

PROSPECTIVE SUPPLIER LIST APPLICATION

This page to be completed for each submission



APPLICATION DETAILS

Reference Number: PSL/01/2012/B

Close: Date: 19 November 2012
Time: 11:00

Description: Invitation to apply for registration on the DTPC Prospective Supplier List

RESPONDENT DETAILS

Organisation/
individual:

PLEASE INDICATE IF THIS IS THE ORIGINAL OR THE COPY

Original

Copy

DOCUMENTS IN THIS APPLICATION PACK

Please note that “bid/bidder” in this document includes respondent.

Respondents are to ensure that they have received all pages (pp 29) of this document, which consists of the following sections:

SECTION 1

Note: Documents in this section are for information to/instruction of respondents and must not be returned with applications.

Background

Application submission instructions

Evaluation process/criteria

SECTION 2

Note: Documents in this section must be completed and returned or supplied with applications.

Special conditions of registration

Tax Clearance Certificate Requirements

Declaration of interest

Declaration of bidder's past SCM practices

Independent Bid Determination Certificate

Preference Points Claim form in terms of the Preferential Procurement Regulations 2011

SECTION 3

Note: Documents in this section must be completed and returned or supplied with applications.

Prospective supplier registration application form

Category list

BACKGROUND

In order to comply with the regulations of the Public Finance Management Act and to ensure a competitive procurement process, the Dube TradePort Corporation (DTPC) invites prospective suppliers of the services/ goods as indicated in the categories list, to apply for a listing on the DTPC Prospective Supplier List.

DTPC intends to utilise this Prospective Supplier List to obtain quotations for goods/ services that may become necessary from time to time.

It is important to note that should an applicant be successful in their application to be added to the Prospective supplier list, DTPC is under no obligation to utilise their services. Successful applicants are not in any way guaranteed future business.

Whilst DTPC is issuing this application in good faith, it reserves the right to cancel or delay the selection process.

APPLICATION SUBMISSION INSTRUCTIONS

1 FRAUD AND CORRUPTION

- 1.1 All suppliers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NOTES TO ALL SUPPLIERS SEEKING REGISTRATION ON THE PROSPECTIVE SUPPLIER LIST OF DTPC

- 2.1 The purpose of this list is to give all prospective suppliers an equal opportunity to submit quotations to DTPC.
- 2.2 Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally excluded from quoting for the supplying of goods or services to the DTPC. It is envisaged however, that this list will contribute to efficient administration and compliance with the PFMA.
- 2.3 Attached please find, inter alia, an official Prospective supplier application form to assist in compiling the list according to legislation. It is imperative that applicants read the Prospective supplier application document carefully, complete it in full and sign where appropriate.
- 2.4 The list will be valid until DTPC decides to re-establish the list.
- 2.5 Suppliers will be notified whether their applications were accepted or not.

3 CLARIFICATIONS/QUERIES

- 3.1 Any clarification, required by a supplier regarding the meaning or interpretation of the Prospective supplier application document, or any other aspect concerning the application, is to be requested **in writing** (letter, facsimile or e-mail) by 5th November 2012. The reference number (PSL/01/2012/B) should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all suppliers by e-mail only.
- 3.2 Such clarification/ queries regarding the registration/ application procedures and technical information may be directed to:

Name: **Venessa Govender**

Tel: **032 814 0000**

e-Mail **Venessa.govender@dubetradeport.co.za**

4 SUBMITTING PROSPECTIVE SUPPLIER LIST APPLICATION DOCUMENTS

4.1 An original plus (1) one hard copy of the application document pack (two documents in total), should be handed in/delivered to:

a

Delivery address for application forms	Postal address for application forms
Dube TradePort Corporation 29° South 7 Umsinsi Junction La Mercy 4399	Dube TradePort Corporation P.O. Box 57757 King Shaka International Airport 4407

4.2 Prospective supplier application documents should be submitted in a sealed envelope, marked with:

- Reference Number (**PSL/01/2012/B**)
- Closing date and time (**19 November 2012 at 11:00**)
- The name and address of the applicant.

4.3 Documents submitted on time by suppliers shall not be returned.

4.4 Documents received late will only be considered for the next quarter update.

4.5 Application forms can be delivered and deposited into the bid/tender box between 08:00 and 16:30, Mondays to Thursdays and 08:00 to 16:00 on Fridays, prior to the closing date, and between 08:00 and 11:00 on the closing date.

