



Transport Education Training Authority

Heart of Skills Innovation

INVITATION TO REGISTER ON THE PREFERRED SUPPLIERS' DATABASE

YOU ARE HEREBY INVITED TO REGISTER ON THE TETA PREFERRED SERVICE SUPPLIERS' DATABASE

Reference number: 2014/2015 SUPPLIER DATABASE

DESCRIPTION: Invitation to register on the TETA Preferred Suppliers' Database

The successful applications will be registered on the preferred suppliers' database

APPLICATION DOCUMENTS MUST BE DEPOSITED or DELIVERED/POST TO:

MR ELIAS MALULEKE
TETA , 344 PRETORIA AVENUE, 2ND FLOOR, SONSONO BUILDING, RANDBURG, 2125

Attention: PROCUREMENT OFFICER

No faxed or e-mailed Applications will be accepted

Applicants must ensure that applications are delivered before the closing date and time to the correct address.

- The tender box is generally open 24 hours a day, 7 days a week, therefore the database applications can be deposited at any time.
- All Applications must be submitted on the official application forms as provided by TETA.
- Applications that do not comply with the following will not be considered for evaluation:
 - Applications not in the format prescribed.
 - Applications without some or all of the required documents.
 - Applications without the required ID copies.
- Any queries regarding registration procedures and technical information may be directed to:

Name: Elias Maluleke

Tel: 011 577 7037

e-Mail: EliasM@teta.org.za

TETA
SUPPLIER DATABASE REGISTRATION
(For Office Use)

Name of Service Provider:
.....

Application accepted	Application rejected
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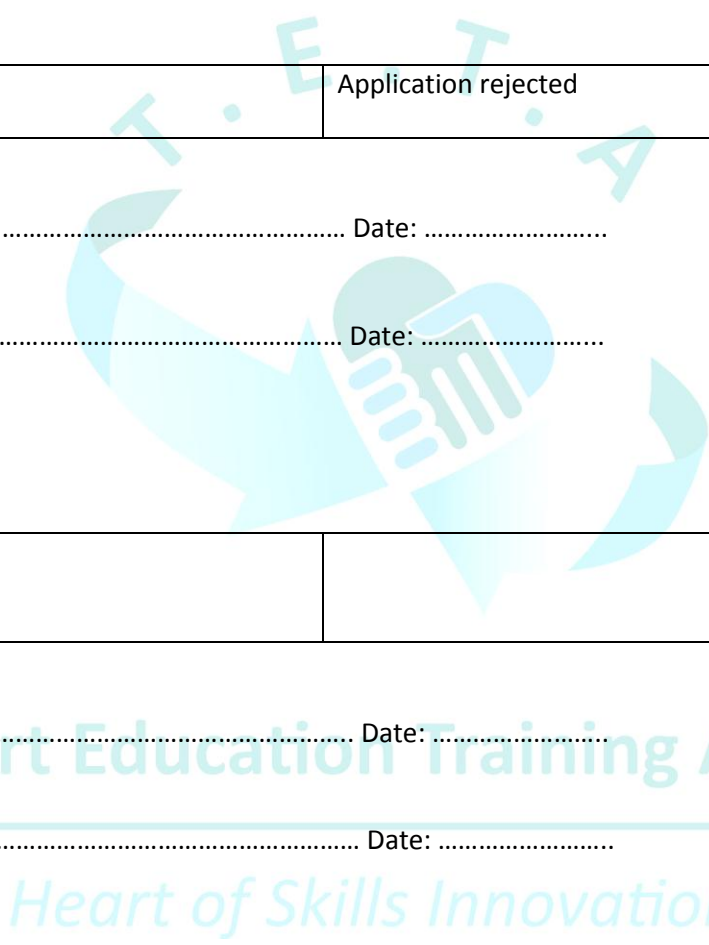
Evaluated by: Date:

Verified by: Date:
(Admin Officer)

SUPPLIER NUMBER	
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Captured by: Date:
(Admin Officer)

Authorised by: Date:
(Procurement Officer)



SPECIAL CONDITIONS OF APPLICATIONS

1. GENERAL

1.1 Proper Applications for the services specified must be submitted. All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other applicable Acts and Regulations.

