

REQUEST FOR SUPPLIER INFORMATION (RFSI)

IMPORTANT NOTICE

COMPLETION & SUBMISSION

- Hollard is under no obligation to enter into a formal relationship with the sole trader / company herein
- Hollard reserves the right to request proof or more info
- Advise Group Procurement of any changes to your company
- A sole trader / company will only be contacted if their services are required

VAT REQUIREMENTS

- A sole trader / companies VAT certificate must reflect the correct registered and trading names. Invoices issued to Hollard must correspond to the vat details submitted.

SUPPORTING DOCUMENTATION

- Submit documentation where indicated and refer to minimum requirements;
 - Registered VAT vendors - copy of the current VAT certificate from SARS;
 - Registered business entities - copy of the current company registration certificate from CIPRO;
 - Copies of approvals and/or grading certificates;
 - Fees / Rate Schedule;
 - BEE Certificate / EME Letter

MINIMUM ENTRY LEVEL CRITERIA

Please note these are relevant to your specific industry and service offering and if a sole trader and/or registered company.

1. **BEE** - Hollard strongly supports the DTI's BEE initiative and will give preference to:
 - 1.1 Companies or sole traders that have been officially BEE rated;
 - 1.2 Are in possession of valid and current BEE rating documentation;
 - 1.3 Preference will be given to companies that are BEE rated with a minimum level 4 - **including** enterprises that are 100% BEE owned;
2. **Rates and fees** proposed need to be fair, industry / market related and negotiable;
3. Able to provide a **Letter of Good Standing from SARS** reflecting the name under which you or your company will be trading with Hollard;
4. Have the relevant **insurances** in place and when requested be able to provide proof;
5. Adherence to **industry regulations** relevant to your industry;
6. Adherence to the rules of **recognised associations** you or your company is a valid member of;
7. You are established and been **in operation for at least 1 year** in the industry / services offered to Hollard;
8. Have suitably **experienced and qualified / accredited staff** and the necessary tools and equipment to provide the services being applied for;
9. Provided **accurate and full ownership details** with supporting ID documentation;
10. **When required**, provide full disclosure and **permissions** to allow Hollard to perform industry standard **background checks**.

RETURN ALL SUPPORTING DOCUMENTATION WITH THIS FORM TO
Group Procurement - Email: procurement@hollard.co.za OR Fax: (011) 351-0899

DIRECT ALL QUERIES REGARDING THIS DOCUMENT TO
Procurement on Tel: (011) 351-1103; 351-5481; 351-2628

Refer to our website for more details

Web: [www.hollard.co.za/Who are we/Procurement](http://www.hollard.co.za/Who%20are%20we/Procurement)

PROCUREMENT

Office: **011 351-5000** | Fax: **011 351-0899** | Email: procurement@hollard.co.za | Web: www.hollard.co.za

GENERAL INFORMATION

COMPANY'S REGISTERED NAMES					
Full trading name			Hollard Account or creditors account number (if relevant)		
Full registered name (CIPRO)			Registration Number		
VAT registered name (SARS)			VAT Number		
FRANCHISE / GROUP COMPANY					
Is your company owned by a franchise, holding company or group? If yes, please give name		Is your company a Franchisee or a Branch		No. of branches / franchisees	
MEMBER OF A CONTROLLING BODY OR ASSOCIATION					
<i>This Association may in some instances have the authority to represent, negotiate and enter into agreements on your behalf</i>					
Name of the Association (if applicable)		Main contact name and number		Is this membership Annually renewable?	Does your company openly trade in this Association
PHYSICAL ADDRESS					
Street number	Street name	Suburb	City	Postal code	Province
If not in South Africa, please state which country			Please provide your GPS coordinates		
CONTACT DETAILS					
Company Tel Nr & Dialling code (1)			Tel (2)		
Company Fax Nr & Dialling code (1)			Fax (2)		
Company Email address					
Who is the main contact person for your business		Cell / Tel No		Email	
Owners name		ID number	Cell number	Email address	
Are you the sole owner of your company? If not, please provide other owners details as well.					
<input type="checkbox"/> May we SMS the main contact notices, updates, requests or possible legal documentation relating to our business relationship?					
What is your preferred / main method of communication for written material?					
<input type="checkbox"/> Fax: <input type="checkbox"/> E-mail: <input type="checkbox"/> Other (provide details)					
BANK DETAILS & PAYMENT TERMS (Optional)					
Account holder's name (as printed on company cheques)					
Account number	Bank name	Branch code	Branch name	Type of account	
OWNER DETAILS					
Name					
Population Group (race)					
Local / Foreign Citizen					
Gender					
% Shares					
ID No.					
Email Address					
Contact No.					

