

INVITATION TO TENDER

BID NO	BID DESCRIPTION	COMPULSORY BRIEFING SESSION AND VENUE	BID AMOUNT	EVALUATION CRITERIA	BID ENQUIRIES	CLOSING DATE
SDB / SCM / 2014	Invitation to register on the College suppliers data base	None	Print document from the College website www.vuselelacollege.co.za	None	Ms G Molusi 018 462 8857	28 February 2014
SS / TRSP / 2014	Provision of student transport for a period of three (3) years	JoubertonCentre for Engineering Studies	R100.00	Functionality & price 90/10	Ms P Ramodike 018 406 7800	28 February 2014
PPE / CC /2014	Supply and delivery of protective clothing for a period of three (3)years	11900 5 th Street, Jouberton. (Main Hall)	R100.00	Functionality & price 90/10	Mr H Coetzee 018 462 8857	28 February 2014
ADMIN/ STA / 2014	Supply and delivery of stationery for a period of three (3) years	12 February 2014	R100.00	Functionality & price 90/10	Mr E Modisagaarekwe 018 406 7800	28 February 2014
ADM / PP / 2014	Supply and delivery of printing paper for a period of three (3) years	at 11:00	R100.00	Functionality & price 90/10	Mr E Modisagaarekwe 018 406 7800	28 February 2014
BGEN-MC / EE/ 2014	Request for proposal for design and assessment of new back up generator for MatlosanaCentre for Artisans &Learnerships (Engineering Consultants only)	MatlosanaCentre for Artisans &Learnerships Shaft No 2 Simmer & Jack Mines Stilfontein 13 February 2014 at 11:00	R100.00	Functionality & price 80/20	Mr RL Molefi 018 462 8857	28 February 2014

Tenders are hereby invited from suitably qualified, capable and well-experienced providers, to tender for the above-mentioned tenders.

NB: ONLY THOSE WHO HAVE ATTENDED THE COMPULSORY BRIEFING SESSION WILL BE CONSIDERED

Bidders must submit a valid and original tax clearance, and a certified B-BBEE rating certificate from an accredited provider or registered auditor.

VUSELELA FET COLLEGE does not bind itself to accept the lowest or any other bid as a whole or in part and the price alone is not the determining factor, if you have not heard from the College within 91 days after the closing date consider your bid unsuccessful.

- R100.00 non – refundable document per bid
- Bid documents will be available at briefing session
- Bids documents in a sealed envelope quoting the bid number, bid description, closing date and the name of the service provider , must be deposited in a Tender Box, placed in the foyer of Corporate Centre, 8 Bram Fischer Street, KLERKSDORP, 2570
- No late, faxed or e-mailed bids will be accepted



SUPPLY CHAIN MANAGEMENT

CLOSING DATE: 28 FEBRUARY 2014

TIME: 11:00

INVITATION TO REGISTER ON SUPPLIER DATABASE

1. No late, telegraphic, facsimile or emailed applications will be considered.
2. The College reserves the right to register or reject this application
3. Application form must be completed in full
4. The invitation to register in our supplier data base is for the year 2014

CONDITIONS TO REGISTER

- The prospective supplier has all the minimum documents required for the registration process
- All relevant forms attached to this registration application must be completed and signed in ink (black) where applicable by a duly authorized person
- Service providers are required to attach a detailed company profile

ATTACH THE FOLLOWING DOCUMENTS

1. Original Valid SARS Tax Clearance Certificate
2. Copy of company registration certificate from the registrar of companies (CIPC)
3. Certified copies of identity documents of shareholders/directors of the company. Certification must not be older than three (03) months
4. BBBEE Certificate from accredited agencies or registered Auditor
5. NHBRC Certificate (construction)
6. CIDB Certificate (construction)
7. Accreditation letter of relevant professional body
8. Page 4 of banking details must be filled at the bank. If it is not fully completed and stamped at the bank, your application will be rejected.

Supplier details:

Company / Supplier Name:

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Company / Close Corporation																				
Registration Number:																				
VAT registration number:																				
Income tax reference number:																				
Web Address:																				
E-Mail Address:																				
Telephone Number:																				
Fax Number: (compulsory)																				
Toll Free Number:																				

Postal Address:

Physical Address:

Postal Code:																					Postal Code:																			

Preferred College Site	
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Company/Supplier Classification: (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairs	Black Owned	Distributor	Exporter	Sales

(Please ✓ the relevant box)

Tax Clearance Certificate Attached	Yes	No
Expiry date:		

BANKING DETAILS :

I / We hereby request and Authorize Vuselela FET College to pay any amounts that are due to my / our Bank Account held at the below mentioned Financial Institution. (the banking details must be of a Company not an individual person)

This authority will remain in force until such time is cancelled by me / us giving (30) days written notice to your office.