2. CONDITIONS OF SUPPLIER REGISTRATION

The main objective of this process is to enhance transparency and equality on the part of TETA and to facilitate effective communication with its vendors.

Preference will be given to service providers who have been rated by BBBEE accredited agencies and have submitted their valid BBBEE rating certificates.

Applicants should keep copies of the registration form and all documentation submitted for your own records as no copies will be made by TETA.

Applicants should keep copies of the registration form and all supporting documentation submitted for your own records and to ensure that all data is maintained and up to date on a continual basis. Should there be changes on the submitted documentations, applicants should notify and submit such changes in writing to TETA.

Applicants are to ensure that the percentages of ownership amount to 100% and that every field is completed for each of the business owners/partners.

Applicants should ensure that a commissioner of oaths has certified your company registration documents (CK1/2; CM29). Registration certificates of shareholding should be certified. The stamp of certification should be on the front of the document.

Clearly state YES, NO or N/A to questions asked. Do not leave any mandatory field blank.

Please note that registration on the TETA Database does not guarantee business opportunities.

Completed registration forms and supporting documentation can be delivered to the address on the registration form.

It's a condition of bidding that a vendor's taxes must be in order, or satisfactory arrangement must have been made with the Receiver of Revenue to meet his/her tax obligation. Where consortia /joint venture/subcontractors are involved, each party must submit a separate Tax Clearance Certificate.

Please note that the services in the database are classified as commodities and each potential vendor must indicate the commodity/ commodities in which it would like to register for RFQ's. Please note that **only two (2) commodities** are allowed per supplier/service provider.

Please note that registration on the suppliers' database does not in any way guarantee any persons, company, service provider vendor, etc. any business from TETA. All procurement will be subjected to the Procurement Policy of TETA.

Applications must be delivered by hand and must be fully completed with all the relevant documentation attached.

3. ADDITIONAL INFORMATION REQUIREMENTS

3.1 During evaluation of the supplier applications, additional information may be requested in writing from applicants. **Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated.** Failure to comply, may lead to your application being disregarded.

4. SUBMISSION DETAILS

4.1 An **original copy of the Application** should be handed in/delivered to:

344 Pretoria Avenue, Sonsono Building, Randburg.

Applications should be submitted in a sealed envelope, marked with:

- Reference number: 2014/15 supplier database
- The name and address of the bidder

Documents submitted on time by Applicants shall not be returned.

5. CLARIFICATIONS

5.1 Any clarification required by a bidder regarding the meaning or interpretation of the preferred provider application document, or any other aspect concerning the applications, is to be requested in writing (e-mail) from Elias Maluleke. The reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. The clarifying information will be made available to Applicants by e-mail only.

6. FORMAT OF APPLICATION DOCUMENT

6.1 Applicants must complete all the necessary Application documents and undertakings required in this Applications document. Applicants are advised that their proposal should be concise, written in plain English and simply presented.

6.2 Applications are to set out their proposal in the following format:

Part 1: Supplier information/details required

Please complete the information as prescribed on this document. Where ID copies are required, attach the certified copies at the end of this document as Annexures.

Part 2: Important documentation to be attached

Please attach all the required documents as specified.

Part 3: Credit Order Instruction Form (Banking details)

Please ensure that the form is fully completed and signed and stamped by the bank and a cancelled cheque is attached.

Part 4: Declaration of Interest (SBD4)

Please ensure that the form is fully completed and signed by a duly authorised person.

Part 5: Declaration of past supply chain management practices (SBD8)

Please ensure that the form is fully completed and signed by a duly authorised person.

Part 6: List of services required

Tick by an **X** on the appropriate column of the service required.

Part 7: Broad-Based Black Economic Empowerment Status Level Certificates

- 7.1 Applicants are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 7.2 Applicants who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE will not qualify for registration on TETA's Preferred Suppliers Database.
- 7.3 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for their application.
- 7.4 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their applications.
- 7.5 Applicants must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:
 - (a) Verification agencies accredited by SANAS;
 - (b) Registered auditors approved by IRBA; or
 - (c) Accounting Officers as contemplated in the Close Corporations Act (CCA).

