

P H I L I P P I
V I L L A G E



APPLICATION FOR PHILIPPI VILLAGE SUPPLIER DATABASE 2015

Physical Address: Philippi Village, Cwangco Crescent , Philippi 7781, Cape Town

BO Box: 44421, Claremont, 7735

Directions: From Landsdown Road, and take the first left (Mpumelelo Road) – Follow the signs for The Business Place. First left into Cwangco Crescent and then second right should take you to the entrance.

APPLICATION FORM
PHILIPPI VILLAGE PROCUREMENT DATABASE

One signed original application must be supplied. The application must include a signed declaration using the annexed format from each legal entity making the application. All data included in this application must concern only the legal entity or entities making the application. A subcontracted entity company, where appropriate and for a particular BEE strategic reason, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Such subcontracted entities, must respect the same rules of eligibility, as the main candidate (see page 11 of this application form: documents to be submitted for eligibility confirmation).

1. SUBMITTED by: Name(s) of legal entity or entities making this application

	Name(s) of legal entity or entities making this application	BEE status
Main Applicant		
Subcontracted applicant		
Members of Consortium		

Note that a sub-contractor is not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor must not be singled out from the data related to the economic, financial and professional capacity. Though for the eligibility purpose, a subcontracted applicant is required to attach its eligibility documentation (please refer page 12 of this application form). If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as the main Candidate and should there be a subcontracted party it must be shown in the table above. Each applicant should indicate its BEE status by selecting from a BEE ownership status form provided as annex1 of this application form. Any change in the identity of the Main and or subcontracted candidate between the deadline for receipt of applications is not permitted without the prior written consent to Philippi Village.

2. SUPPLIER DETAILS

Name of Business Entity _____

Postal Address (To which all correspondence must be sent)

Physical Address (For Inspection purposes)

Contact Numbers: _____

Tel. Phone No. (Office) _____

Tel. Phone No. (Sales) _____

Fax No. _____

Mobile No _____

E-mail address _____

Registrations: (Please provide Proof of registration) _____

Registration number _____

Business entity tax number _____

VAT Number _____

SARS tax number (Please provide Valid and ORIGINAL Tax Clearance Certificate).

Type of Enterprise (Please tick the appropriate box)

Public Business entity	<input type="checkbox"/>	Close Corporation	<input type="checkbox"/>
Registered Partnership	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>
Un-Registered Partnership	<input type="checkbox"/>	Section 21 Business entity	<input type="checkbox"/>
Trust	<input type="checkbox"/>	Government	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>		<input type="checkbox"/>

3. APPLICATION PER LOT

Nature of businesses is categorised into seven categories. The applicant must pick a lot under the nature of business and a business activity that the company provides and in which he is submitting an application.

1. Professional services	
Travelling and accommodation services	1
Business Strategic advisors	2
Business Process Engineers Strategist	3
Human Resources and Industrial Relations and Development (IRD) specialist	4
Economist	5
Civil Engineering	6
Urbanisation Infrastructure strategist	7
Green Projects Strategist	8
Town Planning	9
Space Planner	10
Quantity Surveyor	11
Programme and project management	12
Funding Models specialists	13
Stakeholder management specialists	14
Economic modelling Service	15
Education Specialists	16
Health Specialists	17
Environmental specialist	18
Business Investigation and Due Diligence	19
Consulting	20
Occupational Health & Safety Consultants	21
BBBEEE Consultants	22
Advertising Services	23
Catering services	24
Media Services	25
Publications	26
Promotions/Corporate gifts	27
Social, health and Economic surveys and Researches	28
Transport/Chauffer services	29
Lease Management Services	30
Data and Electrical Cabling	31
Locksmith	32
2. ICT	
Communication services	1
Courier and postage	2
Photographic and Audio visual service	3
ICT Consultant-website, IT, support, helpdesk, bandwidth	4
Installation of IT systems, documentation systems, knowledge and Information Management	5
3. Facilities	
Security Services	1

