



**PHSDSBC**

PUBLIC HEALTH AND SOCIAL DEVELOPMENT  
SECTORAL BARGAINING COUNCIL

## **Checklist for Documents for Supplier Registrations**

### **Section one**

#### **1. Particulars of the organization**

1.1. Registered name of the organization:	
1.2. Trading name:	
1.3. Contact person:	
1.4. Address:	
1.5. Contact numbers:	
1.6. E-mail:	
1.7. Type of organization: (eg: cc, Pty (Ltd), Pty, sole proprietor, partnership)	
1.8. Company registration number:	
1.9. Income tax registration number:	
1.10. Vat Registration number:	
1.11. Tax Clearance Certificate	
1.12. Three trade references	
1.13. Company Profile	
1.14. Bank Details: (Bank Letter)	

### **Section two**

#### **2. Evaluation Section**

2.1. Annual turnover for the past three years:	
2.2. Company Registration Documents:	
2.3. BBBEE Certificate	
2.4. Employment Status Report(current number of staff members)	