4.6 All application documents must be submitted on the official forms (not to be re-typed).

4.7 This application is subject to the Special Conditions of Registration.

4.8 Application forms submitted that do not comply with the following may not be considered for evaluation:

4.8.1 An application that is not in the format prescribed.

4.8.2 An application without some or all of the required documents.

4.8.3 Applications without the required number of copies.

5 LATE SUBMISSIONS

5.1 Late submissions may not be considered for registration on the list until the next update, provided that all the information and documentation as set out in this document pack are satisfactory, or after the publishing of the next advertisement.

5.2 A submission will not be considered if it arrives even one second after 11:00 or any time thereafter. The tender (bid) box shall be locked at exactly 11:00 and submissions arriving late will only be considered as per paragraph 3.1 above. Applicants are therefore strongly advised to ensure that submissions be despatched timely, allowing enough time for any unforeseen events that may delay the delivery of the submission.

5.3 Submissions sent via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at DTPC premises (tender/bid box or reception). Submissions received at the physical address after the closing date and time of the submission, shall therefore be deemed to be received late.

6 REASONS FOR REJECTION

6.1 DTPC shall reject an application to be registered if the supplier has committed a proven corrupt or fraudulent act in applying to register.

6.2 Any attempt to gain information in a manner deemed to be unfair or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the application process.

6.3 DTPC may disregard the application of any supplier if that supplier, or any of its directors:

- Have abused the SCM system of DTPC.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof exists.

6.4 Such actions shall be communicated to the National Treasury.

6.5 No faxed or e-mailed applications will be accepted.

7 GENERAL CONDITIONS OF CONTRACT

7.1 The General Conditions of Contract, which are available on request or on the National Treasury website, will only guide the quotations to be invited from the List of Prospective suppliers.

7.2 The GCC can be downloaded from the National Treasury website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/sf/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

EVALUATION PROCESS/ CRITERIA

ALL SUPPLIERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1. EVALUATION PROCESS

1.1 Evaluation of the responses will be done in the phases noted hereunder.

1.2 RESPONSIVENESS CHECK

1.2.1 An original plus (1) one hard copy (2 documents in total) of the application document pack submitted.

1.2.2 Original Tax Clearance Certificate submitted.

1.2.3 Declaration of interest completed, signed and submitted.

1.2.4 Declaration of bidder's past SCM practices completed, signed and submitted.

1.2.5 Certificate of Independent Bid Determination completed, signed and submitted.

1.2.6 Preference Points Claim form in terms of the Preferential Procurement Regulations 2011 including an original, valid B-BBEE status level verification certificate or a certified copy thereof submitted.

1.2.7 Prospective supplier registration application form completed, signed and submitted.

1.2.8 Categories list completed and submitted.

1.2.9 Curriculum/curricula vitae completed and submitted if applicable (for professional services and training).

1.2.10 Organisational/Individual profile submitted.

1.3 EVALUATION

1.3.1 Suppliers who are regarded as responsive, as determined through paragraph 1.2 above will be evaluated further. Information will be presented to the DTPC Evaluation Committee to be assessed on the under-mentioned assessment criteria:

1.3.2 Assessment Criteria

Assessment Criteria		
	Yes	No
<input type="checkbox"/> Display knowledge and experience in categories applied for as a supplier through the CVs.		
<input type="checkbox"/> Display knowledge and experience in categories applied for as a supplier through the organisational/individual profile.		

1.4 FINAL APPROVAL

1.4.1 The recommendations for registration on the list will be submitted for final approval to the relevant approval structure.

SPECIAL CONDITIONS OF REGISTRATION

SPECIAL CONDITIONS	
1	GENERAL
1.1	The applicant must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application.
1.2	Should applicants fail to indicate agreement/ compliance or otherwise, the DTPC will assume that the applicant is in compliance or agreement with the statement(s) as specified in this application.
1.3	Applications not completed in this manner may be considered incomplete and rejected.
2	ADDITIONAL INFORMATION REQUIREMENTS
2.1	During evaluation of the supplier application forms, additional information may be requested in writing. Replies to such request must be submitted, <u>within 3 (three) working days.</u> <u>Failure to comply, may lead to your supplier application being disregarded.</u>
3	FORMAT OF APPLICATION DOCUMENT
3.1	Applicants must complete all the necessary documents and undertakings requirements in this prospective supplier application documents. Applicants are to set out their applications in the format prescribed hereunder.
3.2	Part 1: Front page of this document
3.2.1	The front page of this document must be completed and attached to each submission.
3.3	Part 2: SARS Tax Clearance Certificate(s)
3.3.1	An <u>original</u> , valid tax clearance certificate for the applicant must accompany the application. Non-compliance with this paragraph will lead to elimination. The certificate requirements page should <u>not</u> be returned as part of the application.
3.4	Part 3: Declaration of Interest
3.4.1	Complete, sign and return the "Declaration of Interest" form.
3.5	Part 4: Declaration of bidder's past SCM practices
3.5.1	Complete, sign and return the "Declaration of bidder's past SCM practices".