Cleaning services	2
Conference and Events Management	3
4. Supplier development processes	
Trainers and Mentors for Entrepreneur Development in the following domains: 1. Construction 2. Electrification 3. Landscaping 4. Safety and security	1
Project management	2
Soft skills Training	3
Personnel and Recruitment Agency Services	4
Coaching and Mentoring services	5
Competence development and training	6
Training and training facilities	7
5. Financial services	
Accounting and Auditing	1
Insurance Brokers	2
Legal Advisors	3
Tax Consultant	4
6. Supplies	
ICT software/hardware	1
Laptops and Computers	2
IT Equipment	3
Audio Visual Equipment	4
Computer Consumables	5
Fibre-optic material and cabling	6
Telecommunications Equipment	7
Office Furniture	8
Communication Equipment, Accessories and Flags	9
Stationery and Printing	10
Cleaning material and equipment	11
Kitchen and Food Appliances	12
Clothing, Uniforms, Linen	13
Building Materials and Hardware	14
7. Works	
Carpenters/Carpentry	1
Carpet Cleaning	2
Ceilings and Partioning	3
Plumbing	4
Building and structural Renovations	5
Building and Construction	6
Signage Installation	7
Sewerage systems	8
Caterers	9
ICT companies (website, logo, branding, printers)	10
Multi media companies	11
Service providers for Computer literacy training	12

4. PRE-QUALIFICATION CRITERIA

4.1 ECONOMIC AND FINANCIAL CAPACITY

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium or subcontracting candidate, these selection criteria will be applied to the consortium as a whole:

1) Economic and financial capacity of candidate (based on item 3 of the table below)

The objective of this criterion is to examine whether or not the candidate (i.e. the consortium as a whole, in the case of an application from a consortium):

- will not be economically dependent on the contracting party in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

4.1.1 Reference

- The candidate's statement should demonstrate that the averages of cash and cash equivalents at the beginning and end of year are positive.

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided.

Size of the company: [please indicate whether it of small or medium size is].

Financial data	Year before last	Last year R	This year R	Next year R	Average R
Annual turnover					
Cash and cash equivalents at beginning of year					
Net cash from / (used in) operating, investing & financing activities excluding future contracts					
Cash and cash equivalents at end of year (i.e., the sum of the above two rows)					

4.1.2 Bank Details

Kindly furnish your business entity's banking details below (Please submit original verified by bank with stamp).

- a) Name of bank _____
- b) Name of Branch _____
- c) Account Number _____
- d) Branch Code _____
- e) Account Holder _____
- f) Type of Account Current/Cheque _____

FOR BANK USE:

Date stamp of bank certified as correct _____

Initials and Surname (Bank Official): _____

Signature (Bank Official): _____

Telephone Number (Bank Official): _____

Documents to be submitted by an applicant for eligibility checking during the selection process

- 1) Copy of Business entity's Registration Documents:
 - For Close Corporations – a copy of the CIPRO report showing the owners of the cc
 - For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company
- 2) Copy of Business entity's VAT Registration Certificate
- 3) Original and Valid Tax Clearance Certificate
- 4) Copy of Workmen's Compensation Registration Certificate
- 5) Copy of Shareholders/Members Certificates/Agreements
- 6) A copy of valid BEE Certificate.
- 7) Certified ID Copies of directors / members / shareholders / owners
- 8) Any other Registration Certificate pertaining to your Business entity's Relevant Industry, e.g. ECB (Electrical Contractors Board)
- 9) Original Bank Detail Verification Letter for business entity.

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 no, 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 no, furnish particulars:

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

2.10.1) If no, furnish particulars:

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

YES / NO

2.11.1) If no, furnish particulars:

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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

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 of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
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"/>
4.3.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (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:
 - a) **Includes price quotations, advertised competitive bids, limited bids and proposals.**
 - b) **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.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.**

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

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.

- 6) 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.

7) 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.

8) 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.

9) 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

Postion

Name of bidder