Part 8: Verification Certificates in respect of Emerging Micro Enterprises (EMEs)

- 8.1 In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with an annual total revenue of R5 million or less qualifies as an EME.
- 8.2 In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R5 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential applicant to qualify for registration as an EME on TETA's Preferred Suppliers Database. For example the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 respectively.
- 8.3 EMEs are deemed to have a B-BBEE status of "level four (4) contributor". In instances where EMEs are more than 50% owned by black people, such EMEs qualify as "B-BBEE status level three (3) contributors".
- 8.4 Sufficient evidence to confirm a qualifying EME is a certificate issued by an Accounting Officer (as contemplated in the CCA), a similar certificate issued by a Registered Auditor or a Verification Agency.

Part 9: Company Profile

Provide the company profile based on the following:

- 9.1 Operating Organisation – Provide an overview of the operating structure and geographical locations of the firm at the national, regional, and local levels.
- 9.2 Standards – Include information regarding your firm’s utilization of widely known Industry Standards and guidelines, as they apply to your firm, your firm’s proposal and proposed hardware assets.
- 9.3 Company Contact(s) – Provide the name, title, street address, city, state, telephone and fax numbers and e-mail of the primary company’s contact person, and for any sub-Contractors.
- 9.4 Corporate Financial Status - Audited financial statements from the most recent fiscal year, and the preceding two fiscal years:
 - 9.4.1 Indicate the percentage of total annual revenue that the proposed service generated for the most recent and the preceding two fiscal years.

10. REASONS FOR REJECTION

- 10.1 TETA shall reject an application for registering on the Preferred Suppliers Database if the supplier has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 10.2 TETA may disregard the Applications of any supplier, if that supplier or any of its directors:
 - 10.3 Have abused the Supply Chain Management systems of TETA.
 - 10.4 Have committed proven fraud or any other improper conduct in relation to such systems.
 - 10.5 Have failed to perform on any previous contract and the proof exists.
- 10.6 Such actions shall be communicated to the National Treasury.
- 10.7 Non-compliance with the mandatory requirements (Part 2).

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SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

To be completed by **all** vendors seeking registration as an approved supplier;

The questionnaire must be completed in **full** and be **signed**;

A **company profile** may accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by the applicant;

Applicants will be contacted via fax and email and **must** therefore submit an **operating fax number** and email address: failure to comply will result in excluding the supplier from the data base;

It should be noted that TETA reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;

Only compliant suppliers will be notified in writing.

Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so will result in the application being declined.

Suppliers should have an established office which TETA can inspect in terms of SCM: Guide for Accounting Officers/Authorities paragraph 4.11.

PART 1

Supplier details:

Company / Supplier Name:

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Company / Close Corporation Registration No.		
Income Tax Reference (SARS) Number		
VAT Registration Number (if applicable)		
Web Address		
E-Mail Address		
Telephone Number	Code:	
Fax Number (compulsory)	Code:	
Toll Free Number (if any)		
Number of full-time employees		

Postal Address

Physical Address

Postal Code:	Street Code:

Main contact person in your company

Name of contact person		
Company Position		
Cell Phone Number	Code:	
Fax Number	Code:	
E-Mail Address:		

Supplier Grouping Details: Type of firm. Please tick the relevant box

1	Public Company(Ltd)	8	Sole Proprietor
2	Private Company (Pty)(Ltd)	9	Foreign entity
3	Close Corporation (cc)	10	Partnership
4	Co –Operative	11	Trust
5	Other (specify)	12	Section 21 Company
6	Joint Venture	13	Government/Parastatal
7	Consortium		

Instructions and Definitions:

(please read carefully before completing the application form)

Legislation:

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

Terminology:

Commodities: The commodities the company wishes to be registered for as a supplier to the Department.

Trade Names: The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.

Owned: Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

How long has the company /supplier been in existence?

Personnel (Staff) complement

How many permanent Staff members does the company/supplier employ?

How many temporary staff members does the company/supplier employ?

Provide Equity Employment status for the above in terms of gender as follows:

Position	No. of Africans	No. of Coloureds	No. of Indians	No. of Whites	Total	% of Africans	% of Coloureds	% of Indians	% of Whites	% of Women	% of Disabled
Top Management											
Middle management											
Other Staff members											
TOTAL											

Male:

Female:

PART 2

NOTE: IMPORTANT DOCUMENTATIONS: (compulsory) Evaluation Criteria

- Valid SARS Tax Clearance Certificate
- Company Banking Details (Credit Order Instruction Form on page12).
- Company / CC Registration Certificate CK1 & CK2; CM29 (Issued by CIPRO).
- Certified copies of ID(s) of members/partners.
- BEE Rating Certificate and any other supporting documents.
- Certified Audited Annual Financial Statements for the past two (2) years to confirm annual turnover. If it is a newly established entity please provide 3 month bank statements.

Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

Applicants please tick in column A to ensure that all documents required by SCM have been submitted. Column B will be filled in by an official at TETA.

No	Item required from the supplier	A) Attached in application Y/N	B) SCM received Y/N
1	Original copy of valid tax clearance certificate		
2.	Company's Banking details(Please ensure that the form has been stamped by the bank)		
3.	Company/ CC Registration certificate(Issued by CIPRO)		
4.	Certified copies of ID's of members/ partners		
5	BEE Rating certificate and any other supporting documents		
6.	Audited financial statements for the past two years; or If new entity 3 month bank statement		
7	The application form is completed and signed by duly authorised person		
8	Declaration of past supply chain management practices (fully completed and signed)		
9	Declaration of interest (Fully completed and signed)		

N.B Applications without one (1) of the above mentioned requirements will not be considered

PART 3

BANKING DETAILS

CREDIT ORDER INSTRUCTION FORM

THE CHIEF EXECUTIVE OFFICER: TRANSPORT EDUCATION AND TRAINING AUTHORITY (TETA)
 I/We hereby request and authorise you to pay any amounts which accrue to me/us to the credit of my /our bank account with the mentioned bank.
 I/We understand that the credit transfer hereby authorized will be processed by computer through a system known as the "ACB ELECTRONIC FUNDS TRANSFER SERVICE", and I/we also understand that no additional advice of payment will be provided by my/our bank.

Name of individual/organisation:													
Branch and Name of bank:													
Branch code:													
Account number:													
*Type of account:													

- 1 - Cheque account
- 3. Transmission account

2 - Savings Account

 Initials and Surname

 Authorized signature

 Date

COMPULSORY INFORMATION REQUIRED:

- 1. Date Stamp of Bank
- 2. Cancelled cheque

CONTACT DETAILS:

Tel no.	
Fax no.	
Address	
VAT no	
Contact Person	

DATE STAMP OF BANK

FOR OFFICIAL USE ONLY

Processed by:		Authorised by:	
Signature:		Signature:	
UID:	Date	UID:	Date

NB: TETA will not be held liable if the information provided is incorrect

PART 4

DECLARATION OF INTEREST (SBD4)

1. Any legal person, including persons employed by the state*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.7

* "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.

2.7 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 / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

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

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

2.8.1 If so, furnish particulars:

.....

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.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the 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.

.....
.....

2.11 Do you or any of the directors /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 2.9 If so, furnish particulars:

.....
.....

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

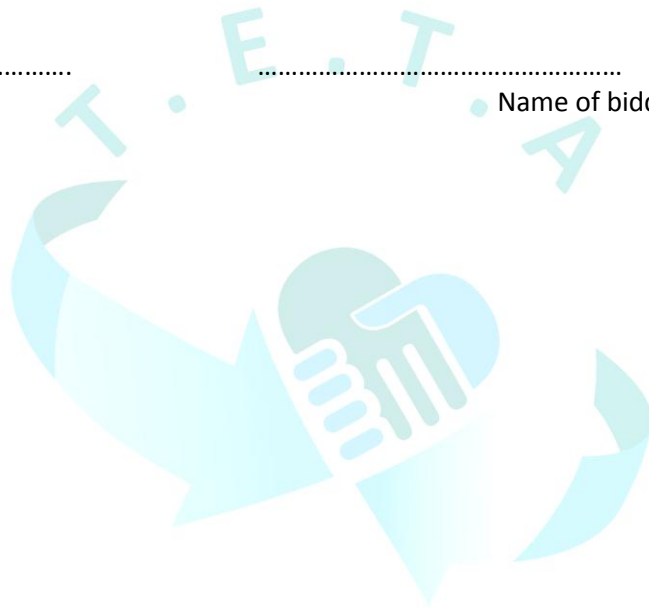
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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PART 5