Names and Surname	Authorized Signature	Date
Name of the Bank	:	-----
Name of the Branch	:	-----
Branch Code	:	-----
Name of Account Holder	:	-----
Account Number	:	-----
Account Type	:	-----
Details of Bank Official	:	-----
Date	:	-----
Signature	:	-----



Bank Stamp certifying the above Bank Account Details

CLASSIFICATION OF BUSINESS

In order to assist with the classification process, summary of your core business and key products and services must be provided.

Service providers are requested to register for only three Commodities and three sub-commodities of services.

In case whereby you have exceeded the limit the college will only consider the first three categories.

Commodities and Sub-commodities		
<u>Please tick all the categories applicable for your business.</u>		
	CODE	TICK
1.Security	SO100	
Installation of systems	S0101	
Armed Response Services	S0102	
Installation of cctv camera's	S0103	
Burglar proofing	S0104	
Electrical fencing	S0105	
2.Communication and Marketing		
	CO200	
Internal and external publications	C0201	
News agency	C0202	
Photographic services and Printing	C0203	
Public Relations, Radio & Television and Web design	C0204	
Corporate Gift	C0205	
Telecommunications	C0206	
3.Construction		
	CW0300	
Plumbing	CW0301	
Electrical	CW0302	
Electrical fencing	CW0303	
Air conditioning (Specialist)	CW0304	
General Contractors and water proofing	CW0305	
4.Agric related		
	AR0400	
Borehole's installations and repairs	AR0401	
Farming Seeds	AR0402	
Live stock	AR0403	
Soil Inspection	AR0404	
Farming Equipment's	AR0405	

5.Consultants Services	CS0500	
Valuators	CS0501	
Architect's and Civil Engineers	CS0502	
Training Providers	CS0503	
Development	CS0504	
Legal services	CS0505	
Land Surveying	CS0506	
Project managers	CS0507	
Product Development	CS0508	
Insurance services	CS0509	
Quantity Surveying	CS0510	
Auditing and Accountancy	CS0511	
Travel Agencies	CS0512	
Recruitment services and Development	CS0513	
Competency Profiling & Assessment	CS0514	
6. Information Systems		
	ITC0600	
Network Installation and Maintenance	ITC0601	
Computer Technology	ITC0602	
Computer Equipments and related accessories	ITC0603	
IT Systems Design, and Support	ITC0604	
Computer Software	ITC0605	
7.Wholesale Trade, Allied, Motor Trade and Repairs Services		
	WS0700	
Chefs Clothes and related equipments	WS0701	
Hardware Materials	WS0702	
Repairs Service and vehicle towing	WS0703	
Emergency & Field Medical Services and products	WS0704	
Meat & Poultry products and Fruits and Vegetables	WS0705	
Transport Services (Buses and Taxi's)	WS0706	
Catering and Events Decor	WS0707	
Laundry services and Cleaning services	WS0708	
Student Accommodation	WS0709	
8.Equipment and Accessories		
	EQA0800	
Office equipment and Furniture	EQA0800	
Workshop tools and equipment	EQA0801	
Stationery	EQA0802	
Electronics equipment's and consumables	EQA0803	
Sports Equipments and Accessories	EQA0803	
Personal Protective Equipment's	EQA0804	
Supply and Service of Fire Extinguishers	EQA0805	
Interior finish material and related services	EQA0806	

SMME status of your enterprise: (Please ✓ the relevant box)
 (According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

List all partners, proprietors and major shareholders (compulsory)

Full Name	ID Number	Citizenship	CAPACITY	HDI YES/ NO	RACE A/W/ C/I

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.
 RACE A= AFRICAN, W= WHITE, C= COLOURED AND I = INDIAN

HDI Ownership Status: Please read notes below very carefully
Instructions and Definitions:
 (please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the college.
- **Owned:** Having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Historically Disadvantaged Individuals (HDI):** For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:** A female person who is a SA citizen.
- **Establishment of HDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

HDI Ownership Status:

(Failure to complete this section may result in the application being declined)

Historically Disadvantaged Individuals (HDI)	%
Women Equity (WE)	%
Disabled Individuals (DI)	%

KEY DEFINITIONS

The BEE definitions and classifications used below have been derived from the Black Economic Empowerment Commission Report, 2001.

