



**iThemba
LABS**
Laboratory for Accelerator
Based Sciences

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REGISTRATION AS A SUPPLIER

Dear Supplier

In order to comply with the policies and procedures set out in the National Research Foundation's Supply Chain Management Policy and to afford all qualifying prospective suppliers and service providers equal and simultaneous access to bids including price quotations., the National Research Foundation has instituted supplier databases for use by its employees.

The National Research Foundation, values its relationships with suppliers, envisages that the supplier databases allows efficient supplier administration especially in complying with policies, procedures and applicable legislation (e.g. PFMA, PPPFA, BBBEE Act, etc.). When issuing requests for quotation, suppliers registered on the supplier databases have first preference against non-registered suppliers.

Please complete the official registration and supply categorisation forms in full and sign as required. Attach all supporting documents as requested.

The National Research Foundation reserves the right to reject any incomplete application form accompanied by insufficient information.

HAND DELIVER completed forms to:

Reception

Old Faure Road

FAURE

scm@tlabs.ac.za

<u>Company / Supplier details:</u>	
Registered Name	
Trading Name	
Company / Close Corporation Registration	
Number / Personal Identification number	
VAT registration number (if applicable):	
Income tax reference number:	
CIDB Registration number (if applicable)	
Web address:	
E-mail address:	
Telephone number:	
Fax number: (compulsory)	
Toll free number:	
Postal Address	Physical Address
Postal Code:	Postal Code:

Broad-Based Black Economic Empowerment						
BEE Level:			Certificate Expiry			
Verification Agency						
Owners / Shareholders / Members / Directors List in the table in the Declaration of Interest form (SBD4 – attached)						
Supplier Classification (Please ✓ the relevant box or boxes)						
Manufacturing, Construction,	Transport, Storage	Agriculture, Farming, Landscaping	Consulting, Professional, Specialized	Electricity, Gas, Water	Retail, Allied Services	Other: Specify
Business Service	Mining, Quarrying	Catering, Hospitality, Entertainment	Technology, Communication	Repairs Maintenance	Distributor Agent	Exporter
ISO Listed	Importer	Services	Manufacturer	Repairer	Distributor	Sales
<u>Tax Clearance Certificate</u>						
Expiry date:			Attached - Y / N			
<u>Entity type</u> (Please ✓ the relevant box)						
1	Public Company (Ltd) - Listed			Foreign Yes/No		
2	Public Company (Ltd) - Unlisted			Foreign Yes/No		
3	Private Company (Pty) Ltd			Foreign Yes/No		
4	Close Corporation (cc)			Foreign Yes/No		
5	Joint Venture			Foreign Yes/No		
6	Consortium			Foreign Yes/No		
7	Sole Proprietor			Foreign Yes/No		
8	Partnership			Foreign Yes/No		
9	Trust			Foreign Yes/No		
10	Government / Parastatal			Foreign Yes/No		

<u>Contact person (account department) in your organisation</u>		
Name:		
Position in Company:		
Cell phone Number:		
Fax:		
E-mail address:		
<u>Contact person (responsible for quotes) in your organisation</u>		
Name:		
Position in Company:		
Cell phone Number:		
Fax:		
E-mail address:		
<u>Trade information</u>		
Name any three relevant trade references of previous projects or suppliers you have dealt with		
Company Name:	Contact Person:	Tel No:
Company Name:	Contact Person:	Tel No:
Company Name:	Contact Person:	Tel No:
<u>General Business Information:</u>		
Quality Management:		
Does your business hold any SABS or ISO accreditation		Yes/ No
If "yes", provide permit number/s:		
Does your business have a Quality Management System in place?		Yes/ No
Do you have an Occupational Health & Safety policy in place?		Yes/ No

Does your business routinely work with any hazardous substances?	Yes / No
If “yes”, have you been accredited by the Departments of Water Affairs and Labour	Yes / No
Outsourcing/Sub-contracting Management:	
Do you make use of Sub-contractors to assist you with your core function?	Yes / No
If “yes”, what % of your core business function do you sub-contract to external parties?	Yes / No
If “yes”, what % of outsourcing / sub-contracting has B-BEE contribution level certificate equal or better than your own?	Yes / No

Products and/or services provided

(enter code and description from the list of Commodities. Maximum number of codes is five).

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the National Treasury’s Database of Restricted Suppliers and on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that the enterprise or any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise have not associated, linked or involved with any other tendering entities submitting tender offers; and
- iv) confirms that the enterprise or any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise have no other relationship with those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed:

Date:.....

Name:.....

Position:.....

Enterprise name:.....

