications & Pharmaceuticals by General Classification
15	010	Cordage, Ropes, Twines, String & Nets	9	041	Machine Tools & Accessories	7	072	Financial, Insurance & Legal Services
15	011	Electronic Components & Equipment	9	042	Radio, Television, Audio-visual & Communication Equipment	7	073	Analysis, Inspection & Evaluation Services
15	012	Computer Hardware & Supplies	9	043	Pumps, Engines, Spares & Accessories	15	074	Installation Services
15	013	Computer Software & Solutions	9	044	Fertilizers	11	075	Maintenance & Repair Services
6	014	Electric & Data Cable, Wire & Equipment	8	045	Animal Feeds	24	076	Manufacturing & processing Services
6	015	Electric Lamps, Lighting & Accessories	9	046	Transport Vehicles, Trailers, Motorcycles, Boats, Aircraft & Spares & Accessories	4	077	Cleaning Services
6	016	General Electrical Equipment & Parts	9	047	Washing, Scrubbing, Cleaning Plant and Supplies	7	078	Administration & Management Services

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Tick	Cat No	Description	Tick	Cat No	Description	Tick	Cat No	Description
9	017	Control, Process & Measurement Instrumentation	27	048	Nails, Pins, Screws & Staples	7	079	Engineering & Related Services
14	018	Test & Analysis instrumentation	22	049	Fuels, Petrol, Oils & Lubricants	23	080	Advertising & Marketing Services
27	019	Scopes, Lenses & Optical Equipment	27	050	Coatings, Waterproofing & Paints	7	081	Consultants
40	020	Security Equipment & Requisites, Walling, Fencing & Gates	26	051	Stationery	19	082	Communication, Publishing & Printing Services
40	021	Signs, Nameplates, Notices & Labels	27	052	Steel, Pipes and Profiles	7	083	Consulting Engineers
40	022	Engravers, Die-Sinkers & Embossers	27	053	Valves and Pressure Vessels	99	084	Chemicals & Associated Products
27	023	Insulation Products	38	054	Pest Control and Cleaning materials	17	085	Security Services
27	024	Precious Stones and Materials	27	055	Adhesives	21	086	Food Services
27	025	Building requisites, fittings & Materials	9	056	Heaters and Heating Equipment	15	087	Computer Related Services
9	026	Flooring Products	27	057	Timbers and Timber materials	14	088	Accommodation, Tourism & Entertainment
4	027	Sanitary ware & Accessories	11	058	Plant & Equipment Hire	27	089	Agricultural Services
9	028	Sewing, Knitting & Textile Machines & Equipment	40	059	Brush ware	23	090	Retailers & Wholesalers
39	029	Printing, Marking, Engraving & Labelling Equipment	27	060	Power Tools & Accessories	23	091	Government Services – National, Local & Municipal
2	030	Printing Supplies	27	061	Hand Tools & Accessories	99	092	Other (Please specify):
20	031	General Foodstuffs	22	062	Transport Hire & Transport and Cartage Services			
		Training	27		Human Resource Services	7		Accounting, Auditing and Forensic services

Documents Attached	Please tick box		
	Yes	No	N/A
Workman's Compensation Certificate (Certified)			
VAT 103 (Certified)			
P.A.Y.E./SDL/UIF (EMP103) (Certified)			
Company Registration Document (Certified)			
Proof of Ownership/Shareholder certificate (Certificate)			
Tax Clearance Certificate (Original)			
Proof of Banking Document			
Disability Documents (Certified)			
Security Officer's Board registration (Certified)			
Municipal Account			
Labour Broker			
Company Profile with organogram			
Joint Venture Agreement/s			

**Please note: Proof of documents for all of those above are required to ensure successful registration on the Supplier Database. In event of a document not being required please tick the N/A box.**

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## 1. COMPANY REGISTRATION DOCUMENTS

NB. DOCUMENTARY PROOF MUST BE PROVIDED WHERE APPLICABLE (Please mark N/A if not applicable.)

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

### 1.1 COMPANY TYPE \* (NB. Documentary Proof of Registration must be provided)

<b>PUBLIC COMPANY LTD</b>	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
<b>PRIVATE COMPANY (PTY) LTD</b>	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
<b>CLOSE CORPORATION CC</b>	CERTIFIED COPY OF CK1 DOCUMENT OR CK2 IF APPLICABLE
<b>SOLE PROPRIETOR</b>	CERTIFIED COPY OF REGISTRATION DOCUMENT
<b>PARTNERSHIP</b>	CERTIFIED COPY OF PARTNERSHIP AGREEMENT
<b>BUSINESS TRUST</b>	CERTIFIED COPY OF REGISTRATION DOCUMENT
<b>OTHER (If Joint Venture)</b>	CERTIFIED COPY OF REGISTRATION DOCUMENTS

**Company** or CC number

Not applicable to all companies, please specify if N/A.

Did you attach your company Registration document? ☐Y ☐N ☐N/A

### 1.2 PROOF OF SHAREHOLDING \*

CERTIFIED COPIES of Shareholders certificates or CC members share allocation documents must be supplied.

Not applicable to all companies, please specify if N/A.

Did you attach your proof of shareholders documents? ☐Y ☐N ☐N/A

### 1.3 PROOF OF BANKING DETAIL \*

Current bank statement or copy of cancelled cheque.

Did you attach your proof of banking detail? ☐Y ☐N ☐N/A

### 1.4 VAT REGISTRATION #

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**VAT Registration Number**

If you qualify for VAT exemption, please attach confirmation of VAT exemption.

