

APPLICATION TO BE REGISTERED ON THE CONSTITUTION HILL DEVELOPMENT COMPANY (PTY) LTD SUPPLIER DATABASE

**ALL SUPPLIERS SEEKING REGISTRATION
AS AN APPROVED SUPPLIER ON THE
DATABASE OF CONSTITUTION HILL DEVELOPMENT COMPANY (PTY) LTD**

All suppliers are herewith invited to register as an approved supplier on the database of Constitution Hill Development Company (Pty) Ltd in order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act 1 of 1999 (PFMA).

The purpose of this database is to give all prospective suppliers an equal opportunity to submit Bids and proposals to Constitution Hill Development Company (Pty) Ltd.

Attached please find an official registration form to assist us in updating our database.

It is imperative that suppliers read the application document carefully, complete it in full and sign it. Please note that an Original Valid Tax Clearance Certificate must be attached to the Registration form and failure to do so will result in your application being disqualified.

Women owned, Youth and People with Disabilities applications are encouraged.

Closing date : 05 June 2015 at 12h00am

CONSTITUTION HILL



BUSINESS TYPE

Please indicate the nature of Operations, products or service applicable to your business by ticking an appropriate box. **ONLY 2 CATEGORIES CAN BE CHOSEN**

COMMODITIES	✓	COMMODITIES	✓
Lifts Maintenance Services		Transport Services Chauffer services Art transportation services	
Personnel & Recruitment Agencies Human Resources & Industrial Relations and Development (IRD) Specialist		Corporate Gifts services Clothing & Uniform services	
Travel & Accommodation Services		Events EMS Services	
Graphic and Website design service		Photographic services Videography services	
Courier & Postage services		Stationery & Printing Services	
Office Furniture		Architectural Services Heritage Consultancy Services Professional Engineering Services Interior design services Office space Planning services	
Programme & Project Management		Electrical & Electronic Equipment	
Mineral / Purified water suppliers		Audio Visual repair services	
Artwork hanging/Installation services		Artist Booking services Media Buying services	

Please note that the supplier is requested to provide Company Primary Function from the list above: (Failure to complete this section will results in your application being declined)

CONSTITUTION HILL



Applications for the categories not listed above will be declined.

Company Primary Function	
--------------------------	--

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** suppliers seeking registration;
- The questionnaire must be completed in **full** and be **signed by the owners in order to be accepted**.
- A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by the applicant.
- In the company profile please include **profiles of management**.
- Applicants will be contacted via e-mail and **must** therefore submit an **e-mail address**; failure to comply will result in exclusion of the supplier from the registration process.
- Suppliers will **be notified** whether their application was accepted or not by means of written letter.
- Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so will result in the application being declined.

Sealed Supplier Database Application forms with required documentation marked “Supply Chain Department” must be delivered to No 11 Kotze Street, Braamfontein, 2017 at the Old Fort entrance, Johannesburg. **Applications submitted by fax or email will not be accepted.**

Enquiries can be directed to Supply Chain Management Practitioner:

S.Malatsi@constitutionhill.org.za

CONSTITUTION HILL



Supplier Details:

Company / Supplier Name:																				
Company / CC Registration Number:																				
VAT Registration Number (If Applicable):																				
Income Tax Reference Number (mandatory):																				
E-mail Address:																				
Telephone Number:																				
Fax Number:																				

Postal Address: (Compulsory)																				
	Code																			

Physical Address: (Compulsory)																				
	Code																			

CONSTITUTION HILL



Type of Firm: (Please tick the relevant box)

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (CC)	
4	Other (Specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Partnership	

Main Contact Person in your Company:

Name:																		
Company Position:																		
Cell Phone Number:																		
Fax Number:																		
E-Mail Address:																		

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

CONSTITUTION HILL



--	--	--	--

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

Scorecard type of your enterprise (Please tick the relevant box) Compulsory

Large Enterprise- (> R35 Million Turnover)		Please provide B-BBEE certificate
Qualifying Small Enterprise (between R5 Million & R35 Million)		Please provide B-BBEE certificate
Micro Enterprise (< R5 Million)		If not rated, please provide a letter from your accountants stating your turnover per annum

HDI (Historically Disadvantaged Individual) Ownership Status (Please tick the relevant box and provide percentage) **(failure to complete this section will result in the application being declined)**

Black woman owned enterprise		%
Youth owned enterprise		%
People with disability owned enterprise (Please provide a copy of your health certificate)		%

List the three largest most important contracts/assignments performed by your firm in the last 12 months.

Work Performed	To Whom	Contact Person & Contact Details	Period	Value
1.				
2.				
3.				

CONSTITUTION HILL



CURRENT EMPLOYMENT PORTFOLIO- **(Mandatory)** Failure to complete this will disqualify your application.

Organization Structure	Top Management		Senior Management		Professionally Qualified and experienced specialists in mid management		Skilled Technical and academically qualified workers, junior management, supervisory and foreman		Semi skilled and discretionary decision making		Unskilled and defined decision making		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Black													
Coloured													
Indian													
White													
Other													
Disabled													
Total permanent employed													
Total employed													

CONSTITUTION HILL

Documents to be submitted by the Supplier (Compulsory)

- ❖ Certified company registration documents (including CK1 and CK2)
- ❖ Certificate of Incorporation (Section 21 Company) – certified
- ❖ Certificate of incorporation if Public Company (CM3) – certified
- ❖ Partnership agreements in the case of partnerships – certified
- ❖ Trust agreement, trustee details and letter of authority in the case of business trust – certified
- ❖ Certified identity documents of directors, owners, partners, members or shareholder
- ❖ Certified proof of shareholding documents (shareholder certificates or share allocation documents for CC members) if claiming HDI points.
- ❖ Company Resolution appointing a member/shareholder of the entity to act on behalf of the entity. OR A Special Power of Attorney if the representative is not a member/shareholder of the entity
- ❖ Valid AND Original tax clearance certificate as issued by SARS
- ❖ Proof of banking document / original cancelled cheque or an original letter from the bank confirming your banking details.
- ❖ Proof of Disability (Health Certificate)- certified
- ❖ Value Added Tax (VAT) Registration Certificate (if applicable)
- ❖ Certified copy of valid B-BBEE certificate issued by a SANAS accredited verification agency (If your turnover per annum is less than 5 Million , please provide
 - a) A letter from your accountants confirming your financial status.
 - b) A certificate from SARS (South African Revenue Service) or
- ❖ Company Profile.
- ❖ The application to register on the database form must be commissioned by a duly authorized Commissioner of Oaths.

FAILURE TO SUBMIT ANY OF THE REQUIRED SUPPORTING DOCUMENTS WILL RESULT IN YOUR APPLICATION BEING DISREGARDED.

DECLARATION

I / We the undersigned acknowledge(s) that the information furnished above is true and correct.

Signature of Owner or Authorized Representative

Date

Signature of Owner or Authorized Representative

Date

CONSTITUTION HILL



COMMISSIONER OF OATHS :

SIGNATURE : _____

DATE : _____

STAMP : _____

Annexure A

Please complete this section as failure to do so may result in your application being disqualified.

DECLARATION OF INTEREST

SBD4

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, 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 and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; 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 Are you or any person connected with the bidder, employed by the principal?

2.1.2 If so, state particulars.

.....

.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.2.1 If so, state particulars.

.....

.....

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?

2.3.1 If so, state particulars.

.....

.....

CONSTITUTION HILL



DECLARATION

I THE UNDERSIGNED (NAME).....

IDENTITY NUMBER:

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE:

NAME OF BIDDER:

POSITION: