

# Supplier Database Form



## National Institute for the Humanities and Social Sciences

### DETAILS

**DESCRIPTION:** DATABASE FORMS FOR SERVICE PROVIDERS TO BE REGISTERED ON NIHSS DATABASE

**DOC NUMBER:** NIHSS\_SD 01-2016/17

**CLOSE Date:** 30 June 2017

**THE FOLLOWING DOCUMENT TO BE DELIVERED TO:**

2<sup>nd</sup> FLOOR  
24 ST ANDREWS  
PARK TOWN  
2193

For any queries please contact:

Name: Mr. Pawl Moyane

Email: [pawl@nihss.ac.za](mailto:pawl@nihss.ac.za)

Tel: 012 480 2342

FOR NIHSS OFFICE USE	
APPLICATION VERIFIED (Tick)	
APPLICATION ACCEPTED (A) / (R) REJECTED	
APPLICATION CAPTURED (Tick)	
NIHSS SUPPLIER NUMBER	

## IMPORTANT NOTES

Please read carefully before completion

- To be completed by **all** suppliers / service providers seeking registration as approved NIHSS Vendors
- Prospective suppliers/ service providers may apply to be enlisted on the supplier database for a maximum of three (3) commodities specific as per their business components, **preferably 3 commodities within the same Category. E.g. Construction Category**
- The supplier registration form must be **completed in full** and be signed and delivered to NIHSS at the provided physical address with all supporting documents. Any incomplete application will be declined.
- A company profile must accompany this registration form but will not be accepted as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Only suppliers that have complied with the registration requirements will be considered for registration.
- NIHSS reserves the right to accept and reject any application without being obligated to give any reasons in this respect.
- Suppliers will not be notified whether application was accepted or not but will be advised of the outcome if telephonically requested
- Suppliers are to note that this process is not to register them on NIHSS Finance System. Suppliers will only be registered on the NIHSS Finance System when they are appointed to do work for NIHSS

Information Checklist To be Completed by the applicant	Submitted Yes / No
1. Fully completed registration form	
2. Original valid Tax Clearance Certificate issued by SARS	
3. Certified copy of the company registration certificate	
4. Company profile (Not more than 5 pages)	
5. Certified copies of director's IDs	
6. Cancelled cheque / confirmation letter from the bank	
7. B-BBEE rating certificate issued by SANAS accredited verification agency 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) or a confirmation from a firm of qualified auditors as proof of an Exempted Micro Enterprise (EME)	
8. Fully Completed SBD Forms SBD4, SBD8, and SBD9	

**1. SUPPLIER DETAILS (All fields are mandatory)****Company Details**

Legal Name:	
Trading Name:	
Registration Number	
VAT Number	
Income Tax Number	

**Company Contact:**

Telephone Number	
Fax Number	
E-mail Address	
Website Address	
Postal Address	
Physical Address	

**Main Contact:**

Name	
Surname	
Position	
Cell Phone	
Telephone	
E-mail address	

Supplier Banking Details	
Name of Account Holders:	
Bank Name:	
Branch:	
Branch Code:	
Bank Account Number	

- Bidder may be requested to complete NIHSS Bank Details Form as an approved vendor prior to doing business with NIHSS
- Please please attach a cancelled cheque or bank confirmation letter

**2. SUPPLIER GROUPING DETAILS: (Please mark with an X the relevant box)**

1. Public Company LTD		7. Foreign Company	
2. Private Company (PTY) LTD		9. Joint Venture / Consortium	
3. Closed Corporation (CC)		10. Section 21 Company	
4. Sole Proprietor		11. Government / Parastatal	
5. Partnership		12. Co-operative	
6. Trust		13. Other (please specify)	

**3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE**

3.1 List all partners/ owners and shareholders (Compulsory)

Name and Surname	Positions	% of Ownership	ID Number

**Note: Certified ID copies of partners, members, shareholders or owners must be attached.**

- 3.2 Indicate your Enterprise Turnover per annum. Any enterprise with annual total revenue of R10million or less qualifies as an EME. A start-up enterprise must be measured as an EME for the first year following its formation or incorporation.

Less than or equal to R 10m	<input type="checkbox"/>	<input type="checkbox"/>
Greater than R10m but less than R50m	<input type="checkbox"/>	<input type="checkbox"/>
Greater than R50m	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

- 3.3 Please provide NIHSS with B-BBEE rating certificate issued by SANAS accredited verification agency 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) or a confirmation from a firm of qualified auditors as proof of an Exempted Micro Enterprise (EME)

**PLEASE MARK YOUR B-BBEE CREDENTIALS WITH AN (X)**

<b>B-BBEE STATUS</b>	<b>Select the Applicable</b>
Level 1 Contributor	
Level 2 Contributor	
Level 3 Contributor	
Level 4 Contributor <b>(EME)</b>	
Level 5 Contributor	
Level 6 Contributor	
Level 7 Contributor	
Level 8 Contributor	
Non-Compliant Contributor	

## Section A: Business Details

What is your entity's core business specialisation?

List other product(s) or service(s) offered

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## Section B: Commercial References

Name 3 commercial reference / referees of previous projects and provide their name(s) and telephone number(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Section C: Financial Status

Are there any pending legal proceedings or previous judgement against your business or has your business ever been declared bankrupt? (Y/N)\_\_\_\_\_ If yes, please elaborate:

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## Section D: Years of Experience

Total Number of years the company has been in business \_\_\_\_\_

## Section E: Collections and Deliveries

- Interested suppliers / service providers may download this Form on the following website:

<http://www.nihss.ac.za>

- Completed supplier database forms must be hand delivered to the following address:

**2ND FLOOR  
24 ST ANDREWS  
PARKTOWN  
2193**

## Section F: Province Of Preference

Please indicate the geographical areas where your enterprise is willing and capable of supplying the National Institute for the Humanities and Social Sciences.

Province	City / Town
Eastern Cape	
Free State	
Gauteng	
Kwazulu Natal	
Limpopo	
Mpumalanga	
Northern Cape	
Northern Cape	
Western Cape	

## Section G: Supplier Database Commodity List

Please indicate with ✓  
in the shaded areas

Please note: only 3 commodities will be registered

1. **Construction Commodities** (Use the blank Spaces to include any other commodity (not stated in this list) applicable to your business)

Electrical Appliances	Autoclaves		
Plumbing	Concrete Works		
Air-conditioning Systems	General Building Works		
Pumping Installations	Building Renovations		

2. **General Services Commodities** (Use the blank Spaces to include any other commodity (not stated in this list) applicable to your business)

Advertising Placement	Graphic Designs	Security & Access Control, Security Studies	
Audiovisual and Communication	HR Services	Security (Touches, Lanyards access cards)	
Video and photographic	Interior Decorating	Teambuilding Services	
Cameras (for access cards)	IT Services: Repairs & Maintenance	Training Providers	
Carpet Cleaning	Language Translators, Trainers, Facilitators	Transport	
Carpeting	Marketing Materials (Pen, bags, note pads, pencils, files etc.)	Travel Agencies	
Catering Services *1	Media Liaison	Venues (Team Building )	
Computer Supplies/Services	Office Equipment	Water Dispensers	
Conference Facilities: Venue & conferencing systems	Office Furniture	Telephone & Data Line Maintenance	
Corporate Gifts/Corporate Clothing	Office Furniture Installation	Training & Development	
Courier Services/Mailing	Office Plants & Maintenance	Web pages & Design	
Crockery, Cutlery & Glassware	Promotional Material	Training Modules	
Cultural Activities	Publishers & Editors	Presentation and Facilitation Skills	
Design & Printing (e.g. brochures, business cards, pamphlets)	Radio Publicity/TV Publicity	Report Writing	
Document Management Storage	Removal Companies		
Event Management	Sound and Stages		
Exhibitions	Safety & Security Services		
Entertainment/Performing Artists			
Florist			
Framework Services			

**3. Professional Services** (Use the blank Spaces to include any other commodity (not stated in this list) applicable to your business)

Training Providers		Team Building		
Labour Relations (Disciplinary Hearings)		Translation & Transcribing Services		
Human Resource Management		Training Modules		
Recruitment and Selection		Presentation and Facilitation Skills and Report Writing		
Public Accounting ,Expenditure, Revenue Management		Auditing (Internal/external/forensic or other) and Accounting		
PFMA *4&*5		Books, Newspapers and Editors, Report writing		
Conflict, Stress, Diversity Change Management		Telecoms: Cellphones and cell phone contracts		
Occupational Health and Safety		Communication Services		
Risk Management, Monitoring and Evaluation		Data/Telephone systems/network maintenance		
Life-Skills and Ethical Conduct				

**4. Wholesalers / Traders** (Use the blank Spaces to include any other commodity (not stated in this list) applicable to your business)

Furniture		Supplier Art items		
Groceries		Stationery		
IT Hardware and Software *3		Hygiene products paper unwrapped		
Office Equipment		Vehicles and Equipment		
Office Consumables		Cleaning Materials		
Supply Plants, Flowers and Seeds				

**Summary: Core Business**

In your own words, please state your core business:

1

2

**Section H: Terms of this Application**

- Failure to submit any of the above mandatory documents, your application shall not be considered for registration.
- Incomplete, false or misrepresented information may result in the unsuccessful registration of this application.
- Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will not be considered.