Section 2: Special Conditions of Registration

	SPECIAL CONDITIONS
3.6	Part 5: Certificate of Independent Bid Determination
3.6.1	Complete, sign and return the Certificate of Independent Bid Determination with the application form.
3.7	Part 6: Preference Points Claim form in terms of the Preferential Procurement Regulations 2011 and B-BBEE Status
3.7.1	<p><u>Compliance option 1:</u> Bidders must provide proof of their B-BBEE status level in the form of a certificate. Such certificate must be certified and issued by a SANAS accredited B-BBEE verification agency or IRBA accredited auditor. All certificates issued must be valid at the closing date of the submission.</p>
3.7.2	<p><u>Compliance option 2:</u> Exempted Micro Enterprises must submit a certificate issued by a registered auditor, Accounting Officer (as contemplated in the Close Corporation Act, Act No 69 of 1984) or an accredited verification agency providing its status by confirming that the total revenue of the contracting entity does not exceed R5 million in the case of the generic score card or that it does not exceed the thresholds as stipulated and approved by the Sector Codes.</p>
	<p><u>Notes:</u> Requirements for a valid Auditor or Accounting Officer certificate are that the following information should be detailed on the face of the certificate:</p> <ul style="list-style-type: none"> • The Auditor's/Accounting Officer's letter head with full contact details • The Auditor's/Accounting Officer's practice number • The name and the physical location of the measured entity • The registration number and, where applicable, the VAT number of the measured entity • The date of issue and date of expiry • The B-BBEE Status Level of Contribution obtained by the measured entity • The total black shareholding and total black female shareholding. <p>A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender. Non-compliance may result in a bidder scoring zero (0) for this element. (0) for this element.</p>
2.8	Part 7: Prospective Supplier Information Registration Form
2.8.1	Applicants must complete and return the full information registration form.
2.9	Part 8: Categories List
2.9.1	Applicants must complete and return the categories list form.

Section 2: Special Conditions of Registration

2.10	Part 9: Proposed Curricula Vitae
2.10.1	A maximum of 2 representatives CV's per professional service and training categories, if applicable, must be provided in order to demonstrate skill and capacity in the specific category. A CV may not exceed 2 pages.
2.11	Part 10: Organisational/Individual Profile
2.11.1	It is expected that prospective suppliers will provide sufficient details of their knowledge and experience in the relevant categories only and in line with the category description requirements in their response to enable DTPC to effectively evaluate the response.
2.11.2	In the case of individuals, only provide relevant information pertaining to an individual.
2.11.3	Not more than three (3) pages, and must at least contain information below:
	<input type="checkbox"/> Highlight core business of the organisation.
	<input type="checkbox"/> When was the organisation established?
	<input type="checkbox"/> Details of contracts for similar work within the last 3 years.
2.11.4	Samples of work done are not required at this stage.
3	UPDATE OF INFORMATION ON SUCCESSFUL PLACEMENT
3.1	Successful suppliers that are placed on the list are responsible to provide updated information in the event of any changes to the e-mail address. Failure to do so will result in <u>removal</u> from the list if a request for quote is sent to the e-mail noted on the database and is then returned undelivered due to address not being valid/ not existing, etc.

I/we herewith accept all the above-mentioned special conditions of registration. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: _____

Signature of applicant: _____

Date: _____

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid (tender) that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The **original** Tax Clearance Certificate must be submitted together with the bid. Failure to submit the **original** and valid Tax Clearance Certificate **will** result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Section 2: Declaration of Interest

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –
- 1.1. The bidder is employed by the State; and/or
- 1.2. The bidder is a Board member of DTPC and/or
- 1.3. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 2.1. Full Name of bidder or his or her representative:
- 2.2. Identity Number:
- 2.3. Position occupied in the Company (director, trustee, shareholder, etc²):
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 2.6. VAT Registration Number:
- 2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identify numbers, tax reference numbers and, if applicable, employee/ Persal numbers must be indicated in paragraph 3 below
- 2.7. Are you or any person connected with the bidder presently employed by the State? **YES / NO**
- 2.7.1. If so, furnish the following particulars
- Name of person/ director/ trustee/ shareholder/ member:
- Name of State institution at which you or the person connected to the bidder is employed:
- Position occupied in the State institution:

¹ "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

Section 2: Declaration of Interest

Any other particulars:

.....
.....
.....

