



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 01/2015/16**
Enquiries : I Kubayi/ L Nyondo
Telephone : 012 3511928, 11286
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 01/2015/16**
2. Appointment of a Service Provider to provide Newspapers to DIRCO offices for a period of two years (2) at the O.R TAMBO International Airport (ORTIA), Cape Town International Airport (CTIA) and the King Shaka International Airport.
3. Required at Department of International Relations and Cooperation.
4. **Closing date 05 JUNE 2015: 11 O'clock**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1, PRICING SCHEDULE, SBD4, SBD6.1, SBD8, SBD9, Database Form, and General Conditions of Contract.
6. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
7. Please make sure that your bid reaches this office before the closing date.
8. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

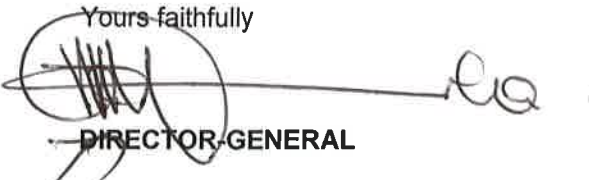
This envelope can be placed in the bid box at DIRCO Head office Building, 460 Soutpansberg Road Rietondale Pretoria.

OR

If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Department of International Relations and Cooperation 460 Soutpansberg Road Rietondale 0084.

Non compliance with any of **the above** conditions will result in **your bid being disqualified.**

Yours faithfully



DIRECTOR-GENERAL

DATE: 25/05/2015

Kgoro ya Tirišano le Tšhomišano ya Dinaga lša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirišano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE NEWSPAPERS TO DIRCO OFFICES FOR TWO (2) YEARS PERIOD AT O.R TAMBO INTERNATIONAL AIRPORT (ORTIA), CAPE TOWN INTERNATIONAL AIRPORT (CTIA) AND THE KING SHAKA INTERNATIONAL AIRPORT (KSIA)



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE NEWSPAPER TO DIRCO OFFICES FOR A TWO (2) YEARS PERIOD

1 PURPOSE

To appoint a service provider to provide the newspaper to DIRCO offices for a two (2) years period

2 BACKGROUND

Political office bearers and senior officials in the department make use of newspapers and magazines to assist them in their daily business activities. A service provider will be appointed for a period of (2) year to supply newspaper to DIRCO offices as well as other offices identified in the Terms of Reference.

3 DELIVERIES

The service provider must provide the department with newspapers

Rights to receive the newspapers must not be limited to DIRCO office only but must also cover external offices namely

- DIRCO head office(Annexure A)
- OR Tambo international airport (Annexure B)
- King Shaka International Airport (Annexure B)
- Cape Town International Airport (Annexure B)
- Cape Town offices (Annexure B)
- Weekend house to house around Pretoria(Annexure C)

The newspapers to be delivered on site it must be as follows (Full list attached as Annexure A, B,C)

Annexure A		
NEWSPAPERS	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
HEAD OFFICE 460 SOUTPANSBERG ROAD		
African Conflict	24	
Beeld	6240	
Business Day	25920	
Citizen	5280	
Economist Magazine	768	
Financial Mail	480	
Mail Guardian	9504	
New Age	6240	
New African	24	
Newsweek magazine	192	
Pretoria News	27840	
Rapport	480	
Sowetan	8160	
Star	9600	
Total including delivery and vat	100752	

Annexure B

NEWSPAPERS(week day and weekends)	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
Acardia		
OR Tambo International Airport		
Cape town Parliament		
Cape town International Airport		
King Ushaka International Airport		
Business Day	3840	
Citizen Mon	4220	
City Press	192	
Mail Guardian	864	
Rapport	960	
Sowetan	4320	
Star	5280	
Sunday Independent	192	
Sunday Times	192	
Sunday Tribune	96	
Sunday World	192	
Cape Times	3360	
Argus	3840	
Die Burger	2400	
Total including delivery and vat	29948	

Annexure C

NEWSPAPERS(week day and weekends)	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
Centurion		
Pretoria west		
Pretoria North		
Pretoria East		
City Press	576	
Sunday Independent	576	
Sunday Times	576	
Sunday Tribune	96	
Sunday World	288	
Total including delivery and vat	2112	

The service provider shall be bound to deliver whatever quantities of newspapers to the Department of International Relations and Cooperation requires during the period of the contract, irrespective of the extend by which the total quantities ordered may vary from those set out on the Terms of Reference.

4 FEES AND PAYMENT

- 4.1 Fees must be quoted in South African currency at a flat rate for the Provision of newspapers.
- 4.2 Bidders are required to clearly stipulate the purchase price per Newspaper, delivery cost and all other related costs.
- 4.3 All prices quoted must include VAT.
- 4.4 Bidder should take note that the Department will pay within thirty (30) Days after the receipt of invoice and the service has been rendered.
- 4.5 The format of the quotation/price list must be the same as the Specification list attached to this document.

Please do not submit in any other format.

5 EVALUATION CRITERIA TO BE USED

The bid will be evaluated in two phases (i.e. Phase 1 and 2) as follows:

5.1 Phase 1: Responsiveness Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next stage of the evaluation process.

Requirements	
5.1.1	Valid Tax Clearance Certificate submitted with bid documents
5.1.2	Accreditation Distributor/Vendor
5.1.3	Submission of completed pricing schedule
5.1.4	All relevant Standard Bid Documentation (SBD) completed, signed and submitted

5.2 Phase 2: Functionality Criteria

A panel will evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the criteria listed below:

Functionality Criteria(Paper Evaluation)	Weight
1. Capacity to deliver: <ul style="list-style-type: none">• Relevant experience of the company in the industry	25
2 Provide a list of current and previous contracts on a similar service	25
3. Project execution plans: Orientation process and roll out plan	50
TOTAL	100

Values: 1 = Poor, 2= Fair, 3 = Good, 4 = Very Good, 5 = Excellent

5.3 Phase 3: Price and preference points

The applicable formula 90/10 will be utilized to evaluate the bid, of which ninety (90) points are allocated for price and functionality, and for the remaining ten (10) points certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD 6.1., and SBD 6.4 that must be completed in detail.

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)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 5.3.1 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.
- 5.3.2 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.
- 5.3.3 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.
- 5.3.4 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.
- 5.3.5 The Department is committed to the promotion of Black Economic Empowerment (BEE) and the PPPFA (Preferential Procurement Policy Framework Act 5 of 2000). Bidders are requested to provide information on their BEE status and how they will ensure fulfilment of the Broad Based Black Economic Empowerment objectives.
- 5.3.6 The applicable formula 90/10 will be utilized to evaluate the bid, of which eighty (90) points are allocated for price and for the remaining twenty (20) points certain goals have been targeted and the points allocated for these

goals are indicated in the enclosed forms SBD 6.1., and SBD 6.4 that must be completed in detail.

5.4 Pricing Schedule

As per attachment A. Bidders must return completed schedule as part of the proposal. Should the pricing schedule not be attached, the bid will be disqualified.

6. GENERAL CONDITIONS

- 6.1 The following conditions must be read in conjunction with the GCC (General Conditions of Contract)
- 6.2 Bidders must comply with all specifications and contractual conditions of this bid. If additional information is required, bidders shall be prepared to respond in full and attach an addendum to the bid response, clearly indicating the corresponding relevant section or paragraph they are referring to.
- 6.3 It is imperative that bidders indicate their compliance with all conditions as outlined in the GCC. Failing to indicate compliance/non-compliance will result in DIRCO disqualifying the bid
- 6.4 Responding to questions or supplying detail by referring to other sections will under no circumstances be accepted.
- 6.5 The requirements in this bid are the minimum and non-compliance thereto may result in the bid being disqualified.
- 6.6 The Department of International Relations and Cooperation will sign a contract with the successful bidder.
- 6.7 The Department also reserves the right to sign a service level agreement with the preferred bidder.
- 6.8 Tender evaluation can only be done on the basis of information, which was asked for. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 6.9 DIRCO reserves the right to award the bid in part and/or to more than one service provider
- 6.10 DIRCO reserves the right to visit the premises of the bidder
- 6.11 DIRCO reserves the right to call shortlisted bidders for presentation

7. CONTACT PERSONS AND SUBMISSIONS

- 7.1 All enquiries can be directed to Supply Chain Management as per fax, 012 323 5842 or telephonically to 012 301 8594/38/74/1928/1755

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

DIRCO
460 Soutpansberg Road
RIETONDALE
Pretoria
0084
Or

The following information must appear on the envelope:

Name of company
Bid number
Closing date

Prospective service suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

Noncompliance with **any of the above** conditions will result in **your bid Being disqualified**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.

BID NUMBER: DIRCO 01-2015/16 CLOSING DATE: ...05/06/2015..... CLOSING TIME: 11:00

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE NEWS PAPERS TO DIRCO OFFICES FOR A PERIOD OF TWO (2) YEARS AT THE O.R TAMBO INTERNATIONAL AIRPORT (ORTIA), CAPE TOWN INTERNATIONAL AIRPORT (CTIA) AND THE KING SHAKA INTERNATIONAL AIRPORT (KSIA)

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: **Private Bag X152 Pretoria 0001.**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.0 Soutpansberg Road Rietondale 0084

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE..... NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)
NO

YES or

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....
A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER:.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: INTERNATIONAL RELATIONS AND COOPERATION

Contact Person: Ms I Kubayi/ Mr L Nyondo

012 351 1928/ 012 351 1755

Fax: 012 329 1267

E-mail address: Kubayil@dirco.gov.za/Nyondol@dirco.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

E-mail address: Kubayil@dirco.gov.za/Nyondol@dirco.gov.za

012 351 1928/ 012 351 1755

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached 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 the 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.efiling.co.za

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number:DIRCO.01-2015/16

Closing date 05/06/2015 Time 11h00

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:

- At DIRCO

The newspapers to be delivered on site it must be as follows (Full list attached as Annexure A, B,C)

Annexure A		
NEWSPAPERS	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
HEAD OFFICE 460 SOUTPANSBERG ROAD		
African Conflict	24	
Beeld	6240	
Business Day	25920	
Citizen	5280	
Economist Magazine	768	
Financial Mail	480	
Mail Guardian	9504	
New Age	6240	
New African	24	
Newsweek magazine	192	
Pretoria News	27840	
Rapport	480	
Sowetan	8160	
Star	9600	
Total including delivery and vat	100752	

Annexure B

NEWSPAPERS(week day and weekends)	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
Acardia		
OR Tambo International Airport		
Cape town Parliament		
Cape town International Airport		
King Ushaka International Airport		
Business Day	3840	
Citizen Mon	4220	
City Press	192	
Mail Guardian	864	
Rapport	960	
Sowetan	4320	
Star	5280	
Sunday Independent	192	
Sunday Times	192	
Sunday Tribune	96	
Sunday World	192	
Cape Times	3360	
Argus	3840	
Die Burger	2400	
Total including delivery and vat	29948	

NEWSPAPERS(week day and weekends)	2 YEARS PAPER DISTRIBUTION	TOTAL PRICE
Centurion		
Pretoria west		
Pretoria North		
Pretoria East		
City Press	576	
Sunday Independent	576	
Sunday Times	576	
Sunday Tribune	96	
Sunday World	288	
Total including delivery and vat	2112	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

SBD 4

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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-
- the bidder is employed by the state; and/or
 - 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, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

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; or
- (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.

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:

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.

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

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

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

2.8.1 If so, furnish 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 and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

4 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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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..... 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.

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

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

1.4 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.

1.5 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 drawing 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)
1	10
2	9
3	8
4	5

5	4
6	3
7	2
8	1
Non-compliant contributor	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 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(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
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
 SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....
 ADDRESS:.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 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.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database 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"/>
4.1.1	If so, furnish particulars:		
4.2	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 this 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"/>
4.2.1	If so, furnish particulars:		
4.3	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"/>
4.3.1	If so, furnish particulars:		
4.4	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"/>
4.4.1	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 Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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)

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:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) 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 consortium³ 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:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) 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.

³ 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.

