

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

DATABASE FORM

NO UNSOLICITED REQUEST WILL BE ACCEPTED

Potential suppliers are invited to register as a preferred supplier on the database of the Alfred Nzo Development Agency (ANDA). The purpose of this database is to give registered suppliers an opportunity to submit quotations to the agency and to enhance transparency and equality.

Attached is an official registration form that will assist in updating the agency database.

Failure to submit all the required documents or correctly completed and signed documents will result in your application being rejected.

Questions can be sent to:

Supply Chain Management Unit: scm@anda.org.za Tel: +27(0)39 492 0011

Chief Financial Officer: cfo@anda.org.za Tel: +27(0)39 492 0011

Physical address

Mount Ayliff ERF 1400 Ntsizwa Street
Umzimvubu Goats Complex
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Postal Address

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SMMEs and historically disadvantaged individuals are encouraged to apply

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COVER SHEET AND CHECKLIST

NB: Completing this checklist is mandatory to ensure completeness of the application

Name of Supplier

Questions	Indicate Yes / No
1. I / we have read and agree with the conditions set out in section 2 as well as the general conditions of contract published by National Treasury?	
2. Is section 3: Supplier details completed?	
3. Is section 4: Goods and services offered completed?	
4. Is section 5: Declaration of interest completed and signed?	
5. Is section 6: Declaration of past supply chain management practices completed and signed?	
6. Is original Tax Clearance Certificate (No Copies!), valid for at least 6 months, attached?	
7. Is a copy of the company registration certificate (or copy of ID for individuals) attached?	
8. Is valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) or letter signed by accounting officer or registered auditor attached?	
9. Is ORIGINAL banking details maintenance form for new suppliers completed and stamped by bank? (Not required for existing suppliers unless banking details changed)	

Signature		Date	
Name of Signatory			
Designation of Signatory			
<p>I/we, the undersigned, who warrants that I/we, am/are authorised to do so on behalf of the vendor.</p> <p><input type="checkbox"/> Certify that all information provided in this form is correct,</p> <p><input type="checkbox"/> Have read and agree to the terms and conditions of registering on the Supplier Database</p> <p><input type="checkbox"/> Have read and agree to the general conditions of contract published by National Treasury</p> <p><input type="checkbox"/> I / we will abide by all applicable legislation and policies related to Supply Chain Management in Government and the Agency.</p>			

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SECTION 2: CONDITIONS

1. All information will be treated confidentially.
2. Applications that are incomplete or that are not accompanied by the required documents will be disqualified. The included checklist should be completed to ensure completeness of the application.
3. Completed application forms should be posted to or hand delivered at the above mentioned addresses. No e-mail or fax copies can be accepted
4. The Alfred Nzo Development Agency Service Provider Database will be used mainly for the purposes of identifying entities (individuals or juristic persons) that can be approached when price quotations for goods and services are to be invited. The fact that an entity is registered as a supplier does not constitute any contractual relationship between the entity and the Alfred Nzo Development Agency.
5. For procurement above the financial limit applicable to price quotations, as determined from time to time by National Treasury, ANDA will normally invite competitive bids by means of advertisements as per our SCM policy. The onus is on entities to ensure that they obtain copies of the bidding documents that are available from ANDA when bids are advertised.
6. ANDA reserves the right to approach potential service providers not on the database in cases where an insufficient number of suppliers are registered for a particular commodity or service.
7. It is the responsibility of a registered entity to inform ANDA immediately in writing of any changes in the particulars as stated in the application, especially changes in respect of the ownership, B-BBEE and the SMME status of the entity. Should a contract be awarded to an entity based on incorrect particulars provided by that entity, ANDA shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages.
8. ANDA reserves the right to cancel the registration of an entity if that entity has given incorrect or false information in the application form or any correspondence relating to the application or:
 - Failed to inform ANDA of any changes to the particulars as furnished in the application;
 - Failed to comply with the conditions of any contract that might have been awarded to the entity;
 - Failed to respond to requests for price quotations;
 - The entity has been included on the list of restricted suppliers maintained by National Treasury; or
 - The entity has acted in an improper, fraudulent or corrupt manner

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SECTION 3: SUPPLIER DETAILS

PERSONAL INFORMATION (AUTHORISED CONTACT PERSON IN CASE OF COMPANIES)

Title	Initials	Surname	ID Number
Position in Company			
Telephone No.	Cell no.	Fax no.	e-mail

COMPANY INFORMATION (INDIVIDUALS ONLY COMPLETE POSTAL AND STREET ADDRESS)

Registered company name	Registration no.	VAT registration number
Trading As	Income Tax Number	ID Number (Individuals)
Postal Address	Street Address	
Postal Code		Postal Code

