



AFRICA'S BEST 350 (PTY) LTD

P.O. Box 7468 | 5th Floor Manpower Building
Corner 18 Elliot & Madeira Street | Mthatha | 5099
Tel: 047 531 0539 / 047 532 6569 | Fax: 047 531 0317
Reg. No: 2005/021846/07

Email completed form to : procurement@ab350.ltd

Supplier code:

SUPPLIER DATABASE REGISTRATION FORM

It is important that suppliers read the supplier database for carefully, complete it in full and sign it.

When completed, the document can be hand delivered to:

Africa's Best 350 (Pty) Ltd
5th Floor Manpower Building
Corner 18 Elliot & Madeira Street
5099

PO Box 7468
Mthatha
5099

The following documents **MUST** be submitted together with this FORM:

No	Document Required	Document Submission	
		Yes	No
1	Company Registration Documents		
2	Company Profile		
3	Certified copies of Identity Documents of Directors/Members/Shareholders		
4	Original Tax Clearance Certificate		
5	Latest Bank Stamped Confirmation Letter and/or Original Cancelled Cheque		
6	Valid BBB-EE Certificate		

For office use:

Received & Checked By: _____

Date: _____

Loaded By: _____

Date: _____

Approved By: _____

Date: _____

Your African Passenger Transport Solution

Directors: S. Hintsa (Executive Chairman), S. Mado, M. Saliwavikwa, P.T. Kortjaas,
M. Ndongeni, M. Damane, A.N. Samente, V. Vece, M.M. Nobumba

SECTION A: SUPPLIER INFORMATION

Company Name of Business as registered with the Registrar of Companies	
Trading As	
Company Registration Number	
Vat Registration Number	
Fax Number	
Postal Address	
Physical Address	
Contact Person and Designation	
Telephone number	
Facsimile number	
Cellphone number	
E-mail Address	
Alternative Contact person and Designation	
Telephone number	
Facsimile number	
Cellphone number	
E-mail address	

SECTION B: Banking Details *(Attach an original cancelled cheque or bank stamped confirmation letter)*

Bank Name:	
Branch Code:	
Branch:	
Account Type:	
Bank Account Number:	
Name of Account Holder:	

I\We hereby confirm that the banking details as stated above and as provided in proof are the Company's banking details and that Africa's Best 350 (Pty) Ltd will not be liable for any payment made to this bank account if the bank account details are incorrect.

.....
Initials and Surname

.....
Signature

.....
Date

SECTION C: TYPE OF BUSINESS (PLEASE TICK ONE (1))

TYPE OF BUSINESS	MARK WITH 'X'	DOCUMENTS REQUIRED
A Sole Proprietor (One-Person Business)		ID Copy
B. Public Company LTD		Copy of certificate of Incorporation (CM 1)
C. Private Company (PTY) Ltd		ID Copies & Company Registration Certificate (CM 1)
D. Close Co-operation		ID Copies & Company Registration Certificate (CK 1 and CK 2)
E. Incorporated		Copy of certificate of Incorporation (CM 1 and CM 19)
F. Partnership		Partnership Agreement, ID Copies and Tax Certificates of members
G. Co-operatives		Co-operative Registration Certificate, ID Copies & Constitution
H. Joint Venture		JV Agreement, Member's ID Copies & Tax Certificates
I. Trust		Copy of Trust Document
J. Section 21 Company e.g NGO's		Registration certificates with CIPRO, a valid constitution
K. Parastatal/Government		Registration certificates if registered

SECTION D: BBBEE RATING DETAILS *(Attach a certified BBBEE Certificate or a letter from the accountant/auditors)*

Has your company been rated as per BBBEE by an accredited agency? If YES, attach a BBBEE Certificate.	
Is your company an Exempted Micro Enterprise (EME)? - Annual turnover of R5.0 million or less). Submit a letter from the registered accountants/bookkeeper/BBBEE CERTIFICATE	
Is your company a Qualified Small Enterprise (QSE)?- Annual turnover between R5.0 and R35.0 million	
Is your company a Large Enterprise? - Annual turnover > R35million	

