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Board of Directors:

P.C. Chingoka (<i>Chairman</i>)	T.A. Taylor
H.B.W. Rudland	B.G. Manyenyeni
G.R. Smith (<i>Chief Executive Officer</i>)	C. Matigumu

TO ALL PROSPECTIVE/CURRENT SERVICE PROVIDERS

Subject: Supplier database update and VAT compliance

Attachments to supplier registration form

Attached herewith, kindly find Supplier Registration Form as requested.

Please be advised that the application must be accompanied by the following documents on its return:

- Original, Valid, Tax Clearance Certificate (ITF 263)
- Completed CR14
- Completed – Standard Operating Procedure relating to supply chain
- Your Company Profile
- Vendor Form
- Letter from the Bank confirming your Banking Details OR Bank Stamp as per Vendor Form

Please take note that completed supplier database forms with all the required attachments must be submitted in original to Unifreight Africa

NB: only email documents will be accepted by submitting to bstopforth@swift.co.zw.

Your interest in becoming one of our registered service providers is appreciated.

Regards,

Brett Stopforth

Procurement Manager



Application to be registered on the Unifreight Africa Supplier Database

All suppliers are herewith invited to register as a registered supplier on the database of **UNIFREIGHT AFRICA**

The purpose of this database is to give all prospective/current suppliers an equal opportunity to submit quotations to UNIFREIGHT AFRICA.

Preference will be given to fully compliant and registered suppliers but it does not necessarily mean that suppliers who are not yet registered will be totally exempted from quoting for the supply of goods and/or services to UNIFREIGHT AFRICA. It is envisaged however, that this database will contribute to efficient administration. It must be noted that Suppliers who fail to comply with the criteria set out in this document can be eliminated from Current and Future Supplies until such time the criteria has been met and approved.

Please find attached an official registration form to assist us in updating our database accordingly.

It is imperative that suppliers read the application document carefully, complete it in full and sign it.

Please note that a valid Tax Clearance Certificate must be attached.

When this questionnaire is completed, please submit to:

UNIFREIGHT AFRICA LTD

Attention: Brett Stopforth via email on bstopforth@swift.co.zw

Subject: Supplier Registration 2015

Hard copies must be delivered to:

UNIFREIGHT AFRICA – Engineering Division

Cnr Willow / Orme Road

New Ardbennie

Harare, Zimbabwe

Attention: B. Stopforth – Procurement Manager



Supplier application form

Important notes - please read carefully

- To be completed by **all** vendors seeking registration as a registered supplier
- The questionnaire must be completed in **full** and **signed**
- A **company profile** may accompany the registration form but will **not be accepted** as substitute for the application form
- All fields on application form **MUST** be completed by applicant
- Applicants will be contacted via email and must therefore submit an email address; failure to comply will result in excluding the supplier from the database
- It should be noted that UNIFREIGHT AFRICA reserves the right to accept or reject any application in this respect
- Service provider must comply with all the **registration criteria** for registration to be finalized - **Failure to do so may result in the application being declined**

Supplier Detail

Company / Supplier Name:	
Company / CC Registration Number:	
Web Address:	
E-Mail Address:	
Telephone Number:	
Mobile Numbers:	
Number of Full Time Employees:	
Number of Years in Business	
Postal Address: (Compulsory)	
Physical Address: (Compulsory)	



Company / Supplier Classification

Please tick the relevant box / boxes

Tax Clearance Certificate Attached (Compulsory)

YES

NO

Expiry Date of Tax Clearance Certificate

ISO Listed	Importer	Services	Manufacturer	Repairer	Distributor	Exporter	Sales
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VAT No.

BP No.

1 Public Company (Ltd)

2 Private Company (Pty) Ltd

3 Closed Corporation (CC)

4 Other (Specify)

5 Joint Venture

6 Consortium

7 Sole Proprietor

8 Foreign Company

9 Partnership

10 Trust

Company Director

Name

Company Position

Phone Number

Cell Number

Email Address

Main Contact Person

Name

Company Position

Phone Number

Cell Number

Email Address

Sales Contact Person

Name

Company Position

Phone Number

Cell Number

Email Address

Accounts Contact Person

Name

Company Position

Phone Number

Cell Number

Email Address



Suppliers of the following products/services are required to register on the database.

Please mark **ONLY THE CORE BUSINESS** in the column below:

CORE BUSINESS (SERVICE / GOODS)

(Please indicate only your main service and/or supply of goods in order for UNIFREIGHT AFRICA to capture your correct information onto the Supplier Register)

1	
2	
3	
4	
5	

TRACK RECORD

List the four largest contracts/assignments completed by your firm in the last three years

Work performed	For whom	Contact person and Telephone numbers	Contract fee



Please choose by ticking from the services/goods below:

Description

Auto Electrical Spares	<input type="checkbox"/>	Tools	<input type="checkbox"/>
Auto Mechanical Spares	<input type="checkbox"/>	Fire Equipment & Services	<input type="checkbox"/>
Light Vehicle Spares	<input type="checkbox"/>	Gaskets	<input type="checkbox"/>
Truck Spares	<input type="checkbox"/>	Valves	<input type="checkbox"/>
Haulage Trailer Spares	<input type="checkbox"/>	Flanges	<input type="checkbox"/>
Filter And Filtration Systems	<input type="checkbox"/>	Gearbox & Gears	<input type="checkbox"/>
Fasteners - Nuts, Bolts, Washers	<input type="checkbox"/>	Lubricants	<input type="checkbox"/>
Fixtures & Fittings	<input type="checkbox"/>	Tubing & Piping	<input type="checkbox"/>
Instrumentation	<input type="checkbox"/>	Plastic Products	<input type="checkbox"/>
Bearings	<input type="checkbox"/>	Personal Protective Equipment	<input type="checkbox"/>
Rubber Products - Belts & Hoses	<input type="checkbox"/>	Pumps	<input type="checkbox"/>
General Hardware	<input type="checkbox"/>	Seals	<input type="checkbox"/>
Electrical Cable	<input type="checkbox"/>	Stationery	<input type="checkbox"/>
Agro Chemicals	<input type="checkbox"/>	Tyres & Related Services	<input type="checkbox"/>
Laboratory Chemicals	<input type="checkbox"/>	Fuel	<input type="checkbox"/>
Insecticides & Pesticides	<input type="checkbox"/>	Groceries Dry & Frozen	<input type="checkbox"/>
Fertilizers	<input type="checkbox"/>	Courier Services	<input type="checkbox"/>
Electrical Motors	<input type="checkbox"/>	Customs Clearing & Freight Services	<input type="checkbox"/>
Electrical Switchgear	<input type="checkbox"/>	Steel & Iron	<input type="checkbox"/>

Terminology:

Commodities: The commodities the company wishes to be registered for as a supplier to UNIFREIGHT AFRICA

Trade Names: The trade names that the company own or distribute, which you wish to be registered for as a supplier to UNIFREIGHT AFRICA

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- Any conflict of interest will be declared

Signature of Owner or Authorized Representative

COMMISSIONER OF OATHS:

SIGNATURE: _____

DATE: _____

STAMP: