



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 06/2015/16**
Enquiries : I Kubayi/ L Nyondo
Telephone : 012 351 1928, 11286
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 06/2015/16**
2. Invitation to bid, for a successful bidder/s to source Non-GMO maize meal, Non-GMO maize seeds, and Non-GMO cowpeas including transportation to Windhoek, Namibia.
3. Required at Department of International Relations and Cooperation.
4. **Closing date 28 August 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 on/ 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 New 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 regarded as Non responsive**.

Yours faithfully


1 DIRECTOR-GENERAL

DATE: 11 August 2015

Kgoro ya Tirišano le Tšhomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentsana • 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 Betrekkinge en Samewerking



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

Request for a successful bidder/s to source Non-GMO maize meal, Non-GMO maize seeds, and Non-GMO cowpeas including transportation to Windhoek, Namibia.

Request for a successful bidder/s to source Non-GMO maize meal, Non-GMO maize seeds, and Non-GMO cowpeas including transportation to Windhoek, Namibia.

PURPOSE

The purpose is to provide assistance to Namibia to counter the effects of drought such as malnutrition, lack of water and death of livestock. South African government announced Humanitarian Assistance to the government of the Republic of Namibia.

2 BACKGROUND

Namibia suffered and experienced a severe drought following almost three decades of low seasonal rainfall and a second year of failed rains in some locations.

**3 COMPULSORY REQUIREMENTS/SPECIFICATION
(All products must be sourced in South Africa)**

3.1 Bidders are invited to provide a proposal for the following goods:

- 3.1.1 50 metric tonnes Non-GMO Maize seed of SC 403(5kg packaging) or equivalent
- 3.1.2 50 metric tonnes Non-GMO Maize seed of DKC 9089(5kg packaging) or equivalent
- 3.1.3 20 metric tonnes Non-GMO Cowpeas (black eyed variety)5 kg packaging or equivalent
- 3.1.4 Maize meal should contain at least 80% of Non-GMO content, Grade A, 7500 metric tons in 12.5 kg packaging

3.2 The point of delivery will be Windhoek, Namibia.

3.3 Packaging must be branded with a logo which will be provided. Cost to be included in quotation.

3.4 In terms of the mode of transport: Road should be used.

3.5 Driver/s to have the necessary credentials to enter Namibia (Licences and permits) and Company allowed to operate in Namibia

3.6 Submission of the Passenger Liability Insurance, Valid Driver's Licence, Driver Professional Drivers Permit (PDP), and Vehicle Roadworthy Certificate.

3.7 Transportation Company must be South African.

3.8 First delivery should be at least 25% of total consignment must be delivered within 30 days upon receipt of appointment letter.

3.9 Suppliers must procure or obtain at least 40% of maize from Small Scale Farmers (and the bidder must be able to provide list with contact details)

4. EVALUATION METHODOLOGY

All the bids received will be evaluated in the following phases:

4.1 Phase 1: Responsive Criteria

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

- 4.1.1 Submission of a valid Tax Clearance Certificate;
- 4.1.2 Submission of all Standard Bid Documents (SBD1,2,3,1,4,6,1,8 and 9);
- 4.1.3 Submission of a Certificate of Analysis for foodstuff from the manufacturer of the products; will be required from both Companies if it joint venture or consortium.
- 4.1.4 Latest audited financial statements should be submitted.

4.1.5 Signed contract/agreement with clear deliverables between the bidder and the milling company.

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

4.2 Phase 2: Functionality Criteria

: Stage 1- Paper Evaluation

4.2.1 For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria;

4.2.2 A supplier that scores less than sixty (60%) percent in respect of "Functionality(stage 1 and stage 2) will be viewed as non-responsive

4.2.3 The following criteria will be used to evaluate the supplier:

Paper evaluation	Weight
1. A minimum of three (3) years' experience in Logistics/distribution Services is required	10
2. Proof of a minimum of three (3) previous comparable contracts accompanied by contactable references and Testimonials.	10
3. Bidder must provide list of small scale farmers with contact details.	10
4. Detailed costed project plan on timelines for each phase Payment schedule on capacity to render and Distribute the required goods (Turnaround time and stock availability)	10
5. Proof of capacity to provide required goods <ul style="list-style-type: none"> • 50 metric tonnes Non-GMO Maize seed of SC 403(5kg packaging) or equivalent • 50 metric tonnes Non-GMO Maize seed of DKC 9089(5kg packaging) or equivalent • 20 metric tonnes Non-GMO Cowpeas (black eyed variety)5 kg packaging or equivalent • Grade A 7500 metric tonnes of Non-GMO Maize meal in 12.5 kg packaging 	20
6. Submission of products samples and letter of confirmation from Milling that products meet the specifications.	10
TOTAL	70

4.1 Stage 2- Site Inspection

Inspection of storage facility, or access to storage facility of the supplier, packaging and samples of products	30								
<table border="1"> <tr> <td>Matrix:</td> <td></td> </tr> <tr> <td>1. Storage facility (cleanliness, temperature control, pest control)</td> <td>10</td> </tr> <tr> <td>2. Packaging (bags are strong, branded, clean and will not break upon being dropped)</td> <td>10</td> </tr> <tr> <td>3. Samples (Analysis certification, visual inspection regarding dryness, no contamination)</td> <td>10</td> </tr> </table>	Matrix:		1. Storage facility (cleanliness, temperature control, pest control)	10	2. Packaging (bags are strong, branded, clean and will not break upon being dropped)	10	3. Samples (Analysis certification, visual inspection regarding dryness, no contamination)	10	
Matrix:									
1. Storage facility (cleanliness, temperature control, pest control)	10								
2. Packaging (bags are strong, branded, clean and will not break upon being dropped)	10								
3. Samples (Analysis certification, visual inspection regarding dryness, no contamination)	10								
In case of subcontracting visit must be facilitated									
TOTAL WEIGHT OF FUNCTIONALITY	100								

5 Points awarded for B-BBEE Status Level of Contribution

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

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.

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.

6 SPECIAL CONDITIONS

- 6.1** The evaluation will take into account the number of years of experience of the bidder and proof of the number of previous similar contracts (see Functionality Criteria for number of years and number of contracts clearly specified).
- 6.2** The Bid must be submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).
- 6.3** Quotation must be detailed according to the specifications above (paragraph 3), reflecting the costing of each item;
- 6.4** Costing of goods and services must include transport as specified and all related costs;

7 GENERAL CONDITIONS

The General Conditions of Contract will be applicable to this bid;

- 7.1** DIRCO will sign a contract with the successful bidder/s.
- 7.2** DIRCO reserves the right to sign a service Level Agreement with the successful bidder/s.
- 7.3** Tender evaluation can only be done on the basis of information, which was requested for and provided in detail. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof
- 7.4** The DIRCO reserves the right to award the bid to one or more successful bidder/s.

7.5 All prices quoted must fully inclusive of all cost and Value Added Tax. No additional cost other than agreed amounts will be paid by DIRCO.

8 FEES AND PAYMENT SCHEDULE

8.1 Fees must be quoted in South African currency

8.2 All prices quoted must include VAT

8.3 Payment will be based on terms and conditions agreed upon in the Service Level Agreement.

8.4 Price must be fixed to the duration of the Contract

9 CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267

Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 351 1286/11928/11045

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

By hand

The Tender Box: At the Gate.
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0001

The Non Compulsory briefing session will be held at OR Tambo Building on the 14/08/2015 at 10:00. Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the 28/08/ 2015.

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

INVITATION TO BID

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

BID NUMBER: DIRCO 06-2015/16

CLOSING DATE: ...28/08/2015.....

CLOSING TIME: 11:00

DESCRIPTION: REQUEST FOR A FOR A SUCCESSFUL BIDDER/S TO SOURCE NON-GMO MAIZE MEAL, NON-GMO MAIZE SEEDS, AND NON-GMO COWPEAS INCLUDING TRANSPORTATION TO WINDHOEK, NAMIBIA

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)
460 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)

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

Tel: 012 351 1928/ 012 351 1286

Fax: 012 329 1267

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

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms I Kubayi/ Mr L Nyondo

Tel: 012 351 1928/ 012 351 1286

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

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



Application for a Tax Clearance Certificate

Purpose

Select the applicable option Tenders Good standing

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)											
Trading name (if applicable)											
ID/Passport no					Company/Close Corp. registered no						
Income Tax ref no					PAYE ref no	7					
VAT registration no	4					SDL ref no	L				
Customs code					UIF ref no	U					
Telephone no	C O D E		N U M B E R			Fax no	C O D E		N U M B E R		
E-mail address											
Physical address											
Postal address											

Particulars of representative (Public Officer/Trustee/Partner)

Surname											
First names											
ID/Passport no					Income Tax ref no						
Telephone no	C O D E		N U M B E R			Fax no	C O D E		N U M B E R		
E-mail address											
Physical address											

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

CC YY MM DD Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

CC YY MM DD Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**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.06-2015/16
Closing date 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/
- 1. The proposal should include cost, insurance, transportation of products and guarantee to point of delivery in Windhoek, Namibia.
- 2.

Product	Quantity per tonne	Unit price per tonne	Total Price	Packaging Cost	Branding Cost	Transport Cost	Insurance Cost	Total Cost
(maize etc.)	qty	Tonne	R	R	R	R	R	R
Non-GMO Maize seed equivalent of SC 403	50 metric tonnes							
Non-GMO Maize seed equivalent of DKC 9089	50 metric tonnes							
Non-GMO Cowpeas (black eyed variety)	20 metric tonnes							
Non-GMO Maize meal	7500 metric tonnes							

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

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**

**Email: boniwey@dirco.gov.za Tel: 012 351 1051
Email: segwapam@dirco.gov.za Tel: 012 351 8547
Email: MatsaneP@dirco.gov.za Tel: 012 351 0666**

**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 POST: 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) 351 1051 / 8547 / 0666

- 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)**

**And also attach: A Valid B-BBEE Certificate
A Valid SARS Certificate
Certified copies of Identity documents for shareholders
Certified copies of Company Registration
Banking details with a bank stamp attached in the middle of the form
Company Profile
Commissioner of Oath form (Page 9) should be completed at the Police Station**

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:	OFFICIAL USE ONLY
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	
<i>Expiry Date</i>	

GPS Coordinates:	
<i>Latitude</i>	
<i>Longitude</i>	



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	____
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) _____
Department Number	____

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 exluded) (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	SMME Status as per above (<input checked="" type="checkbox"/> appropriate block)
Summary of results	
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	

ANNEXURE 2 - Commodity list

**DIRCO
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST**

Please indicate with ✓

NB: only 1 main commodity will be registered with 5 sub commodities

Construction (commodity 1)

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

Services (commodity 2)

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	
Auto Repairs & Services	IT Services	Security & Access Control, Security Studies	
Cameras (for access cards)	Language Translators & Trainers	Security (Touches, Lawyards access cards)	
Carpet Cleaning	Liquor Store	GPS (Just on spec)	
Catering Services *1	Laundry Service/Dry Cleaning	Teambuilding Services	
Cleaning Equipment/Materials	Locksmith Services	Training Providers	
Cleaning Services	Luggage Bags & Conference bags etc	Transport	
Computer Supplies/Services	Marketing Materials (Pen, bags, note pads, pencils, files ect)	Travel Agencies	
Conference Facilities	Media Liason	Uniforms	
Corporate Gifts/Corporate Clothing	Mailing/Courier Service	Universities	
Courier Services	Magazines & Newspapers	Venues (Team Building)	
Crockery, Cutlery & Glassware	Newspaper delivery	Window Cleaning	
Cultural Activities	Office Equipment	Wine Distributors	
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	
Exhibitions	Printing/Photography/Graphic Design	Web pages & Design	
Entertainment	Pest Removal Services	Wind Socks for the Aerodome	
Florist	Promotional Material		
Framework Services			
Furniture			

Professional Services (commodity 3)

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	
	Economic Diplomacy, Public Diplomacy, Research, Teamwork, Domestic and Foreign Policy and Project Management	
Project Management		
Supply Chain Management		
Conflict, Stress, Diversity Change Management		
Presentation and Facilitation Skills		
Occupational Health and Safety		
Report Writing		

Wholesalers/Traders (commodity 4)

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:

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.

Please ✓ submitted do

Document Name **Attach**

Original Valid Tax Clearance Certificate / VAT Registration

Certified Copy of Company Registration Certificate (CK/CM Agreement)

Certified copy of the Valid B-BBEE Certificate

Certified Copies of Director's ID documents

Certified Copies of Compliant Accreditation Certificates (for Training as commodity)

ICT - Sita

PSETA - Public Sector Education and Training Authority

SETA - Sector Education and Training Authority

Verification Letter of Bank (completed by bank) / Bank Stamp / Cancelled Cheque

Any relevant independent agency ratings / industrial endorsement

Valid Health Certificate (for Catering as Commodity)

Proof of Disability (Doctor's Letter)

Proof of Ownership/Shareholding Certificate

Company Profile (maximum of 3 pages)

Other (please specify): _____

For official use only

Captured by: _____

Date: _____

New

Update

Status: **Approved** **Declined** **Awaiting Approval**

Done VAT Checked:

Yes

No

Reason if "No": _____

Send Summary Report

Yes

No

Reason if "No": _____

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.