<u>Comments / Notes</u>

PLEASE ATTACH THE FOLLOWING SUPPORT DOCUMENTATION:

No	Confirmation	Documents Required	Yes / No
1.	Supplier registration application completed in full	Supplier registration form	
2.	Company registration	Certificate of incorporation or founding statement	
3.	Banking details for payment	Cancelled cheque or bank statement or bank FICA letter	
4.	Tax Clearance where potential supply exceeds R30 000 per transaction (Mandatory)	Original Tax Clearance certificate or SARS clearance letter	
		Expiry date	
5.	All contact details including a fax numbers and emails	Schedule of branches and contact details	
6.	Declaration of interest certificate (SBD4 – blank form attached)	Completed and signed SBD4	
7.	Past supply chain practises certificate (SBD8 – blank form attached)	Completed and signed SBD8	
8.	Broad Based Black Economic Empowerment Certificate (Where not provided, 0 preference points applies)	BBBEE Certificate (certified) or Exempt Micro Enterprise letter	
9.	Partnership/Trust arrangement/ Joint venture arrangement (If applicable)	Partnership/Trust agreement / Joint venture agreement	
10.	VAT registration	VAT registration certificate	
11.	Proof of registration to a statutory body regulating your industry (If applicable)	Certificate of registration	
12.	Profile of company	Company Profile	
13.	SABS/ISO Accreditation (If applicable)	SABS/ISO Certificate	
14.	Supply categorisation (Blank template attached)	Ticked supply commodity form	

For Official Use Only

Checked By:.....

Signature:.....

Approved By:.....

Signature:.....

Comments / Notes:

Vendor Number:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference 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 / personal numbers must be indicated in paragraph 3 below.

¹“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.

“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.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES	NO
-----	----

2.7.1 If yes, 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 attach 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:

SBD4

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 yes, 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 yes, furnish particulars.

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 yes, 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 yes, furnish particulars:

SBD4

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

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

4 DECLARATION

I, (FULL NAME) _____, THE UNDERSIGNED, 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

6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub - contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor?
.....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the

purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

..... SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

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 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-
- abused the institution's supply chain management system;
 - committed fraud or any other improper conduct in relation to such system; or
 - 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
4.1.1	If so, furnish particulars:		
4.2	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.	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			
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:		
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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

National Research Foundation: iThemba LABS
PO Box 722
FAURE
7129

FROM : _____

("The Individual/Company)

I hereby instruct and authorize the NRF to pay any amounts which may be due to me by the transfer of such amounts to the credit of my account as indicated below, and attach a blank, cancelled cheque to verify the information set out below.

BANK: _____

BRANCH NAME: _____

BRANCH NO: _____

TYPE: **(Current/Savings/Transmission)**

Delete where not applicable

ACCOUNT NO: _____

Payments of any such amount may be effected by the electronic funds transfer system, subject to the following conditions:

1. Upon the NRF giving the appropriate instruction to ABSA Bank Limited, the obligation to make payment to me will be as fully and effectually discharged as if the NRF had made payment directly to myself. Save for failure to credit the account of myself as a result of the negligence, wilfulness or fraud of the NRF or any of its employees, agents or contractors, the NRF shall have no further liability to myself whatsoever, and the giving of the instruction to transfer funds as set out above, shall constitute a full and sufficient discharge of the NRF's obligation.
(For the purposes of this document and the transactions contemplated herein, neither the ACB Magnetic Tape Service nor any of the banks involved in the electronic transfer shall act as agents of the NRF).
2. I understand that the credit transfer hereby authorized will be processed electronically (via ABSA – Cash focus) and I also understand that no advice of payment will be provided by my bank, but details of each payment will be printed on my bank statement or any accompanying voucher.

Any queries or discrepancies relating to the credit transfer are to be resolved between myself

and ABSA Bank Limited.

The NRF will render such assistance as it is able to in the rectification of any errors for which the NRF is not responsible, provided I bring such errors to its attention as soon as possible.

3. I understand remittance advices will be supplied by you in the normal way, and that they will indicate the date on which funds will be available in my/our account.
4. I warrant that the undersigned is authorized to sign this document, and that all of the information contained herein is, and will continue to be, accurate and correct.
5. The NRF will be notified in writing as soon as any changes to the legal status or banking details are made.
6. This authority may be cancelled by giving you 30 (thirty) days' notice in writing.

Signed at _____ on this _____ day of _____ 20____

By _____

(Print full names)

SIGNATURE

SBD9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4(1) (b) (iii) of the Competition Act No.89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. Disregard the bid of any bidder if that bidder or any of its director have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD9) Must be completed and submitted with the bid:

¹Includes price quotations, advertised competitive bids, limited bids and proposals.

²Bidrigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bidrigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the under signed, in submitting the accompanying bid:

(Bid Number and Description
or Quotation Number)

In response to the invitation for the bid made by:

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formula as used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 bid opening or of the awarding of the contract.

³Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any of the 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 interms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority(NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years interms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any of her applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
NameofBidder



National Research Foundation

CATEGORISATION OF GOODS, SERVICES AND COMMODITIES

CATEGORY	LIST OF COMMODITIES - (mark with x)	X	LIST OF COMMODITIES - (mark with x)	X
AUDIO VISUAL	AUDIO VISUAL SYSTEM		HIRE OF PA/AV EQUIPMENT	
	DATA PROJECTORS		TELEVISION REPAIRS	
	DSTV REPAIRS/INSTALL		TELEVISION SETS & INSTALLATION	
	FILM, SOUND AND RECORDING SERVICES			
BUILDINGS & MAINTENANCE	BLINDS MAINTENANCE		LOCKS, KEYS AND LOCKSMITH SERVICES	
	BUILDING CONTRACTORS		MAINTENANCE CONSUMABLES	
	CLEANING CONTRACTORS		PAINT	
	CLEANING CONTRACTORS		PEST CONTROL	
	CLEANING SERVICES & PRODUCTS		PLUMBING	
	ELECTRICAL CONSUMABLES		SIGNAGE	
	FIRE EXTINGUISHING AND RELATED SERVICES		TILING	
	FLOORING & CARPETS MAINTENANCE		WASTE RECYCLING	
	HEATING & COOLING: MAINTENANCE & REPAIRS		WATER COOLERS/FILTERS	
	HEATING & COOLING: SUPPLY/INSTALL		WINDOW / GLASS INSTALLATION	
	HYGIENE CLEANING SERVICES		WINDOW / GLASS REPAIRS	
	LIFT, ELEVATORS MAINTENANCE		WORKSHOP EQUIPMENT & TOOLS	
	CLEANING CONSUMABLES		GENERATOR SERVICES	
	ELECTRICAL SERVICES (CONSUMABLES & REPAIRS)		REFRIGERATION	
	BUILDING CONTRACTORS, MAINTENANCE		HEATING & COOLING: SUPPLY/INSTALL; MAINTENANCE & REPAIRS	
WINDOW / GLASS INSTALLATION & REPAIRS				
CATERING	BEVERAGES		FOOD PLATTERS & SANDWICHES	
	BREAD & CONFECTIONARY		FRESH FRUIT & VEGGIES	
	CATERING FOR EVENTS		FRESH MEAT & POULTRY	
	DIARY PRODUCTS & EGGS		FROZEN FOODS	
	DISPOSABLE CATERING SUPPLIES		SWEETS & SNACKS	
	CATERING SERVICES			

CATEGORY	LIST OF COMMODITIES - (mark with x)	X	LIST OF COMMODITIES - (mark with x)	X
COMPUTER	COMPUTER REPAIRS, SERVICES & MAINTENANCE		COMPUTOR REPAIRS,SERVICES AND MAINTENANCE	
	COMPUTER SOFTWARE: INSTALLATION/LICENCES		COMPUTOR SOFTWARE	
	COMPUTER SOFTWARE: TRAINING		NETWORKS	
	COMPUTOR CONSUMABLES		RENTAL OF COMPUTOR EQUIPMENT	
	COMPUTOR HARDWARE		STORAGE-IT	
	NETWORK INSTALLATION & MAINTENANCE			
CONFERENCING &EVENTS	CONFERENCE FACILITIES & VENUES		EXHIBITIONS	
	ENTERTAINMENT SERVICES (PERFORMERS)		FULL DAY CONFERENCE PACKAGES	
	EVENT COORDINATORS/MANAGEMENT			
CONSTRUCTION	BUILDING - CONTRACTORS		RENOVATIONS	
CONSULTING SERVICES	ARCHITECTUAL & ENGINEERING SERVICES		LABOUR RELATIONS	
	AUDITORS		LEGAL	
	FACILITATION		MONITORING & EVALUATION	
	IT CONSULTING SERVICES		PROJECT MANAGEMENT	
FURNITURE	CARPETS,CURTAINS,BLINDS		OFFICE FURNITURE - REPAIRS	
	FURNITURE REMOVAL		PARTITIONING	
	OFFICE FURNITURE		UPHOLSTERY	
GARDENS	GARDEN CONTRACTORS		GARDEN SERVICE & MAINTENANCE	
	GARDEN FURNITURE		LANDSCAPING SERVICES	
IT SERVICES	DATALINES		NETWORKS	
	HOSTING		STORAGE	
	INTERNET SERVICE PROVIDER		TRAINING	
	LICENSES			
KITCHEN/CANTEEN	CANTEEN EQUIPMENT		KITCHEN APPLIANCES REPAIRS	
	CROCKERY & CUTLERY		LINEN	
	KITCHEN APPLIANCE		VENDING MACHINE	
LOGISTICS	CLEARING AGENTS		MAIL SERVICES	
	COURIER , FREIGHT		SHIPPING	
	FLEET MANAGEMENT		TRANSPORT SERVICES	
	SHIPPING / CLEARING AGENTS			
MARKETING	ADVERTISING		PROMOTIONAL FILMS(DVD)	
	BRANDING & ADVERTISING		PROMOTIONAL MATERIALS	
	EXHIBIT BUILDING		PROMOTIONAL/CORPORATE GIFTS	
MOTOR VEHICLES	FUEL AND OIL		MOTOR VEHICLES – SERVICES/REPAIRS	
	MOTOR VEHICLES		MOTOR VEHICLES-FINANCING	

