

CONTRACTOR EVALUATION FORM

THE FOLLOWING DOCUMENTATION MUST BE ATTACHED

1. COPY OF CERTIFICATE OF INCORPORATION OF REGISTERED ENTITY
2. COPY OF PERSONAL ID IF NOT A REGISTERED ENTITY
3. NOTICE OF VAT REGISTRATION (VAT CERTIFICATE)
4. COMPANY LETTERHEAD
5. CANCELLED CHEQUE
6. COMPANY PROFILE IF AVAILABLE
7. BLACK EMPOWERMENT – COMPLETE ANNEXURE A.
8. TAX CLEARANCE CERTIFICATE FROM SARS (RECEIVER OF REVENUE)

**FOR OFFICE
USE**

<u>FOR OFFICE USE</u>		Quality Manager	Procurement Manager
Approved			
Declined			

SUPPLIER EVALUATION

NB. Where inadequate space is provided on this questionnaire to include relevant information, such information must please be provided as a separate addendum to this questionnaire.

DATE: _____

A. **GENERAL**

1. NAME OF FIRM / COMPANY / CLOSED CORPORATION: _____

Date registered: _____ -

Physical address: _____

Postal address: _____

Telephone: _____ -

Telex: _____

Fax: _____

E-mail: _____

Web site: _____

2. TYPE OF BUSINESS / PRODUCT AND SERVICES PROVIDED :

Manufacturer / Distributor / Repairer / Wholesaler / Retailer: - Circle relevant activity.

List Products / Services provided: _____

Sole Agencies held: _____

3. **MANAGEMENT:**

List Directors / Partners / Owners / Members with ID numbers:

4. **BANKERS:**

Bank : _____

Account number: _____

Branch: _____

5. **AUDITORS:** _____

Telephone: _____

B. ORGANISATION / STRUCTURE

WORKFORCE :

Total number of permanent staff:

White	Male	
White	Female	
HDSA	Male	
HDSA	Female	

QUALITY CONTROL:

Does your company have a quality management system?

IF YES :

It is certified in accordance with ISO?

IF NO :

Is your company in the process of implementing a quality management system?

Will you be seeking listing in the near future?

Do you have a quality control department?

Are you prepared to be audited by personnel from Assore or a independent third party?

Does your company have an Environmental, Health and Safety system?

C. BLACK ECONOMIC EMPOWERMENT

Please complete Annexure A .

Please note that failure to submit any information on BEE will result in this evaluation being rejected.

DECLARATION

I, _____(Name) the undersigned, in my capacity as _____

(Managing Director / Director, etc) of

_____ (Company / Firm's name) do hereby state under oath that:

1. The facts contained in the attached vendor evaluation form are true and correct in every respect.
2. I am duly authorized to sign on behalf of the company.
3. No persons or close relative of the aforementioned are in the employ of any company which forms part of the Assore group of companies.
4. All relevant facts which could influence a decision to have us placed on your list of approved vendors have been disclosed in the vendor evaluation form.
5. I hereby authorize Assore to conduct any credit checks should it be deemed necessary. Assore undertakes to keep such information confidential and will not disclose it to any third party.

SIGNED ON THIS _____ DAY OF _____ - 20_____

AT _____

NAME: _____ SIGNATURE: _____

NOTE:

BLACK ECONOMIC EMPOWERMENT (BEE) STATUS**(ANNEXURE A)**

For purposes of this questionnaire black include Black, Coloured, Indian, and Asian South African citizens.

BBB-EE INFORMATION				
Ownership	% by black females	% by black males	% black disabled	Total black shareholding
	% by white females	% by white males	% white disabled	Total white shareholding
	% by black owned companies	% by black empowered companies	% by black influenced companies	% by white owned companies
Management	Number of Board members	Number of Top Management	Number of Other Top Management	Number of Non-Executives
	Number of black Board members	Number of black Top Management	Number of Other black Top Management	Number of black Non-Executives
Employment Equity	Number Disabled staff	Number of Senior Management	Number of Middle Management	Number of Junior Management
	Number black Disabled staff	Number of black Senior Management	Number of black Middle Management	Number of black Junior Management
Procurement	Number of EME suppliers	Number of QSE suppliers	Total number of suppliers	Number of Black owned suppliers
	Number of black influenced suppliers	Number of black empowered suppliers	Number of suppliers with scorecard ratings between level 8 and level 5	Number of suppliers with scorecard ratings between level 4 and level 1
Skills Development	Skills expenditure on black individuals	Skills expenditure for black disabled	Number of Learning programs for black individuals	
Enterprise Development	Expenditure on enterprise development initiatives			
Socio-Eco Development	Expenditure on socio economic development initiatives			