

University Estates: Facilities Planning & Facilities Management

Addendum A: Checklist

PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION

ALL COPIES MUST BE CERTIFIED BY A COMMISSIONER OF OATH

	Confirmation	Documents Required	Please tick Box		
			Yes	No	N/A
1.	Addendum B	Registration Application Completed in full			
1.1	Company Registration	Certificate of Incorporation or founding statement			
1.2	<i>B-BBEE Verification by Accredited agency (SANAS) and or Independent Regulatory Board of Auditors (IRBA) as stipulated in the Government Gazette of 23 September 2011</i>	<i>B-BBEE Certificate</i>			
1.3	<i>SARS Tax Clearance</i>	<i>Original Certificate</i>			
1.4	Profile of Company	Company Profile			
2.	Proof of Ownership	Share certificates			
3.	Joint Venture Arrangement (If applicable)	Joint Venture Agreement			
4.	Partnership arrangement (If applicable)	Partnership Agreement			
5.	Proof of Banking Details	Cancelled cheque and or bank statement with bank stamp			
6.	Proof of registration to a statutory body regulating your industry (e.g. CIDB).	Certificate of Registration			
7.	Workman compensation (WCA)	Certificate of Good Standing			
8.	Owners / Shareholders Identities	Certified copies of ID's			
9.	Health and Safety	Acceptability / Occupancy certificate			
10.	Necessary Expertise & Skills Available In The Business	CV			
11.	Time Spent In The Business By The Directors (e.g. Part-Time or Full-Time)	Affidavit			
12.	Demonstrate Evidence Of Work Done Recently Or In The Past.	Pictures			
13.	Addendum C	SLA - Workshop			
14.	Addendum D	Engineering Requirements Applicable			
15.	Addendum E	Letter – Purchase Order			

PLEASE KEEP COPIES OF ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE

Addendum B

FOR OFFICIAL USE ONLY

UNIVERSITY ESTATES: FACILITIES PLANNING & FACILITIES MANAGEMENT

Approved:	<input type="checkbox"/>	Not Approved:	<input type="checkbox"/>	Signed:
Date:	<input style="width: 100%;" type="text"/>			

PROVISIONING

Requested by	Department	Date
Date created	Suppliers	
Created by		
Approved by	Date	Purco Contract No

SERVICE PROVIDER APPLICATION AND SUPPLIER REGISTRATION FORM

BUSINESS INFORMATION

Trade name of business

Type of business

Postal address of business

Street address of business

	Code	
Province		

CONTACT DETAILS OF BUSINESS

Telephone no.

Fax no.

Cell phone no.

Internet domain

Debtors contact details
(please provide an email address for remittance purposes)

BANKING DETAILS

An original bank statement showing the name of the business or an original affidavit stating the banking details of company or an original cancelled cheque must be supplied

Name of bank

Account number

Branch code

Type of account

COMPANY REGISTRATION INFORMATION

Please indicate if the organization is a Value Adding Enterprise

(A value adding enterprise is defined as a VAT registered organization whose net profit before tax summed with its total labour costs exceeds 25% of the value of its total revenue)

Vat registration no.

Value adding enterprise –
(please tick appropriate box)

Yes

No

Company registration no.

Classification

Partnership

Sole owner

Closed Corporation

Company

(Pty) Ltd

THE FOLLOWING DOCUMENTS ARE COMPULSARY TO BE SUBMITTED:

COPY OF SARS VAT REGISTRATION – (if applicable)
COPY OF BUSINESS REGISTRATION DOCUMENT
COPY OF NAME CHANGE IF APPLICABLE
COPY OF BBBEE REGISTRATION CERTIFICATE (Please see note for EMEs)

SETTLEMENT DISCOUNT

Please note this section must be completed with an X as indicated below

Settlement discount that will be deducted by the University of the Free State with payments done within the credit terms as indicated below are:

<u>Period of payment required</u>	<u>Discount deducted by UFS</u>
Less than 15 days	5%
15 days	2.5%
30 days	0%

Please indicate DISCOUNT terms granted to the University of the Free State

--

Please note: If immediate payment is required the University will deduct 2.5% discount.