- In terms of this policy document “**black**” “includes all previously disenfranchised and economically disadvantaged groups or individuals in South Africa, such as disabled people, members of the African, Chinese, Coloured (of mixed race), and Indian communities and women”.
- A **Black company** is one that is majority black owned and managed.
- **Black empowered company** refers to a supplier that is greater than 25% but < 50% black owned and managed.
- **Black influenced company** refers to a supplier that is greater than 5% but < 25% black owned and managed.
- **Engendered company** refers to a supplier that is 30% woman owned and/or managed.
- **Black management** refers to the senior management level that comprises both the executive management as well as board members of the entity. In order to be deemed black management

they should participate in the day-to-day management and decision making of the enterprise. They should necessarily have the aptitude and potential to understand all issues involved in the running of the enterprise including knowledge of the product and market within.

BEE Status of your enterprise

BEE Designation	Black owned	Black Managed	Female Owned	Female Managed
Black company	%	%	%	%
Engendered company (black women)	%	%	%	%
Engendered company (white women)	%	%	%	%
Black empowered company	%	%	%	%
Black influenced company	%	%	%	%

PREVIOUS EXPERIENCE (IF APPLICABLE)

List of the last most recent contracts awarded to you (the supplier) or other previous related experience related to your core business.

EMPLOYER / DEPARTMENT	CONTACT PERSON AND TELEPHONE NUMBERS	CONTRACT VALUE IN RANDES	PROJECT DURATION	YEAR

PLEASE STATE IF YOU HAVE BEEN REGISTERED AS A DEFAULTER ON NATIONAL TREASURY DATABASE.

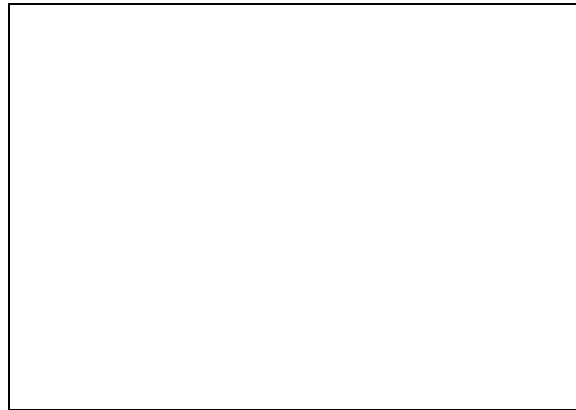
YES/NO _____ IF YES STATE THE REASON

We/I the undersigned acknowledge(s) that:

- the information furnished is true and correct;
- the Equity Ownership claimed is in accordance with the General Conditions;
- this application and its acceptance shall be subject to the terms and conditions contained (if applicable) to the terms of regulation 13 of the preferential procurement regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000);
- if I/we withdraw my/our application within the period for which I/we have agreed that the application shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the College may, without prejudice to its other rights, agree to the withdrawal of my/our application or cancel the contract that may have been entered into between me/us and the College and I/we will then pay to the College any additional expense incurred by the College having either to accept any less favourable application or, if fresh applications have to be invited, the additional expenditure incurred by the invitation of fresh applications and by the subsequent acceptance of any less favourable application; the College shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other application or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other application or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the College may sustain by reason of my/our default;
- I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract;
- Any conflict of interest will be declared in the comments space below.

IMPORTANT CONDITIONS

- 1 Failure on the part of the applicant to sign this application form and thus not to acknowledge and accept the conditions, or not to complete the attached forms, questionnaires and specifications in all respects, may invalidate the application.
- 2 Applications should be submitted on the official forms only and should not be qualified by the applicant's own conditions of application. Failure to comply with these requirements or to renounce specifically the applicant's own conditions of application, when called upon to do so, may invalidate the application.
- 3 If any of the conditions on this application form are in conflict with any special conditions, stipulations or provisions incorporated in the application, such special conditions, stipulations or provisions shall apply.



COMPANY STAMP

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

**CO-SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

SBD 8

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	<p>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 <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED
(FULL 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