




All information provided will be considered valid until such time that new or revised information is provided to the OPP.

SUPPLIER REGISTRATION FORM

FROM:	SUPPLY CHAIN MANAGEMENT	 PUBLIC PROTECTOR SOUTH AFRICA
TO:	SUPPLIERS	
RE:	DATA-BASE SUPPLIER REGISTRATION FORMS	

The Office of the Public Protector is in the process of reviewing its supplier's data-base.

In order to register, it is imperative that you complete the attached **forms in full**, sign and return by post or hand delivered to the organisation as soon as possible. **Please also attach original valid Tax (SARS) Clearance Certificate, company profile including your close co-operation certificate.** Please **do not** fax or submit us a letter of your **company notice of registration from SARS.** **The EFT Payment Instruction Form will not be accepted without a bank stamp.** Incomplete returns will result in non-registration into the Office of the Public Protector's data base.

Please note: The Office of the Public Protector reserves the right not to register a supplier if any misconduct is suspected or any information omitted.

- Contact Details:** Procurement
- Telephone Number:** 012 366 7014/ 7008
- Facsimile Number:** 012 366 7157
- E-mail Address:** Jeanettec@pprotect.org or Charmainem@pprotect.org
- Postal Address:** P O Box 677, Pretoria, 0001
- Physical Address:** No 174, Lunnon road, Hillcrest, 0083

All interested parties may be subjected to vetting. In order to determine compliance with (equity, ownership, infrastructure, capacity, financial credibility etc.) and suppliers that do not comply will be disqualified.

- * Supplier vetted Signature _____ Date: _____
- * Supplier registered Signature _____ Date: _____

Vendor number.....

1 SUPPLIER DETAILS

Details:													
Company Name:													
Trading name													
Registration Number:					/							/	
VAT Number:													
TAX Number													
Telephone Number:													
Facsimile Number:													
Postal Address:													
Physical Address:													
Website Address:													

Form of enterprise (Please tick (✓) one)			
<input type="checkbox"/>	Sole proprietor	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Consortium
<input type="checkbox"/>	Closed corporation (cc)	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Private company (Pty) Ltd	<input type="checkbox"/>	Government / Parastatal
<input type="checkbox"/>	Public company (Ltd)	<input type="checkbox"/>	Section 21 Company

Banking Details:	
Bank Name:	
Branch Name:	
Branch Code:	
Account Type:	
Account Number:	
Bank stamp:	

Please ensure that this form is stamped at the bank. A cancelled cheque is also acceptable. Company Profile must form part of the Data Base Registration Form



2 CONTACT INFORMATION

Main Contact:	
Name:	
Surname:	
Position:	
Telephone Number:	
Facsimile Number:	
Cellular Number:	
E-mail Address:	

2 nd Contact:	
Name:	
Surname:	
Position:	
Telephone Number:	
Facsimile Number:	
Cellular Number:	
E-mail Address:	

3 rd Contact:	
Name:	
Surname:	
Position:	
Telephone Number:	
Facsimile Number:	
Cellular Number:	
E-mail Address:	

4 th Contact:	
Name:	
Surname:	
Position:	
Telephone Number:	
Facsimile Number:	
Cellular Number:	
E-mail Address:	

Additional information must be reflected in the company profile

3 DISTRIBUTION FORM

Please tick (✓) the box next to the cluster(s) your enterprise is able to supply to:

	0001	Pretoria		0009	Kuruman
	0002	Mabopane		0010	Rustenburg
	0003	Johannesburg		0011	Free State
	0004	Limpopo		0012	Western Cape
	0005	Mpumalanga		0013	Northern Cape
	0006	Siyabuswa		0014	George
	0007	North West		0015	Eastern Cape
	0008	Kwazulu Natal		0016	Bisho

4 PREFERENCE POINT CLAIMS

4.1 GENERAL DEFINITIONS

“**Comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

“**Consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

“**Contract**” means the agreement that results from the acceptance of a bid by an organ of state.

“**Specific contract participation goals**” means the goals as stipulated in the Preferential Procurement Regulations 2001.

In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

“**Control**” means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

“**Equity Ownership**” means the percentage ownership and control, exercised by individuals within an enterprise.

“Black Individual” means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution) provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a black individual;

“Management” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

“Owned” means 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 of the substance, rather than the form of ownership arrangements.

“Person” includes reference to a juristic person.

“Rand value” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

“Small, Medium and Micro Enterprises (SMME’s) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

“Sub-contracting” means the primary contractor’s assigning or leasing or 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.

“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.

“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.

A **“black enterprise”** is one that is 50,1% owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise.

A “**black empowered enterprise**” is one that is at least 25,1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether the black enterprise has control or not.

The “**goal**” enables the scorecard to reflect progress made against the specific BEE targets that the enterprises and sectors have established.

The “**weight**” of each component reflects the relative importance that the Office of the Public Protector places thereon. The six core components of Black Economic Empowerment are weighted to bring the scorecard to a maximum of 100%.

“**Economic interests**” means the ownership of enterprises and assets through shares and other instruments that provide the holder thereof with voting rights and economic benefits, such as dividends or interest payments.

4.2 Establishment of black individual equity ownership in an enterprise

Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as black individuals, or in the case of a company, the percentage shares that are owned by individuals classified as black 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.

4.3 Adjudication using a point system

The bid obtaining the highest number of points will be awarded the contract.

Preference points shall be calculated after prices have been brought to a comparative basis.

Points scored will be rounded off to 2 decimal places.

In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.



4.4 Points awarded for price

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

$$P_p = 80 \left(1 - \frac{P_b - P_{\min}}{P_{\min}} \right)$$

Where:

- P_p = Points scored for price of quotation under consideration
- P_b = Rand value of quotation under consideration
- P_{min} = Rand value of lowest acceptable quotation

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO: Yes meaning that you do indeed have equity ownership and No meaning the opposite.

Consortium / Joint Venture

In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with the above paragraph)	Percentage (%) of the contract value managed or executed by the HDI member



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4.5 Points awarded for specific goals

A maximum of 20 points is allocated for specific goals on the following basis:

$$P_g = 20 \left(\frac{P_s}{100} \right)$$

Where:

P_g = Points scored for specific goals of quotation under consideration

P_s = Specific goals claimed

Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed companies and tertiary institutions do not qualify for black individual preference points.

A consortium or joint venture may, based on the percentage of the contract value managed or executed by their black individual-members, be entitled to preference points in respect of a black individual.

Shareholders table:

Name	ID Number	Date South African citizenship obtained	Black Individual	% Owned
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to a black individual, may not subcontract more than 25% of the value of the contract to a person who is not a black individual or does not qualify for the same number or more preference for

equity ownership.

4.6 Information furnished

In order to claim specific goal preference points the following three tables must be completed. A failure to complete these tables will result in a zero preference point claim, and any incorrect calculation will result in the disqualification of this bid.

Data Table:

Row number	Criteria	Value
A	Percentage of black individuals that have economic interests in the enterprise	%
B	Percentage of black individuals that reflect genuine decision making at board, executive and operational management levels.	%
C	Total number of full-time equivalent paid employees	
D	Total number of full-time equivalent paid employees that qualify as black individuals	
E	Total annual turnover	R
F	Total gross asset value (fixed property excluded)	R
G	Total amount spent on training of employees at a SETA registered training institute	R
H	Total amount invested into other black empowered enterprises with an annual turnover of at least R100 000	R
I	Total annual expenditure on purchases	R
J	Total annual expenditure purchased from black empowered enterprises	R

The following balanced scorecard must be completed using the information supplied in the data table (above table).

The scorecard columns "Score" must be completed by the supplier except where specified differently. The score column is completed by applying the formula printed in the Formula to be applied column to the values entered in the data table. (Example: "A" refers to the value entered in the row number A of the data table and "B" to row number B and so forth.)

Scorecard:

	Measurement	Formula to be applied	Score
Direct Empowerment			
Equity ownership	Percentage of black individuals that have economic interests in the enterprise.	A	
Management	Percentage of black individuals that reflect genuine decision making at board, executive and operational management levels.	B	
Human resource development			
Employment equity	Percentage of employees that qualify as black individuals.	D/C * 100	
Skills development	Amount spent on training of individuals as a percentage of turn over.	G/E * 100	
Indirect empowerment			
Enterprise development	Amount invested into other black empowered enterprises with an annual turnover of at least R100 000 as a percentage of turn over.	H/E * 100	
Preferential procurement	Percentage of purchases to black empowered enterprises.	J/I * 100	
Residual			
Small, Medium and Micro Enterprise	SMME preference		

N.B. Suppliers that provided false information will be disqualified and may also be blacklisted.

Points claimed shall be considered firm and valid until such time that new claim is provided to the OPP by the Service Provider.

6 TAX CLEARANCE REQUIREMENTS

6.1 It is a condition of bidding that -

The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.

The attached form “Application for Tax Clearance Certificate (in respect of bidders)”, must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of one year from date of issue. This Tax Clearance Certificate must be submitted in the original. Failure to submit the **original** and valid Tax Clearance Certificate **may** invalidate the registration.

In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver’s Office.

7 TRADE REFERENCES

1 st Trade reference													
Trading name													
Registration Number:					/							/	
VAT Number:													
Telephone Number:													
Facsimile Number:													
Name:													
Position:													
2 nd Trade reference													
Trading name													
Registration Number:					/							/	
VAT Number:													
Telephone Number:													
Facsimile Number:													
Name:													
Position:													
3 rd Trade reference													
Trading name													
Registration Number:					/							/	
VAT Number:													
Telephone Number:													
Facsimile Number:													
Name:													
Position:													
4 th Trade reference													
Trading name													
Registration Number:					/							/	
VAT Number:													
Telephone Number:													
Facsimile Number:													
Name:													
Position:													

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	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).	<input type="checkbox"/>	<input type="checkbox"/>
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)? 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.	<input type="checkbox"/>	<input type="checkbox"/>



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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:		

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



9 DECLARATION OF INTEREST

Is there any relationship between your organisation and employees of Public Protector?		Yes	No
If yes, please specify nature of the relationship:		Family	
		Friend	
		Business partner	
If yes, please specify the employee:			

DECLARATION

I/we the undersigned hereby confirm the above information to be true and correct. I/we accept that Office of the Public Protector is entitled to accept this application in its sole discretion and, if successful, in its sole discretion, to remove the enterprise I/we represent herein, from its approved supplier register without having to disclose any reasons whatsoever to any person whomsoever.

Signature: _____ Capacity _____

Name: _____ Date: _____

Please initial on each page of this document