Signature

BBBEE INFORMATION OF THE ORGANIZATION

Please note completion of this section is compulsory

**Please indicate the annual turnover of the company for the 2009 calendar year.
(Tick appropriate box)**

< R 5m p.a. (EME) (Please see note below)	> R 5m & < R 35m p.a. (QSE)	> R 35m (LO)
---	--	----------------------------

This information is used to determine the appropriate classification of the organization according to the Broad Based Black Economic Empowerment Act (53/2003). (hereafter referred to as the act) There are three different types of organizations defined in the act, namely:

Exempted Micro-Enterprise (EME): Any organization with an annual turnover of R5 million or less qualifies as an EME. The entity is automatically deemed a level four contributor and deems to have procurement recognition of 100%. **NOTE: EMEs must submit an exemption certificate as issued by an accredited verification agency in terms of the BBBEE legislation**

Qualifying Small Enterprise (QSE): Any organization with an annual turnover of between R5 million and R35 million qualifies as a QSE. This organization's B-BBEE status is determined on any 4 elements of the Generic Scorecard as described in the act.

Large Organisation (LO): Any organization with an annual turnover above R35 million. This organization's B-BBEE Status is determined on the full generic scorecard as described in the act.

2. Are you or any staff member (permanent/temporary) of your company a near relation (A near relation is family member who can be influenced or who can exert an influence on the negotiations regarding the procurement process and includes the individual's domestic partner and children, children of the individual's domestic partner, dependents of the individual or of the individual's domestic partner) to a permanent or temporary staff member of the University of the Free State If so please provide full details – name(s), ID no., personnel no. and nature of relationship:

Name	ID no.	UFS Pers. no.	Nature of relationship

3. Does any permanent or temporary staff member of the University of the Free State hold any of the following (Directorships, Trusteeships, Memberships, Partnerships, Investments, Shares, Assets or other investments) in your company?

Name	ID no.	UFS Pers. no.	Description

4. I declare that to the best of my knowledge, the information I have provided above in terms of this declaration is true and correct. I undertake to advise the Provisioning section of the University of the Free State in writing if any conflict or potential conflict arises in the future in terms of the above. If there is any change to the interests set out above in this declaration, I undertake to advise the Provisioning Section at the University of the Free State of any alterations or additions to my declaration as soon as practicable.

Signature of Declarant:

Name (please print):

Position:

Date:

Signature of witness:

Name (please print):

Position:

Date:

DECLARATION OF CORRECTNESS OF INFORMATION

I declare that the abovementioned information is a true reflection of the status of my company or business and that I am duly authorized to sign this document on behalf of the company or business

NAME IN FULL

I D NO.

DESIGNATION

SIGNATURE

DATE

MINOR WORKS CONTRACT

Terms and conditions under which the Contractor referred to hereunder, agrees to perform the Works referred to hereunder for the UFS.

*This information sheet (“**Contract Information Sheet**”) contains the details of the contractor (“**Contractor**”) and a description of the field of expertise of the Contractor. Based on the fields of expertise, the UFS may allocate works (“**Works**”) to the Contractor as may be required by the UFS from time to time, which shall be subject to the terms and conditions contained in the document attached to this Contract Information Sheet (to which is referred to as the “**Agreement**”). This Contract Information Sheet and the Agreement shall, upon signing by both parties, constitute the agreement between the parties governing the Works to be executed by the Contractor.*

1. CONTRACTOR DETAILS			
Contractor		Identity/Registration number	
Contract Manager			
Physical address		Postal address	
Telephone number		E-mail address	
2. WORKS			
Scope of Works in Rand	Below R1 000.00 <input type="checkbox"/>	R1 000.00-R10 000.00 <input type="checkbox"/>	Above R10 000.00 <input type="checkbox"/> Urgent Works <input type="checkbox"/>
	Refer to Schedule 1	Refer to Schedule 2	Refer to Schedule 3 Refer to Schedule 4
Description of field of expertise			

The General Terms and Conditions shall apply to all Works.

Schedule 1 shall apply to Works below R1 000.00.

Schedule 2 shall apply to Works between R1 000.00 and R10 000.00.

Schedule 3 shall apply to Works above R10 000.00.

Schedule 4 shall apply to Urgent Works.

THE CONTRACTOR

THE UNIVERSITY OF THE FREE STATE

who warrants his/her authority hereto

who warrants his/her authority hereto

Date: _____

Date: _____

1. GENERAL TERMS AND CONDITIONS

- 1.1. The Contractor shall conduct pre-quotation or pre-tender site visits (as the case may be) in order to have prepared a complete on-site assessment of the scope of the Works which the Contractor has quoted or tendered for and following which the Contractor will not be able to claim it was uncertain of the scope or requirements of the Works. In the event that the Contractor is not required to provide the UFS with a quotation prior to the commencement of the Works, the Contractor shall, in any event, conduct site visits prior to commencement of the Works for the purposes contemplated in this clause 1.1.
- 1.2. The Contractor shall prior to the commencement of the Works as referred to in Schedules 2 and 3, submit to the UFS a detailed, itemized quotation or such other documentation indicating the fees, costs and expenses for such Works, in accordance with the relevant Schedule.
- 1.3. The Contractor shall submit a timeframe for the completion of the Works, including a forecast containing implementation variables as could be foreseen prior to the commencement of the Works.
- 1.4. The Contractor shall in the carrying out of the Works provide the UFS with timeous notification in respect of any inspections, anticipated or scheduled commencement of each portion or phase of the Works to be carried out or conducted by the Contractor (if the Works are divided into such schedules or portions) as well as the Contractor's progress claims for each schedule or portion of Works performed as reflected and agreed upon in the Works Programme (as defined in paragraph 2 of Schedule 2) or Tender Documentation (as defined in paragraph 1 of Schedule 3), as may be applicable, or as has been otherwise agreed upon between the Parties (i.e. with reference to the agreed stages of payment for portions of the Works performed).
- 1.5. The Contractor shall take all necessary steps to complete the Works within the timeframe submitted by the Contractor to the UFS as contemplated in clause 1.3.
- 1.6. The Contractor shall timeously inform the UFS of the completion of the Works.
- 1.7. In the event of an emergency, the Contractor shall contact the UFS telephonically and make arrangements with the UFS for deviating from the Works Programme, Tender Documentation or other forecast or schedule agreed between the Contractor and the UFS, as the case may be.
- 1.8. In the event of general enquiries by the Contractor in relation to the Works or any matters ancillary thereto, the Contractor shall arrange an appointment with the UFS in order to get feedback on same. It is specifically recorded that this clause 1.8 must be read together with clause 1.19 hereunder.
- 1.9. The Contractor shall submit a health and safety plan to be approved by the UFS and the mandatory agreement as contemplated in terms of section 37(2) of the Occupational Health and Safety Act 85 of 1993 ("**OHASA**") as well as the Construction Regulation 5 appointment letter shall be signed on the same date as this Agreement.

- 1.10. The UFS shall monitor and may limit the number of active Works Orders (as referred to in Schedule 1 and 2) assigned to the Contractor under this Agreement to 20 (TWENTY) or to an aggregate contract amount of R10 000.00 (TEN THOUSAND RAND) at the UFS's discretion, unless the UFS have contracted for a specific Works Order amounting to more than R10 000 (TEN THOUSAND RAND) as contemplated in the Contract Information Sheet. The UFS may relax this limitation in its discretion, such as in the event of an emergency or if the Works (or any portion thereof) are to be performed after business hours.
- 1.11. The Contractor shall, at its own costs and to the reasonable satisfaction of the UFS or its agents, make good all incomplete and defective work, as pointed out by the UFS or its agents, within 14 (FOURTEEN) days after the completion of the Works. Should the Contractor not comply with this condition, then the UFS shall, without prejudice to any other rights which it may have or remedies which may be available to it, be entitled to withhold any payment which may then be due to the Contractor until such defects have been rectified.
- 1.12. In the event of the occurrence of an unforeseen circumstance delaying, or which may reasonably delay, the completion of the Works, the Contractor shall within 1 (ONE) day after becoming aware of such circumstance inform the UFS of such occurrence or possible occurrence and anticipated delay.
- 1.13. Any relief granted to the Contractor from liability and penalties for the Contractor's failure to timeously complete the Works as provided in terms of this Agreement in terms of clause 1.12 shall be in respect of the period which commences on the date upon which the UFS has received notice from the Contractor of the circumstance referred to in clause 1.12 or the date on which such circumstance has occurred, whichever is the later date, until such circumstance has ceased to exist; provided that if such circumstance continues for a period of more 30 (THIRTY) days either of the Parties shall be entitled to terminate this Agreement.
- 1.14. The UFS reserves the right to query any quotation and to request a break-up of tariffs or bulk priced items. The Contractor shall provide sufficient proof of cost or mark-up when so requested by the UFS.
- 1.15. Upon the completion of the Works referred to in Schedules 2 and 3, the Contractor shall submit to the UFS its valid, itemised and quantified invoice for the Works referred to in Schedules 2 and 3 (in accordance with the Works Order/quotation, Works Programme, Tender Documentation and/or any other agreement between that the Parties or instruction of the UFS as the case may be) within 7 (SEVEN) days from the date of completion of the Works.
- 1.16. Upon the completion of the Works referred to in Schedules 1 and 4, the Contractor shall submit to the UFS its valid, itemised and quantified invoice for the Works referred to in Schedules 1 and 4 (in accordance with the Works Order/quotation) within 7 (SEVEN) days of receipt of a purchase order from the UFS.
- 1.17. The UFS shall pay the amount of the above mentioned invoice, less the aggregate of all penalty deductions, within 30 (THIRTY) days of its submission and delivery to the UFS, unless otherwise agreed by the Parties in writing or unless the UFS is otherwise entitled to withhold