Not applicable to all companies, please specify if N/A

Did you attach proof of your VAT registration (VAT 103)?

☐Y☐N☐N/A

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

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**1.5 P.A.Y.E. REGISTRATION #**

Not applicable to all companies, please specify if N/A

Did you attach proof of your P.A.Y.E. registration?

☐Y☐N☐N/A

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**1.6 UNEMPLOYMENT INSURANCE FUND REGISTRATION #**

**U.I.F Number**

Not applicable to all companies, please specify if N/A

Did you attach proof of your UIF registration?

☐Y☐N☐N/A

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**1.7 WORKMAN'S COMPENSATION FUND REGISTRATION #**

Workman's Compensation Fund No.

Not applicable to all companies, please specify if N/A

Did you attach proof of your Workman's Compensation Fund registration?

☐Y☐N☐N/A

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**1.8 SECURITY OFFICERS BOARD REGISTRATION #**

Security officers board registration no.

Not applicable to all companies, please specify if N/A

Did you attach proof of your Security Officers Board Registration?

☐Y☐N☐N/A

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**1.9 DISABILITY #**

Not applicable to all companies, please specify if N/A

Did you attach proof of your disability?

☐Y☐N☐N/A



**1.10 INCOME TAX REGISTRATION #**

Income Tax Registration number

Not applicable to all companies, please specify if N/A

Did you attach proof of your Income Tax Registration? ☐Y☐N☐N/A

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

**1.11 TAX CLEARANCE CERTIFICATE \***

Original of valid Tax Clearance Certificate must be supplied

Did you attach a valid Tax Clearance Certificate? ☐Y☐N☐N/A

**1.12 MAAA Number/CSD Number**

MAAA Number/ CSD Number

**1.13 CIDB REGISTRATION #**

CRS Registration number

Current CIDB Grading

Not applicable to all companies, please specify if N/A

Did you attach proof of your CIDB Registration? ☐Y☐N☐N/A

**1.14 NHBC REGISTRATION #**

NHBC Registration number

Not applicable to all companies, please specify if N/A

Did you attach proof of Registration? ☐Y☐N☐N/A

**1.15 TRANSPORT OPERATORS #**

PDP Permit No.

Not applicable to all companies, please specify if N/A

Did you attach a copy of your PDP Permit? ☐Y☐N☐N/A







# Taletso TVET College

Are you actively involved in the management and the daily business operation of the business?

☐  
Yes

☐  
No

(Please provide a written breakdown e.g. company profile)

First Name

Surname

Identification Number

Percentage of Share %

Capacity  Gender  HDI Status

Disabled (a permanent impairment of a physical, intellectual or sensory functions resulting in restricted or lack of ability to perform in a manner considered normal for a human being)

☐  
Yes

☐  
No

Were you a South African citizen on or before 26<sup>th</sup> April 1994?

☐  
Yes

☐  
No

Are you actively involved in the management and the daily business operation of the business?

☐  
Yes

☐  
No

(Please provide a written breakdown e.g. company profile)

**NB: All fields marked with \* are mandatory. Fields marked with # are to be completed only if applicable**

## 6. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT \*

I/We the undersigned am/are duly authorized to do it on behalf of the firm, hereby certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The HDI points claimed are correct and based on owners/shareholders who are actively involved in the day to day management of the enterprise.
4. I take note that payment will be effected 30 days after delivery was accepted if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax Act I hereby authorize the College to deduct P.A.Y.E. and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).

Signature of authorized person

Date

### Personal information in block letters

Name

Surname

Telephone No

Capacity

ON BEHALF OF  
(Supplier's name)

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## 7. AUTHORISATION FOR ELECTRONIC TRANSFER OF FUNDS (EFT) TO VENDOR'S BANK ACCOUNT

**PLEASE COMPLETE IN BLOCK LETTERS**

Surname/Company name	<input type="text"/>
First Names/Company of Account Holder	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>
Bank	<input type="text"/>
Branch	<input type="text"/>
Bank Account	<input type="text"/>
Branch Number	<input type="text"/>
Type of Account	<input type="checkbox"/> Cheque (attach Banking Account Number Confirmation Letter as proof) <input type="checkbox"/> Savings (attach Banking Account Number Confirmation Letter as proof) <input type="checkbox"/> Transmission (attach Banking Account Number Confirmation Letter as proof)

I, the undersigned hereby authorise the Taletso TVET College to credit my account via EFT as aforementioned with the amount payable/due to specified beneficiary for goods and services rendered  
Please note: Only official stamped banking account confirmation letter from the bank to confirm the information given above will be accepted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### TO BE COMPLETED BY BANK (in cases where a cancelled cheque is not attached)

Above information checked and confirmed.

Surname & initials: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**Official Stamp:**

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## 8. FOR OFFICE USE ONLY

### FOR OFFICE USE ONLY – PROCUREMENT DEPARTMENT

Information confirmed, scheduled and submitted for approval:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY – : PROCUREMENT

Vendor approved for:

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Commodity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY – CREDITORS DEPARTMENT

Creditor Information Validity Check completed and returned to Tender Office

Approved (mark with X): ☐ Yes ☐ No

Reason/s for rejection attached: ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Captured on:**

Creditor code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Taletso TVET College

### Successful Vendor applicant notified by:

☐ E-mail      E-mail address: \_\_\_\_\_

☐ Fax      Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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