- A supplier may indicate a maximum of three (3) categories of services / goods. Should the supplier select more than three categories, NIHSS will decide which of the 3 selected categories will be registered.
- NIHSS reserves the right to verify any of the representations or references made in this application form.
- Registration on the database does not guarantee a contract but rather an opportunity to be invited to quote or bid when the need arises in NIHSS
- From time to time where needed suppliers will be requested to update their information
- The following information must be made available on request:
  - Copies of any registration certificate pertaining to your industry
  - Copy of company organogram showing Holding and Subsidiary company(s) as well as operating division indicating ownership/shareholding that the company holds in any other company
  - Letter from the bank confirming all bank account signatories

## Section I: Declaration

I certify that the information furnished herein is correct at the time of completion. I also certify that I am duly authorised to furnish the above-mentioned information on behalf of the company. If it is found that the information supplied by my company is incorrect I acknowledge that NIHSS will disqualify and remove my company details from their database permanently.

<b>Name:</b>	<b>Signature</b>
<b>Designation:</b>	<b>Date:</b>

## Section J: SCM Compliance with the SBD Forms.

According to the SCM Practice Note 2007 – SBD4 Practice Note, it is a requirement of government institutions to include SBD4 with their Supplier Database Applications. In lieu of the thinking behind this prescription, NIHSS has also decided to request suppliers to also complete SBD 8 and SBD 9. By so doing, NIHSS will no longer have to keep requesting suppliers to complete these forms at the time of RFQ. This means the supplier only has to complete these forms once, and can be able to participate in all NIHSS RFQs with no requirement to complete SBD Forms. This exemption will be in line with NIHSS Policy on Procurement Threshold Values.

The Attached SBD Forms are:

- SBD4 – DECLARATION OF INTEREST
- SBD8 – DECLARATION OF BIDDER'S SCM PAST PRACTICES
- SBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

Bidders are requested to complete all these forms in full and submit them together with their application form. Failure to comply with this requirement may render the supplier's application invalid.

**SBD4: DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>, member): .....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....

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 / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“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.

<sup>2</sup>“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 so, 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?  
**(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

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.....

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 so 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 so furnish particulars

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

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 so furnish particulars

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

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 so, furnish particulars

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

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

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

Full Name	Identity Number	Personal Tax Ref Number	State Employee Number/ Peral Number

**4. DECLARATION**

I, THE UNDERSIGNED  
 (NAME).....

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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**SBD8: Declaration of Bidder's Past Supply Chain Management Practices**

- 1 This application shall be disregarded if the supplier, or any of its directors have:
  - Abused the institutions supply chain management systems;
  - Committed fraud or any other improper conduct in relation to such a system; or
  - Failed to perform on any previous contract
- 2 In order to give effect to the above, the following questionnaire may be completed and submitted with the Bid.

No.	Question	YES	NO
2.1	Is the Bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.		
2.2	If so, furnish particulars:		
2.3	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>		
2.4	If so, furnish particulars		
2.5	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?		
2.6	If so, furnish particulars		
2.7	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?		
2.8	If so, furnish particulars		

**CERTIFICATION / DECLARATION**

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

## SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- i. This Standard Bidding Document (SBD) must form part of all bids invited
- ii. 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds
- iii. 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 authorises accounting officers and accounting authorities to:
  - a. Disregard the bid of any Bidder if that Bidder or any of its directors have abused the institutions' supply chain management system and or committee fraud or any other improper conduct in relation to such system
  - b. Cancel a contract awarded to supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process of the execution of that contract
- iv. 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.
- v. In order to give effect to the above, the attached Certificate of Bid Determination (SBD) must be completed and submitted with the Bid

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

In response to the invitation for the bid made by:

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(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 authorised 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 authorised 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 organisation, 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 in 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 consortium 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 formulas used to calculate prices
  - d. The intention or decision to submit or not to submit a bid;
  - e. The submission of a bid 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 awarding of the contract
10. 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 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 in terms of the Prevention and Combating of Corrupt Activities Act no12 of 2004.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

