



GDE SCIENCE EDUCATION CENTRE
 (ASSOCIATION INCORPORATED UNDER SECTION 21) t/a
SCI-BONO DISCOVERY CENTRE
 P.O. Box 61882, Marshalltown, 2107
 C/o President and Miriam Makeba Street
 Newtown Johannesburg
 Tel: +27 11 832-3363 or 639-8400
 Fax: +27 11 832-3360
www.sci-bono.co.za
 Company registration : 2004/010183/08
 V.A.T registration: 473 021 6290

Discovery starts here..

INVITATION TO INDIVIDUALS, NGO's, SUPPLIERS AND SERVICE PROVIDERS TO APPLY FOR REGISTRATION IN THE SCI-BONO DISCOVERY CENTRE SUPPLIER DATABASE

The Sci-Bono Discovery Centre is an independent Section 21 company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono's goal is to promote interest in and enjoyment of all aspects of mathematics, science and technology by offering learners, educators and the general public the opportunity to engage with its collection of hands on exhibits and displays, and to participate in a wide variety of educational activities and programmes. Sci-Bono works closely with, and on behalf of, the Gauteng Department of Education to enhance curriculum delivery in schools.

Sci-Bono would like to invite providers of goods and services as stated below to register their business in the Sci-Bono Discovery Centre Supplier Database for inclusion as official vendors and suppliers. The registration is valid until end February 2014.

General Services	
Transport	Bus services and courier services
Office Suppliers	Stationery, filing and storage; Office equipment; IT consumables; office furniture
Events Management	Decor; catering; sound and public address systems; photography; sound and lighting
Repairs & Maintenance of the Facility	Cleaning and hygiene; air-conditioning; locksmith services; plumbing; building works; glassworks; electrical work; signage
Information Systems and Communication Technology	Computer cabling and repairs; Computer hardware; Computer maintenance; Network solutions; web design and maintenance; Network cabling; Telephone cabling; Website hosting; Data recovery; Anti-virus software; Back-up services
Audit Services	External Audit; Risk Management
Financial Services	Insurance; investments
Legal Services	Legal risk and litigation
Application systems	Pastel user support; VIP user support
Security Services	Fire extinguishing; -; alarm systems and armed response; radio services; security personnel; surveillance systems; access control systems
Protective clothing & uniforms	Uniform, general and protective clothing for non-industrial employees
Printing	Commercial printing; photocopying; screen-printing; graphic design
Records Management	Electronic archiving; Document warehousing
Health and Safety	Occupational Health and Safety; Employee wellness; Counselling; Pest control; First Aid
Consulting Services	Organisational Development; skills development; performance management; job evaluation; salary surveys; proof reading; language editing; translation; monitoring and evaluation; Counselling
Specialised Services	
Exhibitory	Museum and science centre exhibit and exhibition designers and manufacturers; repair and maintenance specialists

Education and Training Services & Educational Resource Development	Lesson plan development; facilitators; assessors; moderators; Learner and teacher support material development; educational tools; educational resources in general (Grades R to 12)

Required documentation

Completed application form should be accompanied by the following documents:

- Company profile including at least three references
- Company Close Corporation or Entity Registration Documentation
- Original and valid Tax clearance certificate
- VAT Registration Certificate, where applicable
- Valid BEE Rating Certificate and any other supporting documents
- Proof of registration with SETA or any other professional body where applicable

(Interested service providers who would like to form a consortia should supply documents as mentioned above of each partner who is an organisation and all other document mentioned for each partner who is an individual within the consortium.)

Interested service provider who are individuals should supply the following documents:

Completed application form for individual (available on the Sci-Bono website at www.sci-bono.co.za).

Completed application form should be accompanied by the following documents:

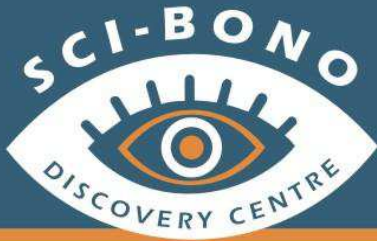
- Comprehensive Curriculum Vitae including a minimum of three references
- Certified copy of the Identity Document or passport
- Proof of registration with a SETA or a professional body where applicable

Application Process

Application forms can be obtained on the Sci-Bono Discovery website: www.sci-bono.co.za or from the Procurement Desk at Sci-Bono Discovery Centre, Cnr President and Miriam Makeba Street, Johannesburg. Applications with incomplete forms and or supporting documentation will not be considered. The application form, together with the supporting documents, can be submitted to the **Tender Box** at Sci-Bono Discovery Centre and be clearly marked **SDB/SDC/01/2011. CLOSING DATE FOR REGISTRATION IS 31 OCTOBER 2011.**

The following conditions shall apply as per the Sci-Bono Discovery Supply Chain Management Policy

1. Registration of a supplier on the supplier register does not guarantee that the said supplier will receive any work or contract.
2. The register will categorise the different service sectors and register suppliers for the respective service category or categories applied for.
3. Suppliers registered with Sci-Bono must be compliant with all relevant legal and statutory requirements.
4. Suppliers who do not meet the criteria stipulated in the invitation to register will not be registered on the supplier register.



