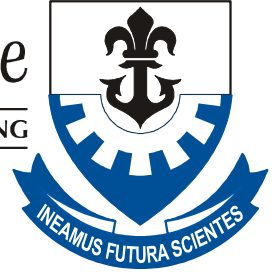




Umfolozi College

FOR FURTHER EDUCATION AND TRAINING



UMFOLOZI COLLEGE, CENTRAL OFFICE

Private Bag X5023, Richards Bay, 3900

Tel: (035) 902 9501, Fax: (035) 789 2585

E-Mail: rector@richtek.co.za

INVITATION TO REGISTER ON THE SUPPLIER DATABASE OF UMFOLOZI FET COLLEGE

Invitation is extended to all service providers who are interested to register to become Preferred Suppliers on the UMFOLOZI COLLEGE for FET (hereinafter "UCFET") Supplier Database. Thereby enabling UCFET's Campuses and Central Office to procure goods and services from the Preferred Suppliers within its regions in KZN.

All existing and potential service providers are also invited to register with the COLLEGE. Criteria for registration will include, but not limited to, field of specialisation, expertise and experience, resources, cost and preferential points in line with the UCFET Supply Chain Policy.

Suppliers need to submit an **original copy** of a **valid Tax Clearance Certificate**, ZNT registration number, proof of company/close corporation registration (where applicable), company profile including details of company shareholders and copies of their identification documents. Potential suppliers are required to disclose BBBEE (Broad-Based Black Economic Empowerment) credentials and should clearly indicate if they have an office in the KZN Province or if not, stipulate the locality of their business.

Suppliers and vendors are advised to provide a clear description of their services and product profiles of their companies, including fixed price listings. Registration forms can be obtained from the **UCFET Central Office**, and once completed, the forms must be submitted to the **Supply Chain Management Unit, to the attention of Ms Ashika Toolsee and Jaurina Grobler**, in a sealed envelope marked "**UCFET Supplier Database. Forms to be collected and submitted to the UCFET Central Office, 58 Naboomnek, Arboretum, Richards Bay.**"

UCFET is committed to the provisions of the Procurement Policy Framework Act 5 of 2000; Public Finance Management Act 29 of 1999; and the Supply Chain Management Framework Act of 2005. Responding to this invitation does not mean an automatic registration. Preference will be given to suppliers / vendors who are in compliance with the Preferential Procurement Policy Framework Act (Act 5 of 2000).

Enquiries can be directed to the Assistant Manager: General Administration, Mr. Sifiso Ntetha, Tel. 035- 902 9501/26 or e-mail sntetha@richtek.co.za.

Registration forms may also be obtained from the UCFET Website: www.umfologicollege.co.za Take note that only original registration forms will be accepted and neither faxed nor e-mailed expressions of interest will be accepted.

Existing and potential suppliers/service providers will provide the following services but not limited to:

OFFICE ADMINISTRATION

Office cleaning materials and services
Printing and stationery (including maps)
Pest control services
Catering
Courier services
Travel and accommodation
Conference venues
Office furniture and equipment
Filing and archiving services
Carpet cleaning
Furniture removals
Security services
Document management (incl. electronic)
Indoor plants (rental)
Blinds, tinting and curtaining

REPAIRS AND MAINTENANCE

Electric fencing
Plumbing
Electrical services
Paving and fencing
Carpentry
Locksmiths
Aluminum suppliers
Building renovations
Roof repairs and water proofing
Air conditioning and refrigerators
Steel supply and manufacturers
Borehole and pump maintenance
Water reticulation and purification
Plant maintenance
Fleet repairs and maintenance

GENERAL SUPPLIES

Rations
Office Teas and general consumables
Gardening Services
Animal feed/Lucerne

ACCOUNTING AND FINANCE

Specialised tax consultants
Auditing (internal/external/forensic)
Accounting services
Financial management consulting

HUMAN RESOURCES

Recruitment and placement agencies
Training and development
Training (HIV/AIDS)
Employee wellness Programmes
Organisational development
Job evaluation
Performance management
Human resource planning
Labour relations consultants
Team Building and motivational speakers
Workshop facilitation
Labour brokers – temporary seasonal staff

MARKETING AND COMMUNICATIONS

Special events and functions management
Employee name plates and badges
Sponsorships for annual awards
Advertising
Corporate gifts
Media publicity
Video and photography
Communications services
Media monitoring
Strategic impact analysis
Editing services
Graphic design
Design, layout and printing

LEGAL AND LAW FIRMS

Debt collection
Legal consulting
Corporate law
Employment law
Financial law
Industrial relations
Property law
Translating and transcribing services
Litigation and opinion

FACILITY MANAGEMENT

Protective clothing
Interior décor
Bed & Linen, Cutlery and Crockery
Laundry equipment e.g.
Industrial machines
Guest Supplies e.g. wrap soaps

FUND MANAGEMENT ACTUARIAL AND RISK SERVICES

Asset management
Investment fund management consultants
Risk management services
Insurance companies

INFORMATION TECHNOLOGY

Information technology consultants
Hardware and Software suppliers
Telephone/PABX/Data maintenance and supplies
MSP development and implementation
Installation and maintenance of networks
Computer maintenance and upgrading
Business process analysis and re-engineering
Web maintenance and development
Integrated accounting systems (incl. reservations / supply chain / fleet / project / and general accounting fleet / project / and general accounting management solutions)

TECHNICAL

Consulting engineers (Civil, Structural and mechanical)
Registered architectural specialists
Valuation consultants
Auctioneers
Registered projects and construction managers

CONSULTING SERVICES

Supply chain consultants
Corporate governance consultants
Knowledge management consultants
Inter-governmental relations consultants
Service delivery optimization consultants
Tourism and marketing consultants

OTHER PROFESSIONAL SERVICES

Quantity surveyors
Knowledge management consultants
Filing and archiving consultants
Banking services
Insurance services
Veterinary Services
Property management services
Helicopter services