

## VENDOR REGISTRATION FORM

For office use only:

**Vendor Number**

**Date**

- On completion of form, please return to [supplychain@falsebay.org.za](mailto:supplychain@falsebay.org.za).
- Suppliers providing false or fraudulent information or documentation shall subject themselves to immediate disqualification.
- Incomplete vendor applications will not be processed and documents will be discarded without prejudice.
- Note that registration as a vendor and the issuance of a vendor number by the College does not confer any rights upon the vendor, or any obligation on the part of the College to purchase from the vendor.
- Further, any contracts for supply are on a non-exclusive basis.
- Payment terms: 30 days from date of receiving invoice.
- Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory. National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

### Section 1: Goods and services for which you wish to register as a possible provider

Please tick the commodity/services applicable to your business

Commodity/Service	✓	Commodity/Service	✓	Commodity/Service	✓
<b>A</b>		<b>F</b>		Photo copier toner	
Accommodation and guest houses		Fencing		Plastic Consumables	
Advertising agencies		Financial Services		Plumbing materials	
Agricultural		Fire safety equipment		Printing media	
Air conditioning supply & maintain		First aid supplies		Postage	
Air travel & accommodation		Flowers		Publishing	
Alarm systems		Food supplies: dairy products			
Architects		Food supplies: dry ingredients		<b>Q</b>	
Audiovisual aids—equipment & materials		Food supplies: meat, fish, poultry		Quantity surveyors	
Attorneys		Food supplies: vegetables			
Auditors		Framers		<b>R</b>	
Auto Electrician		Furniture: classroom		Refrigeration	
		Furniture: garden		Refuse bins & bags	
<b>B</b>		Furniture: office (desks, cupboards etc)		Refuse removal	
Banking Services		Furniture: plastic/recycled		Refreshments	
Bedding & linen, blinds & curtains		Furniture: steel		Rental Suppliers	
Books – library & educational				Rigging Equipment	
Books – textbooks		<b>G</b>			
Building contractors		Garden equipment		<b>S</b>	
Building maintenance		Garden services		Sanitary services	
<b>C</b>		Gasses – cylinder		Screen printing	
Car rental		Glassware		Security – access	

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Carpentry	Graphic requirements	control
Carpets/blinds/curtains	Greenhouse plants & access.	Security services
Catering – equipment	Glass & aluminium supplies	Security systems
Catering services		Signage
Cellphone Contracts	<b>H</b>	Sports equipment
Civil engineers	Hardware supplies	Stationery
Civil engineering equipment	Hiring	Steel Consumables
Cleaning consumables & Tools		Structural alterations
Cleaning services	<b>I</b>	Structural engineers
Clothing: corporate	Insurance	
Clothing: uniforms (overalls etc)	Microscope supplies	<b>T</b>
Clothing: protective		Training
Computer hardware & peripherals	<b>L</b>	Transport
Computer software	Laboratory & scientific equipment	Travel agencies
Consultants: Finger Print Clearance	Laboratory chemicals & materials	
Consultants: ITC	Landscaping contractors	<b>U</b>
Consultants: Health & Safety	Land surveyors	Upholstery
Construction	Laundry services	Umpires/Selectors
Counselling Service	Legal services	Ups equipment & servicing
Compressor Servicing	Lifts – service and maintenance	
Copywriting/Proof Reading	Locksmiths	<b>W</b>
Core Drilling		Welding
Corporate Gifts	<b>M</b>	Window blinds
Couriers	Magazines & periodicals	Window cleaning
Crockery, cutlery, kitchen utensils	Mechanicals	Window tinting
	Memberships	
<b>D</b>	Metal/tubing	
Debt collection Services	Motor expenses	
Décor for Events	Motor vehicles	
Disability Equipment	Mechanical eng. Equipment	
Driving Schools		
	<b>O</b>	
<b>E</b>	Office equipment	
Election Consultants		
Electrical appliances	<b>P</b>	
Electrical engineers	Packaging	
Electrical engineering components	Painting contractors	
Electrical supplies	Paints/varnishers/thinners	
Electricians	Paper products	
Electronic supplies & Tools	Paper recycling	
Employment agencies	Paper toilet	

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Engineering supplies	Pest control		
Events management	Photo copier machines		

Section 2: Type of Company/Firm (please tick appropriate box)		✓
Partnership/Joint Venture / Consortium		
One-person business/sole propriety		
Close corporation		
Public Company		
Personal Liability Company		
(Pty) Limited		
Non-Profit Company		
State Owned Company		

Section 2B: Registered Company / CC – General Details		
Registered/Legal Name	Note: Details as shown on Tax	
Trading Name	Clearance Certificate	
Company Registration Number [per CIPC document]		
Section 2C: Tax Control		
Income Tax Number	Note: Details as shown on Tax	
VAT Reg. Number	Clearance Certificate	

Section 3: General Address Details			
Street Name and No.		Region (e.g. E-Cape, W-Cape, etc.)	
City		Country	
Postal Code		City	
PO Box Number		Country	
PO Box Postal Code			
Postnet Suite No.			
Private Bag			
Postal Code			

Section 4: Contact Details	
<b>Representative for Sales and Orders</b>	
Name	
Telephone Number	

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Cellphone Number			
Fax No. ORDERS		Fax No. REMIT	
Email For Orders		Email for Remittance	
Website Address			

### Section 5 : Banking Details

Bank Name		Branch Code	
Account Number			
Cheque Account	01	Account holder	
Savings/Transmission	02		

### Please include the following supporting documentation

- Certified copy of Bank Statement or - Banking confirmation form from your Bank.

### Section 6: Check Sheet for Vendors [Please tick submitted documents]

• Proof of Company Registration documents [CK1 where applicable]	
• Proof of Business Address [latest municipal account]	
• Certified copy of Identity Document of all owners, partners, or members in your company / firm as listed in Section 2	
• Proof of Banking [Copy of Statement or Cheque and Letter to state the list of signatories]	
• Valid Tax Clearance Certificate	
• SBD 4 Form	
• Proof of CIDB Registration (where applicable)	
• Proof of Registration with CSD (Central Supplier Database)	
• Proof of Disability [Doctor's letter to state permanent disability]	

### Please note:

- After the completion of this application document and once you have obtained your False Bay TVET College Vendor Number it remains the responsibility of the vendor to keep the College informed of any changes to their Vendor data.

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### SBD 4

#### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- 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, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 TaxReference 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.

<sup>1</sup>"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.

<sup>2</sup>"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.

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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 attached 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.

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

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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 so, 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 so, furnish particulars:

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

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

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

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### 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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011



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### SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**  
(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT****3.2.1. POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof/Evidence to be provided by Tenderer
Person historically disadvantaged on the basis of race	100% black owned = 10 75% - 99% black owned = 8 60% - 74% black owned = 6 51% - 59% black owned = 3 0% - 50% black owned = 0		Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) or A sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race
Person historically disadvantaged on the basis of gender	100% women owned = 5 75% - 99% women owned = 3 60% - 74% women owned = 2 51% - 59% women owned = 1 0% - 50% women owned = 0		Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) or A sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of gender
A person historically disadvantaged on the basis of disability.	100% owned by persons living with disabilities = 5 75% - 99% owned by persons living with disabilities = 3		Proof of Disability

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	<p>60% - 74% owned by persons living with disabilities = 2</p> <p>51% - 59% owned by persons living with disabilities = 1</p> <p>0% - 50% owned by persons living with disabilities = 0</p>		
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### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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- (a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....