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SUPPLIER APPLICATION FORM

IMPORTANT NOTES *Please read carefully*

- To be completed by **all** vendors seeking registration as an approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A company profile may accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax and must therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that Sci-Bono reserves the right to accept or reject any application **without being obliged to give reasons** in this respect;
- Suppliers will **not be notified** whether applications was accepted or not but will be advised of the outcome if telephonic requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalised – **failure** to do so may result in the application being declined.

1. COMPANY/PERSONAL DETAILS

Legal name of company:	
Trading name of company:	
Enterprise Registration Number	
Tax Number (if applicable):	
Enterprise Registration Number:	
<i>(Please attach copy of the Registration Certificate)</i>	
First Name:	
Surname:	
ID Number :	

2. COMPANY / ENTERPRISE

Legal Status (Pease tick the appropriate box)

Closed Corporation (CC)	Trust	Public Company (Ltd)	Partnership	Sole Proprietor	Other(specify)
Joint Venture	Consortium	Foreign Company	Section 21 Company	Private Company (Pty) Ltd	Government/ Parastatals

3. ADDRESS DETAIL

Postal address of company

Physical address of company

4. CONTACT DETAILS

Business

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Home

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Fax

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Cell

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Email Address

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Contact Person

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Company website address

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5. CORE BUSINESS

(Please add category(ies) of your line of business)

6. RELEVANT EXPERIENCE/ REFERENCES

Entity at which services or products provided	Type of services or products provided	Period during which services or products were provided	Estimated project value	Contact person/Reference of client enterprise and contact details

7. SMME STATUS OF YOUR ENTERPRISE (Please tick the relevant box)

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15				0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance and Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (Please tick the relevant box)

(According to SMME table) (compulsory)

Micro	Very Small	Small	Medium	Large
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8. HDI STATUS AND OWNERSHIP

LIST ALL SHAREHOLDERS BY NAME, POSITION, IDENTITY NUMBER, CITIZENSHIP, HDI STATUS AND OWNERSHIP (PLEASE COMPLETE TABLE BELOW)

Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	HDI Status (%)			% Of Business/ Enterprise Owned
				No Franchise Prior to Elections	Woman	Disabled	

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

**Signature of Owner or
 Authorised Representative**

Date

Comments/Notes:

10. BANKING DETAILS OF THE ENTERPRISE

CREDIT ORDER INSTRUCTION

1. I/We hereby request and authorize you pay any amounts which accrue to me/us to the credit of my/our account with the mentioned bank.
2. I/We understand that the credit transfer hereby authorised will be processed by computer through a system known as the "Electronic Fund Transfer" and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will 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).
3. I/We also understand that a payment advice will be supplied by Sci-Bono in the normal way, and that will indicate the date on which funds will be available in my/our account.
4. This authority may be cancelled by me/us by giving thirty day's notice by pre-paid/registered post.
5. I/We will not hold Sci-Bono liable for any payment not made into our bank account if the bank account details are incorrect or were not supplied prior to payment.

Initials and Surname

Authorised Signature

Date

1. Name of Account Holder	
2. Name of Bank	
3. Name of Branch	
4. Branch Number	
5. Account Number	
6. Type of Account	

Signature of Bank Signatory

BANK STAMP
Date

ALTERNATIVELY, A CANCELLED CHEQUE OR A PROOF OF CONFIRMATION OF BANK ACCOUNT FROM THE BANK WILL BE ACCEPTED

11. DECLARATION OF THE INFORMATION SUPPLIED

- The information furnished is true and correct.
- If the information supplied is found to be incorrect, Sci-Bono may, in addition to any other remedy it may have –
 - Recover all costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - Cancel the provider from the Preferred Provider List and claim any damages, which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

I certify that I have the appropriate authority to furnish the above-mentioned information on behalf of my employer.

Name:	Signature:
Designation:	Date:

CHECKLIST FOR SUPPLIER DATA BASE REGISTRATION

Please submit all relevant information required below, as insufficient information may invalidate your application

Company: _____

- Fax number/email address
- Physical address/Postal Address
- Tel number(s) as contact number
- Cell number(s) as contact number
- Commodities listed
- Fill form completely
- Sign form
- Indicate HDI ME/SMME status
- Certificate of Incorporation from Registration of Companies (CIPRO)
- SARS Tax Clearance Certificate

Captured by: _____

Date: _____