SECTION E: OWNERSHIP STRUCTURE *(Please tick the relevant percentage)*

Business	Tick (X)
Traditional white company	
Black Company (50.1% - 75% black owned)	
Black Company (75.1 – 100 % black owned)	
Black empowered company (25.1% - 50% black owned)	
Black influenced companies (5% - 25%)	
Engendered company (>30% owned and managed by black women)	

SECTION H: GOODS/ SERVICE OR COMMODITIES

Commodities	Description	Tick (X)
STATIONERY	<ul style="list-style-type: none"> • Office stationery • Photocopy papers • Computer stationery 	
VENUES & ACCOMMODATIONS	<ul style="list-style-type: none"> • Conference package • Accommodation • Events Management 	
FURNITURE	<ul style="list-style-type: none"> • Office furniture • Office Equipment 	
PRINTING SERVICES	<ul style="list-style-type: none"> • Booklets • Book binders • Newsletters • Promotional items • Publication • Business cards • Diaries – printing & certificates 	
CATERING SERVICES	<ul style="list-style-type: none"> • Breakfast • Lunch • Snacks 	
TRANSPORT SERVICES	<ul style="list-style-type: none"> • Car hire • Car Rentals • Towing • Courier Services 	
PROFESSIONAL SERVICES	<ul style="list-style-type: none"> • Security Services • Cleaning and hygiene • Pest control • Legal • Financial • HR • IT • Systems 	
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Protective Clothing • Fire Extinguishers 	
OTHER SERVICES	<ul style="list-style-type: none"> • specify 	

AB350 GENERAL TERMS AND CONDITIONS

1. SUPPLIER'S OBLIGATIONS

1.1. Tax Clearance Certificate

- It is the responsibility of a supplier to ensure that AB350 is in possession of a valid tax clearance certificate.
- Tax clearance certificates are renewable on a 12-month basis, and it is the supplier's responsibility to furnish a valid certificate to AB350 as and when the submitted certificate expires.
- For sole proprietors, a tax clearance certificate in the owner's personal capacity is required.

1.2. Banking Details

- Suppliers must notify AB350 if the banking details have changed. A cancelled cheque/original letter from the bank and a letter/ form approved by one the company's Directors will be required prior changing the information.

1.3. Company Name Change

- Suppliers must notify should the company name change, a certificate of Name Change from DTI, Tax Clearance Certificates of the old and new companies and letter/form approved shall be submitted to AB350 for the attention of procurement prior to changes being effected on the AB350 system.

1.4. Company Ownership

- Company registration document/share Certificate and letter/form approved by the company's directors must be submitted to AB350 for the attention of procurement prior to changes being effected on the AB350 system.

1.5. Contact Details (Addresses and telephone number)

- The onus lies with suppliers to ensure that AB350 has the updated details on the system. A request to make any amendments to the above information must be submitted on a company's letter head.

1.6. Invoices

- All invoices must be addressed to Creditors Department, AB350 (Pty) LTD, P. O Box 7468, Mthatha, OR delivered to AB350 (Pty) LTD, 5th Floor Manpower Building, 18 Corner Elliot and Madeira Street, Mthatha, 5099 **for attention: Creditors Department.**

2. AB350 OBLIGATIONS

2.1. Payment Terms

- AB350 pays suppliers 30 days from the date of a correct invoice and statement issued monthly.

2.2. Performance Rating

- AB350 will review supplier's performance on delivery, quality, service, administration, problem resolution, technical ability, ongoing progress reports, administration and any other aspect periodically.

2.3. Validation of Information.

- AB350 reserves the right to use other institutions/bodies to validate information submitted by a supplier.

2.4. Suspending a Supplier

- AB350 may suspend a supplier from AB350's database for the following reasons:
 - Failure to submit a valid tax clearance certificate
 - Supplier that has committed a serious offence such as misrepresentation, fraud, corruption and putting AB350 into disrepute
 - Non-performance

GENERAL

- All documentation submitted to AB350 must be clearly addressed.
- Suppliers are invited to visit the AB350 website to keep informed of any other information relevant to them.
- The Procurement Section is the ONLY section authorized to commit AB350 to any expenditure for goods and services. Suppliers who accept orders and supply goods without receiving a valid purchase order number, should note that there is no legal binding contract, and therefore, no obligation on behalf of AB350 to pay for goods or services provided.
- Suppliers who do not obtain a valid order number will be prejudiced through delays in clearing payments.