

VENDOR REGISTRATION FORM

For office use only:

Vendor Number	Date
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- On completion of form, please return to 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.
- Not to deliver goods or services to any department, division or individual of False Bay TVET College without receipt of an official order number issued by the Supply Chain Officials of False Bay TVET College.
- To always add the order number, as issued, as well as the VAT number on the invoice furnished for the appropriate order.
- To supply the College of statements monthly.
- Inform False Bay TVET College immediately of any changes to the verified information submitted.
- Registration on the CSD (www.csd.gov.za) is compulsory. National Treasury Contact Details: +27 (0) 12 406 9222 or email 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		✓
A			Garden equipment			Window blinds		
Accommodation and guest houses			Gasses – cylinder			Window cleaning		
Advertising agencies			Glassware			Window tinting		
Air conditioning supply & maintain			Graphic requirements					
Audiovisual aids–equipment & materials			Greenhouse plants & access.					
Auto Electrician			Glass & aluminium supplies					
B			H					
Bedding & linen, blinds & curtains			Hardware supplies					
Books – library & educational			Hiring					
Building contractors								
Building maintenance			L					
C			Laundry services					
Carpentry			Locksmiths					
Carpets/blinds/curtains								

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Catering – equipment	M			
Catering services	Magazines & periodicals			
Civil engineering equipment	Mechanicals			
Cleaning consumables & Tools	Memberships			
Cleaning services	Metal/tubing			
Clothing: corporate				
Clothing: uniforms (overalls etc)	O			
Clothing: protective	Office equipment			
Computer hardware & peripherals				
Computer software	P			
Consultants: ITC	Packaging			
Construction	Painting contractors			
Counselling Service	Paints/varnishers/thinners			
Compressor Servicing	Paper products			
Copywriting/Proof Reading	Paper recycling			
Core Drilling	Paper toilet			
Corporate Gifts	Plastic Consumables			
Crockery, cutlery, kitchen utensils	Plumbing materials			
	Printing media			
D	Publishing			
Debt collection Services				
Décor for Events	Q			
Disability Equipment	Quantity surveyors			
Driving Schools				
E	R			
Election Consultants	Refrigeration			
Electrical appliances	Refuse bins & bags			
Electricians	Refreshments			
Electronic supplies & Tools	Rental Suppliers			
Employment agencies	Rigging Equipment			
Engineering supplies				
Events management	S			
	Screen printing			
F	Signage			
Fencing	Sports equipment			
Fire safety equipment	Stationery			
First aid supplies	Steel Consumables			
Flowers	T			
Food supplies: dairy products	Training			
Food supplies: dry ingredients	Transport			
Food supplies: meat, fish, poultry	Travel agencies			
Food supplies: vegetables	Trophies & engraving			
Framers				
Furniture: classroom	U			

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Furniture: garden	Upholstery			
Furniture: office (desks, cupboards etc)	Umpires/Selectors			
Furniture: plastic/recycled	Ups equipment & servicing			
Furniture: steel				
	W			
G	Welding			

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				
Private Company Pty Ltd				
Non-Profit Company				
State Owned Company				

Section 2B: Company/Business detail		
Full Name of Business		
Company Registration Number		
Section 2C: Tax Control		
Income Tax Number	Note: Details as shown on Tax Clearance Certificate	
VAT Registration Number		
PAYE Ref. No.		
Tax Clearance Ref. No.		

Section 3: General Address Details			
Street Name and No.		Province	
City		Country	
Postal Code			
PO Box Number			
PO Box Postal Code			

Section 4: Contact Details		
Representative for Sales and Orders		
Name		
Telephone Number		

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Cellphone Number			
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 or a Letter from the bank confirming your bank account.]	
• Valid Tax Clearance Certificate	
• SBD 4 Form	
• SBD 6.1 Form	
• Proof of CIDB Registration (where applicable)	
• CIDB Number (where applicable)	
• Certified Sworn Affidavit – B-BBEE Exempted Micro Enterprise (where applicable)	
• QSE Scorecard (where applicable)	
• Generic Scorecard (where applicable)	
• Proof of Registration with CSD (Central Supplier Database)	

By signing the supplier information form you agree that all the above information is correct.

Name and Designation		Signature		Date	
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BIDDER'S DISCLOSURE

SBD4

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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2.3.1 If so, furnish particulars:

.....

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?

YES/NO

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

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bid opening or of the awarding of the contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

VENDOR REGISTRATION FORM**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
Total points for Price and SPECIFIC GOALS	100

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

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that preference points for specific goals are not claimed.

- 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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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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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	60% - 74% owned by persons living with disabilities = 2 51% - 59% owned by persons living with disabilities = 1 0% - 50% owned by persons living with disabilities = 0		
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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.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	