

## RBCT PROCUREMENT BUSINESS PROCESS

*~ How to become a vendor ~*

RBCT is in support of the Broad Based Black Economic Empowerment Act and strives to conform to all elements of the approved generic scorecard. In our business dealings preference is given to organizations that are BBBEE compliant. It should be emphasized that all Procurement decisions are based on sound and sustainable business principles. At present RBCT's BEE rating stands at 80% making RBCT a level 5 contributor.

Wherever possible, RBCT will support local business with the objective being to enter into value adding partnerships. In our drive to achieve this objective we have simplified our vendor application and approval process by differentiating between critical and non-critical vendors / contractors. Key elements for the former include manufacturing and site work and are subject to formal technical assessment and approval. In this category of service / vendor application, your premise will be subject to a technical audit by our onsite inspectors.

The minimum documentation for both categories includes the following:

- A formal letter of introduction giving a brief description of core business and also indicating:
  - Postal Address
  - Physical Address
  - Directors / Members
  - Communication detail (Tel / Fax / E-Mail)
- Organization registration document.
- VAT Registration document or VAT exemption certificate
- Financial detail (Copy of cancelled cheque)
- Proof of KBC induction and Medical Certificates (Site Work)
- Workman's Compensation Certificate – Letter of Good Standing. (Site Work)
- BBBEE Rating in terms of Generic Scorecard (Or exemption certificate)

Should you have any queries relating to any of the above requirements, please feel free to contact the RBCT Section Manager - Inventory.

Contact: Andile Mhlongo  
Section Manager – Procurement  
Telephone: (035) 904 4236  
Email: [amhlongo@rbct.co.za](mailto:amhlongo@rbct.co.za)