

CALL FOR REGISTRATION – V2

SUPPLIER & SUBCONTRACTOR REGISTRATION PROGRAMME

A formal invitation to qualified service providers, contractors and vendors to register on the ROADRAK GROUP centralised supplier database for current and future procurement opportunities.

13PROCUREMENT
CATEGORIES OPEN
FOR REGISTRATION**08**COMPLIANCE
DOCUMENTS
REQUIRED AT
SUBMISSION**05**STEP VERIFICATION
& APPROVAL
PROCESS

01 — EXECUTIVE INTRODUCTION

A MESSAGE FROM THE PROCUREMENT DEPARTMENT

On behalf of ROADRAK GROUP, the Procurement Department / Supply Chain Management Division welcomes expressions of interest from qualified suppliers, subcontractors and service providers operating across South Africa.

This registration programme exists to pre-qualify vendors ahead of current and future project requirements, giving the Group's operating divisions a single, verified database from which to source capable, compliant partners as work arises.

ROADRAK GROUP is committed to conducting procurement fairly, transparently and in line with applicable legislation. Every registered vendor is evaluated on merit, capability and compliance standing — consistently, and without exception.

REGISTRATION IS THE FIRST STEP TOWARD A WORKING RELATIONSHIP BUILT ON COMPLIANCE, CAPABILITY AND TRUST.

We encourage every interested and capable business to complete the registration process outlined in this document and to submit the required documentation in full.



FAIR EVALUATION

Every vendor is assessed on capability, pricing and compliance — not relationship history.



TRANSPARENT PROCESS

Clear, documented criteria are applied consistently across every registration received.



VERIFIED COMPLIANCE

Statutory and regulatory documentation is checked before any vendor is approved.

02 — PROCUREMENT OPPORTUNITIES

SCOPE OF SERVICES & PRODUCTS

ROADRAK GROUP sources across the categories below. Vendors may register under one or more categories applicable to their business.



01

CIVIL ENGINEERING

Road construction, earthworks, stormwater and infrastructure rehabilitation.



02

BUILDING CONSTRUCTION

Residential, commercial and institutional building works.



03

FACILITIES MANAGEMENT

Integrated property, maintenance and building support services.



04

ELECTRICAL SERVICES

Installation, maintenance and compliance-certified electrical work.



05

PLUMBING SERVICES

Water reticulation, drainage and plumbing installation & repair.



06

MECHANICAL SERVICES

HVAC, mechanical installation and equipment maintenance.



07

PLANT HIRE

Earthmoving, construction and specialised equipment hire.



08

MATERIALS SUPPLY

Aggregates, concrete products and construction consumables.



09

LOGISTICS & TRANSPORT

Freight, haulage and site logistics coordination.



10

SECURITY SERVICES

Site, asset and personnel security solutions.



11

CLEANING SERVICES

Commercial, industrial and post-construction cleaning.



12

PROFESSIONAL CONSULTING

Engineering, technical and specialist advisory services.



13

GENERAL GOODS & SERVICES

Office, operational and ancillary supply categories.

03 — SUPPLIER REQUIREMENTS

REQUIRED DOCUMENTATION

The following documentation must accompany every registration submission. Incomplete submissions will not be considered for inclusion on the database.

DOC 01

**COMPANY PROFILE**

Overview of the business, operational capability and relevant track record.

DOC 02

**CIPC REGISTRATION**

Certificate of incorporation and current company registration documents.

DOC 03

**TAX COMPLIANCE STATUS**

Valid SARS Tax Compliance Status PIN, current at time of submission.

DOC 04

**B-BBEE CERTIFICATE / AFFIDAVIT**

Valid B-BBEE certificate, or sworn affidavit where applicable to the entity's size.

DOC 05

**CIDB REGISTRATION**

Where applicable to the scope of construction-related work being registered.

DOC 06

**LETTER OF GOOD STANDING**

Valid Letter of Good Standing issued under the Compensation for Occupational Injuries and Diseases Act (COIDA).

DOC 07

**BANKING CONFIRMATION**

Bank-issued confirmation letter verifying the registered entity's account details.

DOC 08

**SUPPLIER REGISTRATION FORM**

Fully completed official ROADRAK GROUP supplier registration application form.

04 — PROCUREMENT GOVERNANCE

GOVERNANCE & ETHICAL PROCUREMENT

§1 FAIR PROCUREMENT PRINCIPLES

ROADRAK GROUP's procurement decisions are guided by value for money, demonstrated capability and verified compliance, applied consistently to every vendor irrespective of size or prior relationship with the Group.

§2 TRANSPARENCY

Procurement processes are documented and conducted in a manner that allows for scrutiny, with evaluation criteria communicated to participating vendors wherever practicable.

§3 SUPPLIER EVALUATION

Registered vendors are assessed against capability, compliance standing, pricing and past performance before being considered for project-specific procurement opportunities.

§4 COMPLIANCE REQUIREMENTS

Continued inclusion on the supplier database is conditional on vendors maintaining valid statutory and regulatory documentation for the full duration of their registration.

§5 ETHICAL BUSINESS CONDUCT

ROADRAK GROUP expects every supplier and subcontractor to conduct business with integrity, and reserves the right to suspend or remove non-compliant vendors from the database at its discretion.

§6 ANTI-CORRUPTION COMMITMENT

ROADRAK GROUP does not tolerate bribery, corruption or the solicitation of improper payment in connection with registration or procurement. Any such conduct should be reported to the Procurement Department without delay.



REPORTING A CONCERN

Suspected irregularities relating to this registration process can be reported directly to the Procurement Department at subcontractors@roadrak.co.za.

05 — SUBMISSION PROCESS

FROM APPLICATION TO APPROVAL

01

PREPARE DOCUMENTATION

Gather all required compliance and company documents listed in this notice.

02

COMPLETE REGISTRATION FORM

Fill out the official ROADRAK GROUP Supplier Registration Form in full.

03

SUBMIT SUPPORTING DOCUMENTS

Email the completed form together with all supporting documents to the address provided.

04

COMPLIANCE VERIFICATION

The Procurement Department reviews and verifies the documentation submitted.

05

SUPPLIER DATABASE APPROVAL

Compliant vendors are added to the centralised ROADRAK GROUP supplier database.

**IMPORTANT NOTICE**

- Registration on the ROADRAK GROUP supplier database **does not guarantee** the award of any contract or work order.
- Inclusion on the database does not create any contractual relationship, obligation or right between ROADRAK GROUP and the registered vendor.
- All procurement remains **competitive**, and ROADRAK GROUP reserves the right to verify, request further information on, or decline any submission at its sole discretion.
- ROADRAK GROUP **does not charge any fee** for supplier or subcontractor registration. Any request for payment in connection with this process should be treated as fraudulent and reported to the Procurement Department immediately.

— PROCUREMENT CONTACT CENTRE

REGISTER YOUR BUSINESS WITH ROADRAK GROUP

All supplier registrations, subcontractor applications and supporting compliance documentation are reviewed by the Procurement Department / Supply Chain Management Division.



SUPPLIER & SUBCONTRACTOR APPLICATIONS

subcontractors@roadrak.co.za



WEBSITE

www.roadrak.co.za



DEPARTMENT

**Roadrak Procurement Department
Supply Chain Management (SCM)**

**BUILT ON COMPLIANCE.
DELIVERED THROUGH PARTNERSHIP.**