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)

1 This Standard Bidding Document must form part of all Applications 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 application of any bidder may be disregarded if that supplier, 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).		
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) 326 5445.		
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?		
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?		
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



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PART 6

LIST OF SERVICES REQUIRED (Tick X in blank column) N.B. Only two (2) commodities may be selected

Accommodation: Team Building, Year-end Functions, etc.		Educational Services: Colleges, Universities, etc.	
Accounting & Bookkeeping Services		Electrical Contractors	
Accounting Systems Software		Elevators & Conveyors	
Advertising and Printing		Event & Conferencing Management / Exhibition	
Air Conditioning Systems & Repairs / Contractors		Educational Services: Colleges, Universities, etc.	
Archiving Services & Systems		Flowers Live & Artificial	
Asset Management Systems & Barcodes		Office/Furniture Removals	
Audio Visual Aids & Equipment		Forensic Investigations	
Audio Visual Equipment Hire & Repairs		Gardening Services	
Audio Visual Productions		Groceries and Detergents	
Advertising: Print media		Guesthouse, Inns & Lodges	
Advertising: Radio & Television		Hospitality Services - Corporate	
Air conditioner Installation & Repairs		Household Appliances	
Alarm Systems and Equipment		Hygiene Service - Rental	
Internal Auditing Services		Kitchen Appliances & Utensils	
Bags Conference / Travel / Promotional		Media Relations & Advertising	
Banks & Financial Institutions		Network Solutions & Software	
Blinds & Awnings		Office Equipment & Machinery	
Building Contractors & Maintenance		Office Furniture	
Business Advisory Services			
Business Strategy Development			
Cabling Systems Telephone			
Catering Services		Partitioning Contractors	
Cleaning Services		Pest Control Services	
Closed Circuit TV		Photography Services	
Computer Cabling Systems		Printing & Design Services	
Computer Consumables		Printing of Publications: Annual Reports, Newsletters, etc.	
Computer Hardware & Printers		Research & Development	
Computer Repairs		Security & Access Control Services	
Computer Software		Seminars & Short Courses	
Computer Solutions		Sound & Music Systems / Equipment	
Conference Centres / Facilities & Accessories		Stationery Supplies	
Consulting: Asset Management			
Consulting: Access Control Systems		Telecommunication Equipment	
Consulting: Administration			
Consulting: Communication Strategies & Systems		Workshops & Facilitations	
Consulting: Computer Programming & Software		Blinds Installation and Repairs	
Consulting: Computer Systems & Solutions		Carpenters & Carpentry Services	
Consulting: Business Strategies		Cleaning Services & Chemical /	

		Equipment	
Consulting: Employee Benefits & Empowerment		Computer Software: Installations & Licences	
Consulting: Employee Health & Wellness		Computer Repairs, Services & maintenance	
Consulting: Financial & System Integration		Electrical appliances	
Consulting: Financial Administration Services		Locksmith Services	
Consulting: Forensic		PA / Music Systems: Hire	
Consulting: Human Resources		Recruitment Agencies	
Consulting: Information Management		Regulatory & Compliance Services	
Consulting: IT Services & Strategies		Commercial Contracts: Advisory & Litigation	
Consulting: Labour Relations			
Consulting: Legal Services		Duplicating Equipment & Hire / Rental	
Consulting: Marketing & Advertising			
Consulting: Personnel Training & Development			
Consulting: Public Relations & Services			
Consulting: Secretarial Services			
Consulting: Skills Analysis & Development			
Consulting: Strategic Planning & Development			
Corporate Gifts & Products & Branding			
Courier Services			
Curtaining, Rails and Accessories			
Document Duplicating Services: Bulk & Binding			

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