Web Address			
Company Classification: (Mark with an X in the applicable column)			
Public Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Private Company	<input type="checkbox"/>	Close Corporation	<input type="checkbox"/>
Non-Governmental Organization	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Other: _____			
Company Type: (Mark with an X in the applicable column)			
Original Manufacturer	<input type="checkbox"/>	Wholesale Supplier	<input type="checkbox"/>
Professional Service Provider	<input type="checkbox"/>	General Service Provider	<input type="checkbox"/>
		Retail Supplier	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Other: _____			

BEE STATUS I.T.O PPPFA REGULATIONS OF 2011

B-BBEE Status Level	Documentation attached
	1. B-BBEE Status Level verification certificate issued by accredited verification agency; OR
	2. An accounting officer or registered auditor in case of Emerging Micro Enterprise (EME)

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SECTION 4: GOODS AND SERVICES OFFERED

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LIMITED TO 3 PER SUPPLIER

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General services	
	Advertising (Recruitment and Tenders)
	Removal Services
	Cleaning services
	Catering
	Furniture / Office removal
	Conferences / Events management
	Locksmith services
	Accommodation /Car Hire and Air Travel
	Maintenance and Repairs Services
	Construction services
	Newspaper and magazines subscriptions
	Posting and courier services
	Printing and reproduction services
	Publications / Website layout and design
	Space planning
Professional services / Training	
	Coaching and Leadership Training
	Translation / Language Editing
	University / Technical College etc.
	Peer review: Evaluation
	Workshop Facilitation
	Consultants
	Accounting Services
	Legal Services
Consumables	
	Books and magazines
	Cleaning supplies
	Corporate Gifts
	Office stationery
	Protective Clothing / Uniforms

Equipment and Furniture	
	Audio visual equipment
	Cleaning equipment
	Agricultural Equipment
Electrical appliances	
	Kitchen / Catering Equipment and Appliances
	Office equipment
	Office furniture
	Water coolers
Human resources and related services	
	Competency assessments
	Job evaluation and job descriptions
	Labour Relations Law
	Personnel recruitment and response handling
	Training and development
Supply chain management	
	Asset management
	Contract law
	Vendor management
ICT	
	Computer Consumables
	IT Services
	Computer Hardware/Catridges
	Computer Software
	Internet Service Provider
	Computer Training
	Network/Software Design
	Telephone Equipment

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SECTION 5: DECLARATION OF INTEREST (SBD 4)

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 an invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, 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.

In order to give effect to the above, the following questionnaire must be completed and submitted.

1.1 Full Name of bidder or his or her representative:

1.2 Identity Number:

1.3 Position occupied in Company (director, trustee, shareholder², member):

1.3.1 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 2 below.

Are you or any person connected with the bidder presently employed by the state? YES NO

1.4.1 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:

1.4.2 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

1.4.2.1 If yes, did you attached 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.

1.4.2.2 If no, furnish reasons for non-submission of such proof:

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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.

² *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.

1.5 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or YES NO
their spouses conduct business with the state in the previous twelve months?

1.5.1 If so, furnish particulars:

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

1.6.1 If so, furnish particulars:

1.7 Are you, or any person connected with the bidder, aware of any relationship (family, friend, YES NO
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?

1.7.1 If so, furnish particulars:

1.8 Do you or any of the directors / trustees / shareholders / members of the company have any YES NO
interest in any other related companies whether or not they are bidding for this contract?

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1.8.1 If so, furnish particulars:

2. Full details of directors / trustees / members / shareholders. (Attach list if space insufficient)

Full Name	Identity Number	Personal Tax Reference Number	State Employee No. / Persal No.

3. DECLARATION

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED 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 (company)

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SECTION 6: DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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	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)	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
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	No
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	No
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

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OFFICE USE ONLY	
Date Received	
System Capture	
System Verified	
Vendor No.	

NB: All relevant fields must be completed – Must submit ORIGINAL form

New Application

Updating existing details

COMPANY / PERSONAL INFORMATION				
Registered company name / Full names and surname in case of individual			Registration no. / ID No	
Trading As (Individuals leave blank)			Income Tax Number	VAT registration number
Name and position in company (Individuals leave blank)			PERSAL No (Gov employees)	
Telephone No.	Cell no.	Fax no.	e-mail	
Postal Address		Physical Address		
Postal Code		Postal Code		
Signature			Date	
<p>I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements). I/we understand that ANDA will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account. This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid. I/We understand that bank details provided should be exactly as per record held by the banks. I/We understand that ANDA will not be held liable for any delayed payments as a result of incorrect information supplied.</p>				

BANK DETAILS (Must be in the name of the supplier – no 3 rd party payments allowed)				
Account Name			Branch Name	
Account No.			Branch No.	
Account Type (Mark with X)				
Cheque	Savings	Transm.	Bond	Other (Specify):

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