

**HARMONY GOLD MINING COMPANY LIMITED**

(Registration number 1950/038232/06)

Corner Main Reef Road and Ward Avenue  
 Randfontein, 1760  
 Vendor Administration Department  
 Tel: (011) 411 4029 /30 /32 /33

**VENDOR FORM**

Applications for new Vendors require the completion of two forms, namely the **VA1 Vendor Form** to be completed by a Harmony representative that motivates the need for a new supplier and the **VA2 Supplier Form** to be completed by the supplier. The VA1 Vendor Form is also utilized to request the Activation of a Vendor previously de-activated.

**Type of Application:** (please X the relevant box)

<input type="checkbox"/>	New Vendor	<input type="checkbox"/>	Emergency Vendor
<input type="checkbox"/>	After Event Vendor	<input type="checkbox"/>	Activate a Vendor (previously de-activated)

**ALL SECTIONS TO BE COMPLETED IN FULL**
**Section A – Motivation**

Harmony Business Unit			
Harmony Representative Name			
Harmony Representative Designation			
Contact Number			
Supplier Company Name			
Estimated Annual Expenditure			
Type of Expenditure	<input type="checkbox"/>	Capital	<input type="checkbox"/>
Was the tender process followed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
If yes, was this supplier the successful bidder?	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**Motivation for new vendor**

Is the Motivation on a separate attachment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
What product/service is required?				
Why is it required?				

**HARMONY GOLD MINING COMPANY LIMITED**  
(Registration number 1950/038232/06)

Corner Main Reef Road and Ward Avenue  
Randfontein, 1760  
Vendor Administration Department  
Tel: (011) 411 4029 /30 /32 /33

Why can the product not be sourced from existing vendors?				
Were quotes obtained from other suppliers?		Yes		No
Are quotes / comparison schedules attached?		Yes		No

Motivation for an Emergency Vendor	
Motivation why this is an Emergency Vendor (if applicable)	

Motivation for an After Event Vendor	
Motivation why this is an After Event Vendor (if applicable)	

Motivation for Reactivation of the Vendor	
Motivation to Reactivate a Vendor (if applicable)	

Section B– Classification (The below chart will assist you in determining the Supplier Category)		
Category 1 Supplier	The Estimated Annual Spend with Harmony is less than R350 000.	
Category 2 Supplier	The Estimated Annual Spend with Harmony is greater than R350 000.	

Based on the Category of supplier, the below documentation need to be submitted by the supplier to Harmony should the motivation be approved. Without the complete set of information the application will not be processed.	
Category 1 Supplier	BEE certificate , Stamped Bank confirmation letter
Category 2 Supplier	BEE certificate , Stamped Bank confirmation letter , Tax Clearance Certificate
	Where deemed necessary by the vendor committee a risk /technical assessment on premises/ products /equipment will be done regardless of expenditure.

(Registration number 1950/038232/06)

**Corner Main Reef Road and Ward Avenue  
Randfontein, 1760  
Vendor Administration Department  
Tel: (011) 411 4029 /30 /32 /33**

Service / Commodity		Service / Commodity		Service / Commodity	
Abrasive Products		Filter Products		Mining Support Products	
Accommodation Services		Financial Services		Motor Spares	
Air Transport Services		Fire Protection Services		Nut & Bolt Products	
Architectural Services		Food & Beverage Products		Office & Stationary Products	
Armature Services		Fuel Products		Office Services	
Audit Services		Funeral Services		Ore Transport Services	
Battery Products		Garden Services		Paint Products	
Bearing Products		Gas Products		Payroll Services	
Canvas Products		General Consumable Products		People Transport Services	
Capital Project Services		General Hardware Products		Piping products	
Car Rental Services		General Maintenance Services		Plastic Pipe Products	
Catering Services		General Services		Pneumatic Products	
Cement Products		General Steel Products		PPE Products	
Chemical Products		Geological Services		Printing Services	
Chute Products		Government Services		Psychology Services	
Cleaning Services		Health Services		Publication Services	
Commodity		Hopper Products		Pump Products	
Communication Services		Hospitality Services		Quantity Surveying Services	
Compressor Products		Hydraulic Services		Rail Products	
Construction Services		Insurance Services		Repair Services	
Consulting Services		Internal Services		Rubber Products	
Conveyer Products		IT Services		Scraper Products	
Corporate Services		Laboratory Services		Sealant Products	
Crane Products		Labour Hire		Security Services	
Demolition Services		Legal Services		Social Services	
Designing Services		Lifting Equipment		Steel Rope Products	
Diesel Motor Products		Lime Reagents		Surface Vehicle Services	
Drilling Services		Logistics Services		Surface Vehicles	
Electrical Equipment		Lubrication Products		Timber Products	
Electrical Services		Marketing Services		Training Services	
Engine Products		Mechanised Vehicles		Tyre Products	
Engineering Services		Medical supplies		Valve Products	
Environmental Services		Metal Products		Ventilation Products	
Equipment Hire Services		Mine Vacuum Services		Water Treatment Services	
Event Management Services		Mineral Products		Welding Products	
Explosive Products		Mining Services		Winch Products	
Fan Equipment		Others – state service/product			

**HARMONY GOLD MINING COMPANY LIMITED**  
(Registration number 1950/038232/06)

Corner Main Reef Road and Ward Avenue  
Randfontein, 1760  
Vendor Administration Department  
Tel: (011) 411 4029 /30 /32 /33

Section D– Link a Vendor to a business Unit							
AVG		ELK		HGM		PHX	
CEN		FG		KG		REL	

**REQUESTOR**

Signed at (Place) \_\_\_\_\_ on (Date) \_\_\_\_\_

FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DESIGNATION \_\_\_\_\_ TEL NO \_\_\_\_\_

E MAIL \_\_\_\_\_

**HEAD OF DEPARTMENT (must be a superior of the requestor)**

Signed at (Place) \_\_\_\_\_ on (Date) \_\_\_\_\_

FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DESIGNATION \_\_\_\_\_ TEL NO \_\_\_\_\_

E MAIL \_\_\_\_\_