payment in terms of this Agreement, the Works Order/quotation, Works Programme, Tender Documentation and/or other written direction of the UFS.

- 1.18. The UFS may retract any or all Work Orders in any one of the following events:
 - 1.18.1. If the Contractor fails to comply with the provisions of OHASA and its regulations.
 - 1.18.2. The occurrence of any labour disputes between the workers of the Contractor and the Contractor.
 - 1.18.3. Any action by the Contractor which may place the relationship between the UFS and its end users in jeopardy.
- 1.19. It is specifically recorded that the Contractor shall only direct any and all general enquiries and concerns which it may have in relation to the Works, to a representative and/or employee of the Facilities Management of the UFS.
- 1.20. The UFS shall give a written notice to the Contractor for non-compliance in respect of time and quality. On the third written notice, the UFS shall be entitled to remove the Contractor from the UFS database.
- 1.21. The Contractor hereby waives any and all claims which it may have against the UFS for any personal injury or death, or damages to property, which the Contractor may suffer during the course of this Agreement and the carrying out of the Works, and accordingly indemnifies the UFS against any claim any other person may institute against the UFS as a result of any such event.
- 1.22. Any disputes which may arise in terms of this Agreement, the Works Order, Works Programme and/or the Tender Documentation shall be referred to Phatshoane Henney Attorneys for resolution. The decision of Phatshoane Henney Attorneys shall be final and binding on the Parties.

SCHEDULE 1

Works Orders below R1 000.00 (ONE THOUSAND RAND)

1. The Contractor shall within 24 (TWENTY FOUR) hours of notification from the UFS, collect from the representative of the UFS, the details of the Works which are required to be performed ("**Works Order**").
2. The Contractor shall within 48 (FORTY EIGHT) hours from collecting the Works Order from the UFS assess the same and inform the UFS of the anticipated duration for the carrying out of the Works.
3. The Contractor shall commence with the Works as soon as practically possible after receiving the Works Order from the UFS, subject to paragraph 2 above.
4. The Contractor shall perform regular quality assessments and, upon completion of the Works, submit a signed quality report (if any), together with the quotation for the Works, within 7 (SEVEN) days from the date of completion of the Works.
5. The Contractor shall within 7 (SEVEN) days of receipt of a purchase order from the UFS, submit its invoice for the Works.
6. The UFS may, at its sole and absolute discretion, depart from and relieve the Contractor from the standards required for the carrying out of Works or any portion thereof by means of an appropriate written variation order issued by the UFS and delivered to the Contractor.

SCHEDULE 2

Works Orders between R1 000.00 (ONE THOUSAND RAND) and R10 000.00 (TEN THOUSAND RAND)

1. The Contractor shall within 24 (TWENTY FOUR) hours of notification from the UFS, collect from the representative of the UFS the details of the Works which are required to be performed ("**Works Order**").
2. The Contractor shall within 48 (FORTY EIGHT) hours from collecting the Works Order from the UFS assess the same and submit a formal Works programme and quotation ("**Works Programme**") to the UFS for the carrying out of the Works in accordance with the Works Order.
3. The UFS shall consider the Works Programme and issue a written letter of appointment, which shall include but not be limited to, a purchase order, to the Contractor to perform the Works in accordance with the Works Order if the Contractor's Works Programme has been accepted and approved by the UFS. The Contractor shall then commence with the Works within 7 (SEVEN) days from the date of collecting or receiving the aforesaid letter of appointment.
4. The required maximum duration of the Works shall be indicated in the Works Programme, Works Order, or any other written instruction issued by the UFS to the Contractor prior to commencement of the Works.
5. The Contractor shall perform regular quality assessments and, upon completion of the Works, submit a signed quality report (if any), together with the invoice, within 7 (SEVEN) days from the date of completion of the Works.
6. An amount equal to 0,1% (ZERO POINT ONE PERCENT) of the amount payable to the Contractor for the carrying out of the Works in terms hereof may be deducted by the UFS as a penalty for the late completion of the Works for every day that the Contractor is completing the Works after the agreed date on which the Works had to be completed.