2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1. If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.3. If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? **YES / NO**

2.8.1. If so, furnish the following particulars.
.....
.....
.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State or Deloitte Consulting³ (Pty) Ltd and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1. If so, furnish the following particulars.
.....
.....
.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State or Deloitte Consulting (Pty) Ltd who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1. If so, furnish the following particulars.
.....
.....
.....

³ Deloitte Consulting (Pty) Ltd is the Procurement Administrator

Section 2: Declaration of Interest

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1. If so, furnish the following particulars.

.....

.....

.....

3. Full details of directors/ trustees/ members/ shareholders.

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Section 2: Declaration of Bidders' Past Supply Chain Management Practices

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:

- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's prospective supplier list as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this prospective supplier list were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access the Register enter the National Treasury's website, www.treasury.gov.za click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Respondent

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying application:

PSL/01/2012/B

(Application Number and Description)

in response to the invitation made by:

Dube TradePort Corporation

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:

(Name of Bidder/Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - has been requested to submit a bid in response to this bid invitation;
 - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁴ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

⁴ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Section 2: Certificate of Independent Bid Determination

- prices;
- geographical area where product or service will be rendered (market allocation)
- methods, factors or formulas used to calculate prices;
- the intention or decision to submit or not to submit, a bid;
- the submission of a bid which does not meet the specifications and conditions of the bid; or
- bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder/ Applicant

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

NOTE:

No points will be allocated in this application. Only the contributor status level will be applicable.

1.3.1 The maximum points for this bid are allocated as follows:

		POINTS
1.3.1.1	Price	90/80
1.3.1.2	B-BBEE Status Level of Contribution	10/20
	Total points for Price and B-BBEE must not exceed	100

1.4 Please submit an original, valid B-BBEE status level verification certificate or a certified copy thereof.

B-BBEE level contributor status as evidenced by the attached proof

1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
-

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the rawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution:

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME? YES / NO
(delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :.....

9.3 Company registration number
.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?
.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution

WITNESSES:

1.

SIGNATURE(S) OF BIDDER

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

PROSPECTIVE SUPPLIER REGISTRATION APPLICATION FORM

**All applicants must furnish the following particulars and include it in their submission. Each application form will be allocated with a reference number for future enquiry purposes
(Failure to do so may result in your application being disqualified)**

Legal Name of Business of applicant

--

Trading Name of Business of applicant

--

Supplier grouping detail/Type of firm (Tick the appropriate block)	1.	Public Company (Ltd)	
	2.	Private Company (Pty) Ltd	
	3.	Close Corporation registered in terms of the SA Companies Act (cc)	
	4.	Close Corporation registered in terms of the SA Close Corporation Amendment Act (Act 25 of 2005) (cc)	
	5.	Other (specify)	
	6.	Partnership	
	7.	One person business/Sole Proprietor	
	8.	Foreign Company	
	9.	Trust	
	10.	Section 21 Company	

Postal Address:

Zip/ Postal Code

Physical Address:

Zip/ Postal Code

Full name of contact person:

--

Telephone number:

Code		Number	
------	--	--------	--

Fax Number:

Code		Number	
------	--	--------	--

Cellular number:

	Number	
--	--------	--

e-Mail address:

--

Web page:

--

Section 3: Prospective Supplier Information Registration Form

Business
(Company)
Registration
Number:

VAT Registration
number:

Income Tax
Reference Number:

Tax clearance
(Tick the appropriate
block)

Yes		No		Arrangements made (proof in part 2)		Not applicable (attach proof)	
-----	--	----	--	-------------------------------------------	--	----------------------------------------	--

CIDB Grading and relevant category for
grading, if applicable

Number of Fulltime Employees

Banking details:

Name of Bank
To/City
Branch Name and Code
Account Number
Account Holder
Account Opened On
Type of Account

**Please attach a cancelled cheque or Letter from bank confirming banking details.
This information must be completed by your bank.**

I/we confirm that the above information on the client's account at this bank is correct.

Signed on behalf of the Bank

Name

Capacity

Bank stamp above

I, the undersigned certify that the information provided is true and correct.

Confirmation

Declaration:

I/We have examined the information provided in your application document and I/we certify that the information provided by me/us in accordance with the requirements as set out in the application document is true and correct.

Signature of applicant:

.....

Date:

.....

Are you duly authorised to commit the supplier:

YES / NO

Capacity under which this
application is signed

.....

