Harmony Vendor Application Requirements

Information to prospective Harmony vendors

Should you desire to become a Harmony Gold Mining Company Limited (‘Harmony’) vendor, please ensure that you understand the requirements as set out below:

1. You cannot do business with Harmony or receive purchase orders if you are not registered as a Harmony vendor.

2. Harmony will not register you as a vendor unless there is a proven need for your service/product within the organisation.

3. A 100% black owned company may contact our enterprise development department for assistance. Contact either:

   - Morwesi Lekaota:
     Tel: 011 - 411 4031
     E-mail: morwesi.lekaota@harmony.co.za

   OR

   - Caroline Gorewang:
     Tel: 011 - 986 0036
     E-mail: caroline.gorewang@Harmony.co.za

4. You do not need to be an existing vendor to participate in Harmony tenders. Should you win a tender, you will be approached to complete the vendor application.

5. Once a need for your service/product has been established, a Harmony consumer must motivate your vendor application by completing a VA1 form.

6. Vendor applications received without the supporting motivation (VA1) from a Harmony consumer will not be considered.

7. You are required to supply the following documents:

   7.1 A completed and signed VA1 form.
   7.2 A completed and signed VA2 form.
   7.3 Proof of your banking details (either a stamped letter from your bank or a cancelled cheque).
   7.4 A tax clearance certificate issued by SARS, the date of which has not expired.
   7.5 A BEE certificate issued by a certified institution, the date of which has not expired. Preference will be given to suppliers whose black ownership is greater than 25%.
8. The VA1, VA2 and supporting documents must be submitted to:

**BY HAND:**
The Harmony Vendor Department  
Corner of Main Reef Road & Ward Avenue  
Randfontein Office Park  
Block 15

**OR**

**BY E-MAIL:**
- Mlamuli Malamba  
  [mlamuli.malamba@harmony.co.za](mailto:mlamuli.malamba@harmony.co.za)  
  Tel: 011 - 411 4030
- Pumza Qubuda  
  [pumza.qubuda@harmony.co.za](mailto:pumza.qubuda@harmony.co.za)  
  Tel: 011 - 411 4032
- Maud Molefe  
  [maud.molefe@harmony.co.za](mailto:maud.molefe@harmony.co.za)  
  Tel: 011 - 411 4033

9. Your vendor will be created by the vendor department once your application has been approved by the vendor committee.

10. Depending on the nature of services/products that you provide, your facilities and equipment may need to be assessed by Harmony’s quality department before the application is considered for approval.

11. Depending on the nature of the products you provide, the products may need to be tested by Harmony’s standards department, before the application is considered for approval.

12. You will receive a letter confirming whether your application has been approved or rejected. If approved, your Harmony vendor number will be on the letter of approval.

13. You are required to submit your renewed BEE certificates annually to Moipone Lesole (e-mail: [MLesole@harmony.co.za](mailto:MLesole@harmony.co.za))

14. Your vendor number will expire after 18 months of inactivity, and you will have to re-apply should your services be required after that period.

15. The VA1 and VA2 forms can be downloaded from the Harmony website at [http://www.harmony.co.za/job-seekers/suppliers](http://www.harmony.co.za/job-seekers/suppliers)