



Islamic Relief South Africa (IRSA) Supplier Registration Form – Ramadan 2026

Thank you for your interest in registering as a supplier with Islamic Relief South Africa. This form is intended to capture supplier details for potential inclusion in IRSA's supplier database for Ramadan projects across KwaZulu-Natal, Gauteng, Western Cape and Eastern Cape provinces as well as Lesotho and Zimbabwe.

Completion of this form is a supplier database registration exercise only, and not a procurement, pre-qualification, or tender process. Therefore, this does not guarantee approval or award of any contract. All suppliers will be evaluated according to IRSA's procurement policy, which prioritises transparency, quality, and alignment with our organisational values.

SECTION A: COMPANY DETAILS

Registered Business Name: _____

Trading Name (if different): _____

Registration Number (CIPC): _____

VAT Number (if applicable): _____

Type of Business: _____

Physical Address: _____

Postal Address: _____

Province(s) of Operation: _____

Telephone: _____

Mobile: _____

Email: _____

Website (if applicable): _____



Cape Town: 396 Imam Haron Road, Lansdowne
Durban: 405 Moses Kotane Road, Sherwood, Durban, KwaZulu Natal 4091
Johannesburg: 157 Barry Hertzog Avenue, Emmarentia, Ext 1

Tel: 021 696 0145 / 0800 111 898 (toll free)
Tel: 031 208 2838 / 0800 111 898 (toll free)
Tel: 011 486 0153 / 0800 111 898 (toll free)

Contact Person: _____

Designation/Position: _____

SECTION B: BUSINESS PROFILE

Nature of Goods/Services Provided: _____

Years in Operation: _____

Number of Employees: _____

Previous Experience with NGOs or Government Institutions: _____

Provinces where you can deliver or provide services: _____

Do you have the capacity to package, store and deliver during the Ramadan period? ☐ Yes ☐ No

SECTION C: COMPLIANCE DOCUMENTS

Please attach copies of the following (where applicable):

- ☐ Company Profile
- ☐ CIPC Registration Certificate
- ☐ Valid Tax Clearance Certificate / PIN
- ☐ BBBEE Certificate / Affidavit
- ☐ Bank Confirmation Letter
- ☐ Proof of Business Address
- ☐ Copy of ID of Company Director(s)
- ☐ At least two (2) Trade References

SECTION D: REFERENCES

Organisation	Contact Person	Telephone	Email	Description of Work	Year

SECTION E: BANKING DETAILS

Bank Name: _____

Account Holder: _____

Account Number: _____

Branch Code: _____

Account Type: _____

SECTION F: DECLARATION

I, the undersigned, hereby declare that:

- The information provided in this form is true and correct.
- I understand completion of this supplier registration form does not constitute pre-qualification, appointment, or approval as a service provider, nor does it guarantee participation in any procurement or tender process. All procurement will be conducted separately and in accordance with Islamic Relief South Africa's procurement policies and competitive bidding procedures.
- I agree to comply with Islamic Relief South Africa's procurement policies, code of ethics, and terms of engagement.
- I undertake to inform IRSA of any material changes to the information supplied herein.

Name: _____

Designation: _____

Signature: _____

Date: _____

Submission Instructions:

Please email the above completed form and all supporting documents to:

Western Cape, Eastern Cape, Lesotho, Zimbabwe - IRSA.Procurement@islamic-relief.org.za

KwaZulu-Natal – DBN.Procurement@islamic-relief.org.za

Gauteng – JHB.Procurement@islamic-relief.org.za

Subject line: Supplier Registration – Ramadan 2026 [*insert Province Name*]



Islamic Relief
South Africa

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