SCHEDULE 3

Works above R10 000.00 (TEN THOUSAND RAND)

1. Upon invitation, the Contractor shall attend a pre-tender briefing and collect any specification, schedule of Works and other tender documentation in respect of the Works put out on tender by the UFS and which the Contractor wishes to tender for ("**Tender Documentation**").
2. The Contractor shall assess the Tender Documentation and acquaint itself with it and the information provided at the pre-tender briefing. It is the sole responsibility of the Contractor to clarify any possible uncertainties and ambiguities in the Tender Documents and/or in respect of the Works or the carrying out of the Works (including the schedule and programme for the carrying out of the Works). The Contractor shall not be entitled to claim any relief or relaxation for the timeous carrying out of the Works, or to rely on any defence or argument pertaining to its failure to timeously and/or adequately perform the Works as required by the UFS in terms of the Tender Documentation which is based on its inadequate understanding of the Tender Documentation as clarified at the pre-tender briefing or any possible uncertainties in the Tender Documentation.
3. The Contractor shall submit its tender on the due date specified at the pre-tender briefing or otherwise specified by the UFS in writing.
4. The UFS shall consider the tender and issue a letter of appointment, which shall include but not be limited to, a purchase order, to the Contractor as soon as the UFS has awarded the tender to the Contractor. The Contractor shall commence with the execution of the Works within 7 (SEVEN) days from the date of receiving or collecting the aforesaid letter of appointment from the UFS.
5. The required maximum duration of the Works shall be indicated in the Tender Documentation or any other written instruction issued by the UFS to the Contractor prior to commencement of the Works.
6. The Contractor shall perform regular quality assessments and, upon completion of the Works, submit a signed quality report (if any), together with the invoice, within 7 (SEVEN) days from the date of completion of the Works.
7. An amount equal to 0,1% (ZERO POINT ONE PERCENT) of the amount payable to the Contractor for the carrying out of the Works in terms hereof may be deducted by the UFS as a penalty for the late completion of the Works for every day that the Contractor is completing the Works after the agreed date on which the Works had to be completed.

Urgent Works

1. The urgency of all crisis-or-emergency related Works (the “**Urgent Works**”) requested by the UFS to be performed by the Contractor shall be determined by the UFS representative.
2. The Contractor shall within 1 (ONE) hour of written or verbal notification from the UFS, or within such timeframe as the UFS may notify the Contractor, confirm whether it shall be able and willing to perform the Urgent Works. In the event that the Contractor fails to notify the UFS in the aforesaid timeframe or is unavailable to perform the Urgent Works, the UFS may employ the services of another contractor.
3. In the event that the Contractor is available to perform the Urgent Works, he shall immediately after being notified by the UFS in terms of paragraph 2 above, secure the critical situation of the Urgent Works.
4. Subject to paragraph 3 above, the Contractor shall within 24 (TWENTY FOUR) hours of notification from the UFS as contemplated in paragraph 2 above, collect from the representative of the UFS the details of the Urgent Works which are required to be performed (“**Works Order**”) where after it shall assess the Works Order and inform the UFS of the anticipated duration for the carrying out of the Urgent Works.
5. The Contractor shall commence with the Urgent Works as soon as practically possible after receiving the Works Order from the UFS, subject to the provisions of paragraph 4 above.
6. The Contractor shall perform regular quality assessments and, upon completion of the Urgent Works, submit a signed quality report (if any), together with the quotation for the Works, within 7 (SEVEN) days from the date of completions of the Urgent Works.
7. The Contractor shall within 7 (SEVEN) days of receipt of a purchase order from the UFS, submit the invoice for the Works.
8. The UFS may, at its sole and absolute discretion, depart from and relieve the Contractor from the standards required for the carrying out of Urgent Works or any portion thereof by means of an appropriate written variation order issued by the UFS and delivered to the Contractor.

Addendum D

APPOINTMENT OF ELECTRICIANS AND MECHANICALS IN THE BUILDING INDUSTRY

For the sake of fairness and transparency, the University has appointed a committee to assist in the appointment of professional firms for building projects.

The approach followed is to make the most suitable appointment in respect of each discipline for every project, but to also not exclude persons or firms who might indeed deliver a service.

Consultants should feel free to approach the University to make sure that the University is aware of their expertise, experience and availability.