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

Js914w 2



International Relations & Cooperation (DIRCO)
OR Tambo Bld, 460 Soutpansbert Road, Rietondale, PRETORIA, 0084

Tel: (012) 301 8529
Fax (086) 509 8664
E-mail: swartE2@dirco.gov.za

**APPLICATION FOR REGISTRATION ON
SUPPLIER DATABASE**

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

BY HAND: THE SUPPLIER DATABASE OFFICE
SUPPLY CHAIN MANAGEMENT OFFICE
OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084

For attention: The Supplier Database Administrator

or

BY MAIL: THE SUPPLIER DATABASE OFFICE
C/O SUPPLY CHAIN MANAGEMENT OFFICE
Private Bag X152
Pretoria
0001

For attention: The Supplier Database Administrator

ENQUIRIES:

The Supplier Database Administrator Tel (012) 301 8529

- Annexure 1: SMME table**
- Annexure 2: Category / Commodity list**
- Annexure 3: Required Documentation Checklist**
- Annexure 4: Banking Information**
- Annexure 5: Proprietors / Shareholders / Partners / Sole Proprietors / Trustees / Owners**
- Annexure 6: General Information & Definition**

Kindly submit all relevant documentation requested in ANNEXURE 1

Public Finance Management Act, 1999 (Act 1 of 1999) - (PFMA)
Accounting Officers Procurement Procedures - (AOPP)

SERVICE PROVIDER DATABASE REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

SUPPLIER DETAILS	OFFICIAL USE ONLY
<i>Supplier/Vendor Number</i>	
<i>Registered Name</i>	
<i>Trading as</i>	
<i>Registration Number</i>	
<i>Tax Registration Number</i>	
<i>Tax Certificate Expiry Date</i>	

Classification:	<input checked="" type="checkbox"/> Only the main area of business
Distributor	<input type="checkbox"/>
Exporter	<input type="checkbox"/>
Importer	<input type="checkbox"/>
Manufacturer	<input type="checkbox"/>
Repairer	<input type="checkbox"/>
Sales	<input type="checkbox"/>
Services	<input type="checkbox"/>

Type:	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Co-operation	<input type="checkbox"/>
Foreign Company	<input type="checkbox"/>	Unknown	<input type="checkbox"/>
Government/Institution/Parastate/Organ of State	<input type="checkbox"/>		<input type="checkbox"/>

Area of Operation:	<input checked="" type="checkbox"/>
Municipal Area	<input type="checkbox"/>
Provincial	<input type="checkbox"/>
National	<input type="checkbox"/>

<i>Toll Free Number</i>	
<i>Email Address</i>	
<i>Website URL</i>	
<i>Local Municipality</i>	
<i>Comment</i>	

Official use:	<input type="checkbox"/>
Rating	OFFICIAL USE ONLY
Status	OFFICIAL USE ONLY

<input checked="" type="checkbox"/> VAT REGISTERED	VAT Registration Number
---	-------------------------

ADDRESS	
<i>Physical Address</i>	<i>Postal Address</i>

Official use:	<input checked="" type="checkbox"/>
Blacklisted	<input type="checkbox"/>
Reason:	

OFFICIAL USE ONLY	
Expiry Date	

GPS Coordinates:	
Latitude	
Longitude	



Department of International Relations & Cooperation

SUPPLIER MAINTENANCE

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries:	_____
Tel. No.:	_____

BAS PMIS LOGIS WCS CONTRACTOR
 CONSULTANT

OFFICE:

The Director General : DEPARTMENT OF INTERNATIONAL RELATIONS & COOPERATION

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____
Address Detail	
Payment Address (Compulsory if Supplier)	_____ _____ _____
Postal Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Department Number	<input type="text"/> <input type="text"/>

Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name	<input type="text"/>																											
Account Number	<input type="text"/>														<input type="text"/>													
Branch Name	<input type="text"/>																											
Branch Number	<input type="text"/>							<input type="text"/>																				
Account Type	<input type="checkbox"/>	Cheque Account																										
	<input type="checkbox"/>	Savings Account																										
	<input type="checkbox"/>	Transmission Account																										
	<input type="checkbox"/>	Bond Account																										
	<input type="checkbox"/>	Other (Please Specify)	<input type="text"/>																									
ID Number	<input type="text"/>																											
Passport Number	<input type="text"/>																											
Company Registration Number	<input type="text"/>							/	<input type="text"/>							/	<input type="text"/>											
*CC Registration	<input type="text"/>																											
*Please include CC/CK where applicable																												
Practise Number	<input type="text"/>																											

Bank stamp

Contact Details

Business	<input type="text"/>							<input type="text"/>																						
	Area Code	<input type="text"/>							Telephone Number	<input type="text"/>																				
Home	Area Code	<input type="text"/>							Telephone Number	<input type="text"/>																				
Fax	Area Code	<input type="text"/>							Telephone Number	<input type="text"/>																				
Cell	Area Code	<input type="text"/>							Cell Number	<input type="text"/>																				
Email Address	<input type="text"/>																													
Contact Person:	<input type="text"/>																													

Supplier Signature	Regional Office Sender
Print Name	Print Name
Date (dd/mm/yyyy)	Rank
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:

NB: All relevant fields must be completed

EQUITY

Please attach Valid B-BBEE Certificate

Values of following items dependent on most recent Financial Statement

Item	Value / Number
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

SMME table	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Column 1	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property excluded) (millions)			
Sectors in accordance with the standard Industrial Council	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

For official use only	
Summary of results	SMME Status as per above (<input checked="" type="checkbox"/> appropriate block)
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

SMME FINAL RESULT	<input checked="" type="checkbox"/>
Micro	
Very Small	
Small	
Medium	
Large	

Locality	<input checked="" type="checkbox"/>
Rural Area	

ACCREDITATION

Please attach Valid ACCREDITATION Certificates - Specific to your business/industry

Organisation	Reference Number	Expiry Date

CONFLICT OF INTEREST: Declaration - SBD 4

Are you or any person connected with you company currently working as an employee in any organ of state? If "YES", furnish the following particulars: Yes No

- Name of person/director/shareholder/member
- Name of institution to which the person is connected
- Name of state institution to which the person is connected
- Position occupied in the state institution
- Any other particulars

Have you or your spouse, or any of the company's directors/shareholders/members/partners or their spouses conducted business with the state or any organ of the state for the previous 12 months? Yes No

If "YES", furnish particulars:

--

Do you, or any person connected with your company have any close relationship (family, friend, other) with a person employed by the state or an organ of state? Yes No

If "YES", furnish particulars:

--

Do you, or any person connected with your company have any close relationship (family, friend, other) with any official working in our establishment? Yes No

If "Yes", furnish particulars:

--

Are your company currently servicing on any structures of our establishment? Yes No

If "Yes", furnish particulars:

--

Is there any other relevant information that you would like to disclose? Yes No

If "Yes", furnish particulars:

--

Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then DIRCO may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor all costs, losses or damages incurred or sustained by DIRCO as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which DIRCO may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier, registered on the Supplier Database.
3. A registered supplier **MUST** notify Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20__ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address

Capacity

--

Area

--

Commissioner of Oath: Signature

Commissioner of Oath: Full Name

ANNEXURE 1 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format and/or certified.

<i>Document Name</i>	<i>Please ✓ submitted do</i>	<i>Attach</i>
Original Valid Tax Clearance Certificate / VAT Registration		<input type="checkbox"/>
Certified Copy of Company Registration Certificate (CK/CM Agreement)		<input type="checkbox"/>
Certified copy of the Valid B-BBEE Certificate		<input type="checkbox"/>
Certified Copies of Director's ID documents		<input type="checkbox"/>
Certified Copies of Compliant Accreditation Certificates (for Training as commodity)		<input type="checkbox"/>
ICT - Sita		<input type="checkbox"/>
PSETA - Public Sector Education and Training Authority		<input type="checkbox"/>
SETA - Sector Education and Training Authority		<input type="checkbox"/>
Verification Letter of Bank (completed by bank) / Bank Stamp / Cancelled Cheque		<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsement		<input type="checkbox"/>
<hr/>		
Valid Health Certificate (for Catering as Commodity)		<input type="checkbox"/>
Proof of Disability (Doctor's Letter)		<input type="checkbox"/>
Proof of Ownership/Shareholding Certificate		<input type="checkbox"/>
Company Profile (maximum of 3 pages)		<input type="checkbox"/>
Other (please specify): _____		<input type="checkbox"/>
<hr/>		
For official use only		
Captured by:	_____	
Date:	<input type="text"/>	New <input type="checkbox"/> Update <input type="checkbox"/>
Status:	Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting Approval <input type="checkbox"/>	
Done VAT Checked:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason if "No": _____
Send Summary Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason if "No": _____

