

# Polmed Supplier Registration Form



Address: Crestway Office Park, Block A, 20 Hotel Street, Perseour Park, Lynnwood, Pretoria, 0081  
Postal Address: PO Box 14812, Hatfield, Pretoria, 0028  
Tel: 0861 511 049  
Website: [www.polmed.co.za](http://www.polmed.co.za)

By completing and submitting this form you hereby grant permission to POLMED to capture this data as part of its supplier database profile. Completion of the form does not in any way guarantee any contracts whatsoever, but said information will be included on the POLMED supplier database.

## Enquiries:

Tel: 012 818 7500

E-mail: [procurement@polmed.co.za](mailto:procurement@polmed.co.za)

## Section 1 – Supplier Registration Information

Company Name	
Company Registration Number	
Trading Name	
Income Tax Number	
VAT Number	
Contact Person Name	
Contact Number	
Cell phone Number	
E-mail address of contact person	
Website address	
Business Address	
Postal Address	
Brief description of company services	

# Polmed Supplier Registration Form



## Section 2 – Services Category

No	Service Category	Please Indicate
1	ICT - Hardware	
	ICT - Software	
2	Legal and Risk Services	
3	Audit Services	
4	Finance	
5	Supply Chain Management	
6	Human Resources	
7	Marketing and Advertising	
8	Cleaning and Catering Services	
9	Health Care Services	
10	Office Refreshments	
11	Travel Management Services	
12	Office Stationery	
13	Office Furniture	
14	Facilities Management Services	
15	Professional Services (Please specify)	
16	Training	
17	Other Services (Please Specify)	

## Section 3 – B-BBEE Level of Contribution

POLMED is committed to transformation objectives in line with the B-BBEE Act.

The Scheme makes use of the Preferential Procurement Strategy when conducting procurement for goods and services.

### B-BBEE Rating

Please tick next to your B-BBEE Level and attach your accredited B-BBEE certificate or a sworn affidavit.

Criteria & B-BBEE Rating	Please Tick
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6	
Level 7	
Level 8	
Non - Compliant	

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### Type of Entity

Emerging Micro Enterprises	
Qualifying Small Enterprises	
Generic Enterprises	

Ownership held by black shareholder %

Ownership held by black female shareholders %

### Section 4 – Supplier’s Declaration of Interest

#### Conflict of interest includes:

- direct or indirect ownership by POLMED employees or members of the board and its committees, their spouses or immediate family in a contractor or supplier (service provider) which is, or intends to do business with the POLMED
- the POLMED employees or members of the board and its committees, their spouses or immediate family serving as an officer, director, employee, committee member, agent, representative or consult, to any current supplier or to any other organisation that does business with POLMED
- POLMED employees or member of the board and its committees, their spouses or immediate family receiving fees, commissions or other compensations from suppliers or service providers; and
- Amounts received by the POLMED employees or members of the board and its committees, their spouses or immediate family in the form of fees, donations, gifts must be disclosed.

#### Disclosure form:

Do **POLMED** members of the board and its committees, employees, their spouses or immediate family have any direct / indirect interest in your company?

No

YES

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(if yes, complete the following)

Name of Person	Nature of Relationship	Extent of Financial Interest

**Declaration Form:**

I ----- understand that should my business be awarded a contract, said contract offered, will be subject to the information given on this form being correct.

Failure to disclose Conflict of interest information amounts to misrepresentation. Should any misrepresentation be uncovered after commencement of contracted work, the POLMED reserves the right to terminate the contract and recover all payments made to the business.

-----  
Signature

-----  
Date



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## Supplier Registration Documents Checklist

Please submit the following documents as attachments

DOCUMENTS REQUIRED		PLEASE TICK
1.	Completed and Signed Supplier Database Form	
2.	Valid SARS tax pin certificate	
3.	Certified copy of a valid B-BBEE Certificate OR sworn Affidavit	
4.	Company Profile with at least three contactable references	
5.	Certified copies of identity documents of owners in the case of a sole trader	
6.	Bank Details Confirmation not Older than 3 months (bank statement, cancelled cheque or bank confirmation letter)	
7.	Relevant accreditation (cidb, seta, coc, etc) if applicable	
8.	Company registration documents	
9.	Proof of Business Address	