Such a submission must be complete and include the following:

- * Firm's name/names
- * Complete address/es of offices and business premises
- * Specialisation
- * Names of directors/partners
- * Qualifications of directors/partners
- * Registration numbers and bodies registered with (firm and individuals)
- * Memberships
- * Staff and staff members' qualifications, registrations and memberships
- * Previous and current projects
- * VAT clearance certificate
- * Client references
- * Statement of intent and review of expertise
- * Black-empowerment status
- * CIDB Certificate
- * Wiring licences issued by the ECB (Electrical Contracting Board) of the electrician/s concerned under whose supervision electrical work will be done. All licences must be valid for the current year/financial year. In addition, it is an absolute requirement that these electrician/s must be employed by your business and must supervise electrical work directly.
- * Registration of your business with the Electrical Bargaining Council.
- * Letter/Certificate is issued by the Workman's Compensation Commissioner (Dept. of Labour) confirming that your business is registered and accounts fully paid.
- * Registration of your business with the ECA (Electrical Contracting Association): Not compulsory, but recommended.
- * DOL: OHS 1993: EIR Registration 6 (4): Registration of Electrical Contractor valid certificate.

It is important to note that the making of a submission will not necessarily lead to an appointment.

Applications may be handed in at Jennie 051 401- 3186, University Estates, Main Campus, Bloemfontein.

27 January 2015

Dear Sir/ Madam

OFFICIAL PURCHASE ORDERS

1. In terms of the Policy and Procedures for Purchases of the University of the Free State ("UFS"), the issuing of an official order to a supplier by the UFS is required before such a supplier can render services or supply goods to the UFS.
2. We hereby inform you that, as from 1 March 2015, no invoice of a supplier will be paid by the UFS in the absence of proof that the supplier received an official order from the UFS before the supplier rendered the services or supplied the goods as detailed in the invoice.
3. Please note that we require a monthly statement of outstanding invoices on month end, to be provided to the UFS. This statement should reach the UFS every month before the 10th of the following month. Statements can be e-mailed to creditors@ufs.ac.za
4. For any enquiries please email potgietert@ufs.ac.za

We trust you will find the above in order.

Yours faithfully,



CR LIEBENBERG
SENIOR DIRECTOR: FINANCE

Acknowledge of receipt:

Name: _____

Designation: _____

Name of Company: _____

Date: _____

Signature: _____

brief leweransiers 27 jan 2015



Dear Vendor

Please take note of the following UFS procedure:

REGISTERED VENDORS WILL ONLY BE PAID FOR PRODUCTS AND SERVICES RENDERED IF THEY HAVE RECEIVED AN OFFICIAL ORDER FROM THE UFS BEFOREHAND.

ALL SERVICES AND PRODUCTS

Products or services may only be rendered if you are in possession of an official UFS order for the requested goods or services. Please ensure that the UFS staff member who requests a service or orders a product from you provide you with an official order. In all instances, the order number must be stated on the invoice. Invoices without order numbers can unfortunately not be processed and will inevitably lead to late payment.

No payment may be made to vendors for products or services rendered after 1 March 2015 if you have not been in possession of an official order beforehand. Please sign the attached documentation to acknowledge receipt thereof and immediately return this to erequisition@ufs.ac.za. Vendors whose acknowledgement of receipt has not been returned by 28 February 2015 will temporarily be deactivated. Vendors who have been deactivated in this manner will have to apply again to be registered as a vendor.

Any enquiries in this regard can be directed to erequisition@ufs.ac.za

VENDORS OF CONTRACTED SERVICES (e.g. cleaning services, security, legal services, etc.)

Products or services may only be rendered by vendors of contracted services if you are in possession of an official UFS order for the requested goods or services. At the beginning of every calendar year in which the contract is valid, vendors of these services will have to request a new order from the UFS for that year, or shorter period, if the contract ends during the year. For any services rendered outside the contract you have to be in possession of an approved order for the additional request. Please ensure that the UFS staff member who orders a product or service from you provide you with an official order. In all instances, the order number must be stated on the invoice. Invoices without order numbers can unfortunately not be processed and will inevitably lead to late payment. Any enquiries in this regard can be directed to erequisition@ufs.ac.za. No payment may be made to vendors for products or services rendered after 1 March 2015 if you have not been in possession of an official order beforehand. Please sign the attached documentation to acknowledge receipt thereof and immediately return this to erequisition@ufs.ac.za. Vendors whose acknowledgement of receipt has not been returned by 28 February 2015 will temporarily be deactivated.

Yours sincerely

Marlete Paulsen