CATEGORY	LIST OF COMMODITIES - (mark with x)	X	LIST OF COMMODITIES - (mark with x)	X
OFFICE EQUIPMENT	BINDING MACHINES & SERVICES		OFFICE EQUIPMENT:REPAIRS & MAINTENANCE	
	DICTAPHONE MACHINE		PHOTOCOPIER MACHINE	
	FAX MACHINE REPAIRS / SERVICE		PRINTERS:REPAIRS & SERVICES	
	FAX MACHINES		RENTAL OF OFFICE EQUIPMENT	
	LAMINATING MACHINE		SCANNER	
	MULTI FUNCTIONAL DEVICES		VIDEO MACHINE	
PHOTOGRAPHIC	DIGITAL CAMERAS		PHOTOGRAPHIC EQUIPMENT	
	PHOTOGRAPHERS		PICTURE FRAMING & MOUNTING	
PRINTING DESIGN & COPYING	A4 PAPER & BOARD		PRINTING : BUSINESS CARDS	
	ANNUAL REPORTS:CONCEPT, DESIGN & LAYOUTS		PRINTING :BROCHURES;SCREEN;BANNERS;POSTERS	
	OUTSOURCED PRINTING & COPYING		PRINTING :PROMOTIONAL MATERIAL/GIFTS	
	PRINT MONITORING SERVICES		PRINTING MATERIALS	
	PRINTING & COPYING		PUBLICATION: CONCEPT, DESIGN & LAYOUTS	
RESEARCH SUPPLIES	GASSES		LAB SUPPLIES	
	HAZARDOUS WASTE		RESEARCH EQUIPMENT	
	INSTRUMENTS		MARINE EQUIPMENT	
SECURITY	ACCESS CONTROL		SECURITY – GUARDS	
	CASH-IN-TRANSIT		SECURITY - PROTECTION	
	CCTV/SURVEILLANCE		SECURITY SERVICES / SYSTEMS	
SERVICES	EDITING & PROOFREADING		SUSTAINABILITY	
	FINANCIAL AND BANKING SERVICES		TRANSCRIPTION SERVICES	
	RISK		TRANSLATION SERVICES	
	SPECIALIST SERVICES			
STATIONARY	CARTRIDGES		OFFICE STATIONARY SUPPLIES	
	DIARIES AND YEARPLANNERS		PAPER & BOARD	
STORAGE	CONTAINERS		OFFSITE AND ARCHIVING	
	FILING SYSTEMS			
SUBSCRIPTIONS (PUBLICATIONS)	BOOKS/JOURNALS/MAGAZINES		MEMBERSHIP	
	DATABASE SUBS		NEWSPAPER SUPPLIERS	
TALENT MANAGEMENT	OTHER RECRUITMENT SERVICES		RECRUITMENT AGENCY	
	PERFORMANCE MANAGEMENT		SPECIALIST HR SERVICES	
	RECRUITMENT ADVERTISING		TRAINING & DEVELOPMENT SERVICES	

CATEGORY	LIST OF COMMODITIES - (mark with x)	X	LIST OF COMMODITIES - (mark with x)	X
TELECOMMUNICATION	CELLULAR TELEPHONES & REPAIRS		TELEPHONE EQUIPMENT	
	INSTALLATION		TELEPHONE MANAGEMENT SYSTEMS	
	MAINTENANCE AND REPAIRS		VOICEMAIL SERVICES	
	INSTALLATION, MAINTENANCE & REPAIRS			
TRAVEL	ACCOMMODATION & HOTELS		CAR RENTAL	
	AGENCY		PARKING SERVICES	
	AIR TRAVEL - INTERNATIONAL		TRANSPORT SERVICES (SHUTTLES)	
	AIR TRAVEL - LOCAL			