FEES & SERVICES

FEES *Please provide us a comprehensive list of your companies goods, services and/or specialities and related fee*

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TYPE OF SUPPLIER / SERVICE PROVIDER

CLAIMS Domestic & Commercial			Hollard's Internal Spend (Capital Expenditure)
Motor Suppliers <input type="checkbox"/> Auto Sound & Security /Locksmith <input type="checkbox"/> Car Hire <input type="checkbox"/> Glass <input type="checkbox"/> Panelbeaters <input type="checkbox"/> Towing <input type="checkbox"/> Accessories <input type="checkbox"/> Mechanical vehicle repairs <input type="checkbox"/> Salvage <input type="checkbox"/> Mags & tyres	Non-Motor Suppliers <input type="checkbox"/> Audio Visual Repair and Replace <input type="checkbox"/> Building Contractors <input type="checkbox"/> Communications <input type="checkbox"/> Computer Equipment and Peripherals <input type="checkbox"/> Electrical Repair and Replace Jewellery <input type="checkbox"/> Music Media (CD's, Videos, etc.) <input type="checkbox"/> Plumbers & Geysers <input type="checkbox"/> Retailers <input type="checkbox"/> Appliances (repair & replace) <input type="checkbox"/> Carpets & flooring <input type="checkbox"/> Gate motor (repair & replace) <input type="checkbox"/> Pools & spa's (repair & replace) <input type="checkbox"/> Optometrists & sunglasses <input type="checkbox"/> Outdoor equipment <input type="checkbox"/> Sporting goods <input type="checkbox"/> Bicycles	Service Providers <input type="checkbox"/> Accident Reconstruction Specialists <input type="checkbox"/> Attorneys Audit Assessors <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Investigators <input type="checkbox"/> Loss Adjusters <input type="checkbox"/> Motor Assessors <input type="checkbox"/> Motor Salvage <input type="checkbox"/> Surveyors <input type="checkbox"/> Specialist services (BEE) <input type="checkbox"/> Third party recovery and defence <input type="checkbox"/> Tracing agents <input type="checkbox"/> Vehicle tracking <input type="checkbox"/> Weather bureau <input type="checkbox"/> Non motor assessor	Building Services <input type="checkbox"/> Cleaning, alterations to building, etc Business Delivery Services <input type="checkbox"/> Mail services, courier services Training <input type="checkbox"/> Courses, seminars Business Infrastructure <input type="checkbox"/> Equipment rental, furniture, office machines, security, vehicles Marketing <input type="checkbox"/> Advertising, promotion items, merchandising Information Technology <input type="checkbox"/> Computer software & maintenance, networking Offices Services & Supplies <input type="checkbox"/> Stationery, catering, food services, flowers Telecommunications <input type="checkbox"/> Telephone systems, data lines Professional Services <input type="checkbox"/> Accounting, consulting, legal services, staff recruitment
Other, please list below.			

GRADINGS / APPROVALS OR QUALIFICAITONS *Valid and relevant to the industry you operate in or service you provide*

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GEOGRAPHICAL FOOT PRINT *Please provide us with a list of the areas you are mandated to operate in (regions, city / towns)*

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GOOD BUSINESS PRACTICE

BEE INFORMATION *please send the necessary certificate and/or document*

DTI CODES

<input type="checkbox"/> Level 1: 135%;	<input type="checkbox"/> Level 2: 125%;	<input type="checkbox"/> Level 3: 110%;	<input type="checkbox"/> Level 4: 100%;	<input type="checkbox"/> Level 5: 80%;
<input type="checkbox"/> Level 6: 60%	<input type="checkbox"/> Level 7: 50%;	<input type="checkbox"/> Level 8: 10%;	<input type="checkbox"/> Level 9: Non-compliant	

Which rating agency issued this certificate:	Expiry Date:
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DTI COMPANY CATEGORY *(please tick the category that is relevant to your business)*

<input type="checkbox"/> Medium to Large Company - annual turnover is greater than R35m	<input type="checkbox"/> Qualifying Small Company (QSE) - annual turnover is greater than R5m but less than R35m	<input type="checkbox"/> Exempt Micro Company (EME) - annual turnover is less than R5m
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(This information is on your BEE Certificate)

<input type="checkbox"/> Value add Supplier	% _____ Black ownership	% _____ Black woman ownership
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IS YOUR ANNUAL TURN OVER LESS THAN R5 MILLION?

Please confirm this by obtaining a letter from a registered accountant or auditor, noting your company's turnover and financial period. *This document is renewable annually and must be on the accountant or auditors letterhead.*

EXISTING BUSINESS DEALINGS WITH HOLLARD, ETANA OR THEIR RESPECTIVE BROKERS AND/OR PARTNERS

Who referred you to Hollard?

Please list any division, broker and / or partner this company may have dealings with

Division	Type of business	Contact person	Date from
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Please indicate if any of your family or close friends is working at Hollard and/or Etana or at their respective brokers and/or partners.

Name	Where (Hollard / Etana / which broker)	Capacity
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EXISTING INSURANCE IN PLACE RELEVANT TO THE SERVICE PROVIDED

Insurer:	Limit of Indemnity	Contact Name & No:	
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Type of Insurance	Policy No:	Effective Date:	Renewal Date:
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Below is a guideline of conditional insurance Hollard requires to be in place by you or your company to cover Hollard against claims that may arise during the course of you or your company providing goods or professional services to Hollard or their policyholders.

- Fidelity Guarantee:** Typically for companies that handle money of Hollard's behalf. Provides indemnity for you or your company for the loss of money or property suffered as a direct result of acts of fraud, theft or dishonesty by an employee in the course of employment. Defence costs, judgements and settlements are also covered.
- Liability Insurance:** Typically all individuals or companies that is appointed to do work for Hollard as they can incur liability in so many ways. It will be slightly different for each company depending on where they work, what they do and whether they visit clients premises, whether clients visit their premises, whether they have contractors doing work on their behalf. Provides you and your company with cover for financial costs associated with being found liable to a third party for death, illness, bodily injury or damage to property. Additional cover can include legal defence costs, damages resulting from wrongful arrest, associated assault and defamation, damages caused by sudden and unforeseen pollution and contamination; defective workmanship; defective products; internal liabilities; external liabilities; trustees liabilities; veld-fires liability.
- Motor Trade Insurance:** Typically for motor traders and garage owners. If you own the vehicles on your shop floor, or you run a vehicle repair shop where the vehicles do not belong to you, you are open to liability for damage, loss or repair costs caused through accidental damage to these vehicles whilst under your care? Internal insurance - provides cover against accidental damage to vehicles whilst on the premises of the insured business. External insurance - provides cover for accidental damage to vehicles away from the premises of the insured business.
- Product Insurance:** Typically for all suppliers that provide any type of goods and commodities as part of their service offer. Provides you and your company with cover from costly reimbursements. A business owner may be held accountable for injury or death from a product which had a design or manufacturing flaw. In this case, it really makes no difference if your company made the item or not, you may be held personally liable if you don't have the proper coverage. Regular Liability Insurance may not cover all Liabilities eg. Medical costs, attorney's fees and punitive damages in some situations. A separate Product Liability Insurance policy is a good way to cover all your bases, making sure you know that you're actually covered in the event of a claim made against you.
- Professional Indemnity Insurance for Professionals:** Typically for loss adjusters, motor assessors, investigators, attorneys, consultants etc. Provides insured with indemnity if you or your company offer professional services where a fee is earned for professional advice on which decisions are based and legal liability arise as a result of individual or company negligent acts, errors or omissions.

CARBON FOOTPRINT / ENVIRONMENTAL

Hollard supports and participates in environmentally friendly initiatives. We will appreciate it if you can share information in this regard with us.

Do you have an environmental policy in place? YES NO

Is your company involved in any environmental initiatives? YES NO

If yes, please provide a brief description (waste and/or water management, use of water based paints etc.) _____

Has your company ever participated in a carbon footprint audit? YES NO Date: _____

ACKNOWLEDGEMENT

I acknowledge that I have truthfully and accurately completed this form

Signature..... Position held at company..... Date.....

RETURN DOCUMENTS TO

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