Section 3: Category List

CATEGORY LIST

Category	Sub-category	Indicate with X
Professional Services	Consulting: Auditors	
	Consulting: Change Management	
	Consulting: Financial and Supply Chain Management	
	Legal Services	
	Recruitment	
	Market Research	
	IT Services	
	Quantity Surveying	
	3D Graphic Rendering	
	Water quality testing	
	Consulting: Built Environment (architecture, town planning, engineering, quantity surveying, etc)	
	Consulting: Environmental management	
	Consulting: Horticulture	
	Land Surveyors	
	Economists and Market Research	
	Ecologists and Wetland Specialists	
	Traffic Consultants	
	Geo-technical Specialists	
	3D Rendering/Digital Modelling Specialist	
	Psychometric Assessments	
	Polygraph Specialists and Assessments	
	HR Specialists and Consulting Services	
	Employee Assist Programmes and Counselling	
	Remuneration Benchmarking and Job Evaluations	
	Recruitment Services	
	Laboratory Services (water testing etc.)	
General Services	Accommodation	
	Aircon Installation and Repairs	
	HVAC Installation and Maintenance	
	Car Rental	
	Catering Services	
	Cleaning Service	
	Conference Facilities and Venues	
	Events Management	
	Facility Services	
	Pest Control Services	
	Printing Services	
	Stationery and Consumables	
	Security Services	
	Window & Aluminium Door/Window Repairs	
	Building Fitout (Partitioning; Carpeting etc.)	
Building Supplies		

Section 3: Category List

Category	Sub-category	Indicate with X
	Installation of Blinds & Rubble Removal	
	General Building Supplies (e.g. Builders Warehouse etc.)	
	Plumbing Contractors	
	Plumbing Supplies	
	Safety Equipment	
	PPE Suppliers	
	Lighting Suppliers (Bulbs etc.)	
	Glass and Aluminium Contractors	
	Broadband, Voice and Value Added IT Services	
	Aviation Security Services	
	Fire System & Extinguisher Servicing	
	Scale Calibration	
	X-Ray Servicing / Maintenance	
	Occupational Health / Hygiene Surveys	
	Occupational Medicals	
	Green House Maintenance	
	Electricians and Electrical Supplies	
	Horticultural tools and equipment	
	Horticultural/Landscaping Consumables	
	Herbicides and fertilizers suppliers	
Furniture, Equipment and Supplies	Clothing & Uniform	
	General Office equipment	
	Kitchen appliances	
	Office furniture	
	Stationery	
	Workshop Equipment	
	PPE (extensive list)	
	Part 108 compliant branded & uniquely serial numbered tamper evident seals & Known Cargo stickers	
	Branded packing tape	
	Variety of 108 compliant seals for trucking	
	Access Control Books	
	Strapping & Strapping tool for re-sealing of hand searched cargo	
	Equipment To test Security Equipment and Staff	
Vehicles	Motor vehicles	
	Motor Vehicle Repairs	
	Tyre Replacement	
	Vehicles/Truck Servicing	
	Tractor implements and spares	
Information	Consumables	

Section 3: Category List

Category	Sub-category	Indicate with X
Technology Equipment & Goods		
	Hardware	
	Software	
Training	Management and Leadership	
	Skills Development	
	Training in computer software packages	
	Aviation Security Training: AVSEC levels 1 & 3 and Air Cargo Familiarisation Training compliant with Parts 108, 109, & 110	
	Dangerous Goods (cat 8 and cat 12)	
	TACT (Warehouse)	
	TACT (Finance)	
	Air Cargo Practices & Procedures	
	Cold Chain / Perishable Cargo handling	
	AVI (live animals) handling	
	Break & Build	
	Forklift (up to 10 Ton)	
	VNA stacker	
	Hoist (up to 20 Ton)	
	ETV (Elevated Transfer Vehicle)	
	X-Mover	
	Dolly Tug	
	Ramp Handling Equipment	
	OSH & COID (Managers, Supervisors, Staff)	
	Hot Work	
	Working at Heights (Suspension Trauma, Safety Harness, ladders & PPE)	
	Hazardous Chemical Substances storage and handling	
	Safe Stacking & Storage	
	Lock Out & Tag Out	
	Environmental Awareness	
	Occupational Health & Safety Risk Management / HIRA	
	Occupational Health & Safety Incident / Accident reporting & Investigation	
	First Aid	
	Fire Fighting	
	Occupational Health & Safety Representative	
	Aviation Security Risk Management	
	Safety Management Systems	
	Horticultural Training Services	
Medical Services	Occupational Health Practitioners	
	Laboratory Equipment and servicing	

Section 3: Category List

Category	Sub-category	Indicate with X
	Laboratory Consumables and Spares	