ANNEXURE 2 - Commodity list

DIRCO
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST

Please indicate with ✓ Please note: only **5** commodities will be registered

Construction

Electrical Appliances	Autoclaves		
Plumbing	Concrete Works		
Airconditioning Systems	General Building Works		
Pumping Installations			

Services

Accommodation	Food & Beverage		Publishers
Arts & Craft	Garden Services		Radio Publicity/TV Publicity
Advertising Placement	Graphic Designs		Removal Companies
Adverts on Radio and TV	Groceries		Restaurants
Audivisual and Communication	Health and Wellness		Sound and Stages
Video and photographic	Interior Decorating		Safety & Security Services
			Security & Access Control, Security Studies
Auto Repairs & Services	IT Services		Security (Touches, Lawyards access cards)
			GPS (Just on spec)
Cameras (for access cards)	Language Translators & Trainers		Teambuilding Services
Carpet Cleaning	Liquor Store		Training Providers
Catering Services *1	Laundry Service/Dry Cleaning		
Cleaning Equipment/Materials	Locksmith Services		Transport
Cleaning Services	Luggage Bags & Conference bags etc		
	Marketing Materials (Pen, bags, note pads, pencils, files ect)		Travel Agencies
Computer Supplies/Services	Media Liason		Uniforms
Conference Facilities	Mailing/Courier Service		Universities
Corporate Gifts/Corporate Clothing	Magazines & Newspapers		Venues (Team Building)
Courier Services	Newspaper delivery		Window Cleaning
Crockery,Cutlery & Glassware	Office Equipment		Wine Distributors
Cultural Activities			
Design &Printing (e.g. brochures, business cards, pamphlets	Office Furniture Installation		Water Dispensars
Dry Cleaning	Office Plants & Maintenance		Telephone& Data Line Maintenance
Engraving Service	Posters, banner & flags		Training & Development
Event Management	Photocopier		Upholsterers
	Printing/Photography/Graphic Design		
Exhibitions	Pest Removal Services		Web pages & Design
Entertainment	Promotional Material		Wind Socks for the Aerodome
Florist			
Framework Services			
Furniture			

Professional Services

Teachers	Architects	
Training Providers *2	Risk Management, Monitoring and Evaluation	
Labour Relations (Disciplinary Hearings)	Life-Skills and Ethical Conduct	
Human Resource Management	Contract Management	
Recruitment and Selection	Team Building	
Public Accounting, Expenditure, Revenue Management	Translation Services	
PFMA *4&*5	Training Modules	
Project Management	Economic Diplomacy, Public Diplomacy, Research, Teamwork, Domestic and Foreign Policy and Project Management	
Supply Chain Management		
Conflict, Stress, Diversity Change Management		
Presentation and Facilitation Skills		
Occupational Health and Safety		
Report Writing		

Wholesalers/Traders

Book Stores	Groceries	Supply Plants, Flowers and Seeds
Computer Equipment/Software	IT Hardware and Software *3	Stationery
Computer Consumables (inc cartridges for printers and copiers ect.)	Linen Pillows & Blankets	Toiletpaper unwrapped
Electrical Supplies & Equipment	Office Equipment	Vehicles and Equipment
Computer Hardware	Office Consumables	
Furniture	Protective Clothing/Uniforms	

Summary: Core Business

In your own words, please state your your core business:

1

2

Trade Name (= sole supplier of specific brand name)

Fill the specific brand names that the company own or solely distribute, which you wish to register: