



GPG Vendor Prequalification Application



APPLICATION FOR VENDOR PRE-QUALIFICATION / REGISTRATION (FINANCIAL YEAR 2011/2012)

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Vendor pre-qualification application forms are issued at no cost.



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BACKGROUND

The Gauteng Department of Finance (GDF) provides a Centralised Vendor Database to all Gauteng Provincial Government (GPG) Departments.

This centralised database is being populated to enable the effective implementation of the Preferential Procurement Policies. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual (HDI) shareholders who are actively involved in the daily operations and management of an organisation, defined according to the Preferential Procurement Regulations, 2001, as “an activity inclusive of control and performed on a daily basis.”

In pursuing the National and Provincial transformation and empowerment strategy preference will be given to black, , black women, people with disabilities and youth owned enterprises and SMMEs. Pre qualification is targeting enterprises located within the Gauteng Province. This includes an enterprise whose head office may be situated in another province, but has established a fully –fledged branch within the province.

TERMS AND CONDITIONS

- Please note: **No late applications will be assessed.**
- Failure to submit mandatory supporting documentation will lead to disqualification.
- **Certificate of Correctness** – Please ensure that the Certificate of Correctness (Declaration) is signed and dated once all required data and documentation has been submitted. **Processing of Pre-qualification** – Vendors must comply with all the Pre-qualification-criteria for registration to be finalised – Only fully completed Pre-qualification forms with the mandatory supporting documentation attached will be assessed and failure to do so will result in the application being declined.
- **Copies of Documents** – Please keep copies of the Pre-qualification form and all supporting documentation submitted, for your own records.
- **Certified document** – Please ensure that the certification date does not exceed a period of 3 months from the date of submission and all copies shall have the original certification stamp.
- **Registrations** forms **MUST** be completed in **BLACK PEN** only.
- Each enterprise/vendor is responsible to maintain and/or update its own information. If it comes to the attention that information is not valid or relevant at the date the Request for Quotation (RFQ)/Contract is generated, the GPG may without NOTICE remove/suspend the supplier from the data base.
- **Amendments** – Please notify the GDF BEE Helpdesk immediately of any changes. Failure to comply with this requirement will automatically lead to suspension from the GPG Vendor Database.
- For the purpose of pre qualification, **all existing vendors** on the GPG Centralised Vendor Database who are interested in the pre qualification process are required to complete this application form.
- Banking details **MUST** be in the name of the company. No bank changes will be made after effect unless supported by the complete required documents.
- All vendors will be notified whether their application was successful or not.
- The GDF reserves the right to **verify ALL information** provided in this application.
- The GDF may conduct announced or unannounced **site inspections / visits**.
- The GDF shall conduct Vendor Performance Assessments on successfully pre-qualified vendors if and when necessary.
- **NB - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the GPG Vendor Database and thereby ensure your eligibility to conduct business with the Gauteng Provincial Government. Failure to do so will result in your immediate suspension on the database.**
- **Pre-qualified vendors will be valid for a minimum period of one year** unless advertised as different.
- **Invitation** for prospective suppliers to apply for Pre-qualification and listing on the database will be issued on an **annual basis**.
- The closing date for submission of applications is **Sunday, 15 January 2011**.
All applications **MUST** be deposited at the Tender Box at the following address before or on **15 January 2011**:

Physical Address

Gauteng Department of Finance
75 Fox Street
Johannesburg

Please note that the Tender Box is accessible 24 Hours.

Enquiries: (011) 689 8684 / 689 6040 / 689 8071 / 689 8991 / 689 4630



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ABBREVIATIONS

BEE – Black Economic Empowerment

BBBEE – Broad Based Black Economic Empowerment

SMME - Small Medium Micro Enterprise

GPG – Gauteng Provincial Government

GDF – Gauteng Department of Finance

PPPFA – Preferential Procurement Policy Framework Act

HDI – Historically Disadvantage Individuals

CIDB – Construction Industry Development Board

RFQ – Request for Quotation

CIPRO – Companies and Intellectual Property Registration Office

TCC – Tax Clearance Certificate

PSIRA – Private Security Industry Regulatory Authority

SANAS – South African National Accreditation Systems



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SECTION 1: ADMINISTRATIVE COMPLIANCE

(Mark with **X** in applicable block and attach supporting documentation)

MANDATORY DOCUMENTATION

Company Registration Document (eg CIPRO CK1,CK2)	
Proof of Ownership / Shareholder certificate (Certified)	
Copy of ID for ALL shareholders (Certified)	
Proof of Registration for Co-operatives (Certified)	
Proof of Banking Documents (Bank Stamped 3 Months Statement and/or cancelled Cheque / Bank Letter)	
Financial Statement or affidavit as proof that the company is new / never traded	
An Original Valid Tax Clearance Certificate (TCC)	
Disability Documents by a Professional Medical Practitioner (if applicable)	
Naturalisation Certificate / Permanent Residency (Only Applicable to non-South African Citizens)	
A Deeds Trust and a letter from the Department of Justice for the appointment of trustees/beneficiaries (Certified)	
Business Capacity: Please describe your business capacity by providing the following" 1.A company profile 2.Valid fax and /or e-mail address 3.Experience including references 4. Sample of company invoice/letterhead	

Additional Documentation

<p>Certificates of adherence to your core business.(Only if applicable)</p> <p>Eg. Include certified copies of either your Contractors Registration Certificate, as issued by the Construction Industry Development Board (CIDB) or</p> <p>the Security Officer's Board – (PSIRA)</p> <p>Certificate of Registration, Quality Management System (QMS) Certificate, e.g., International Standards Organisation (ISO) 9000:2000; or Environmental Management System (EMS), e.g., ISO 14001 or Safety Management System (SMS), e.g., Occupational Safety and Health Act (OSHA) 18001; etc</p>	
Black Economic Empowerment (BEE)/Broad-based Black Economic Empowerment (BBBEE) Accreditation Certificate, South African National Accreditation Systems (SANAS) Compliance (if available)	



Are you currently registered on the GPG Vendor database?

Y	N
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If yes, what is your vendor number

2. BUSINESS PARTICULARS:

Legal Name of Business (As per Tax Clearance Certificate)

[illegible]

Business Trading as Name (As per Tax Clearance Certificate)

[illegible]

Business Address

Postal Address

[illegible]Physical
Address[illegible]

Business Telephone No.

[illegible]

Business Fax No.

[illegible]

Business e-mail Address

[illegible]

Contact Person for correspondence

Title

[illegible]

Surname

Cell No.

[illegible]

SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact Name

[illegible]

Cell No

Email Address

Telephone

Fax

Accounts Department

Contact Name

[illegible]

Cell No

Email Address

Telephone

Fax



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SECTION 3: COMPANY CLASSIFICATION

State your core business:.....

Company Classification (Mark with X in one applicable field only)

Professional Service	<input type="checkbox"/>	Generates more 75% as prime	<input type="checkbox"/>	Generates less 75% as prime	<input type="checkbox"/>
Labour- only Subcontractor	<input type="checkbox"/>	Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>

Business Sector (Mark with X in one applicable field only)

Agriculture	<input type="checkbox"/>	Mining and Quarrying	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>	Electricity, Gas and Water	<input type="checkbox"/>
Retail, Motor Trade and Repair Services	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Wholesale Trade, Commercial Agents & Allied Services	<input type="checkbox"/>	Community, Social & Personal Services	<input type="checkbox"/>
Catering, accommodation & other Trade	<input type="checkbox"/>	Transport, Storage and Communications	<input type="checkbox"/>
Finance and Business Services	<input type="checkbox"/>		<input type="checkbox"/>

ANNUAL AVERAGE TURNOVER

Indicate annual average turnover excluding Value Added Tax during the past three years:

Year 1	R		Year 2	R		Year 3	R	
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NB. DOCUMENTARY PROOF OF AUDITED ANNUAL FINANCIAL STATEMENT OR ORIGINAL AUDITORS LETTER OR SIGNED AFFIDAVIT MUST BE SUPPLIED IN THE EVENT OF A NEW COMPANY OR A COMPANY THAT HAS NEVER TRADED.



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SECTION 5: QUALITY COMPLIANCE

Please provide supporting documentation specific to your product / service eg.

Core Business	Certificate of Adherence
Catering	Certificate of Acceptability
Security	Company PSIRA certificate
Construction	CIDB
Manufacturing	ISO 9001, 14001 and OSHAS 18001
Food manufacturing	ISO 22000
Training	Service SETA Accreditation



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SECTION 6: BEE / BBBEE COMPLIANCE

Owners and Shareholders

Explanation of abbreviations used in the tables below:

Capacity	
Director	D
Partner	P
Member	M
Proprietor	R

Race Group	
Black	B
White	W
Coloured	C
Indian	I

List all persons who are shareholders/owners/trustees or beneficiaries in the business

NB: Proof of disability provided by a recognised medical institution in the case of physically disabled persons must be supplied.

Note: Multiple copies of this page may be submitted if required.

Shareholder 1

First Name																				
Surname																				
Identification Number																				
Percentage Share																				%
Capacity																				D P M R
Gender																				M F
Race Group																				B W C I
People with Disability																				Y N
Are you actively involved in the management and daily operations of the business?																				Y N

Shareholder 2

First Name																				
Surname																				
Identification Number																				
Percentage Share																				%
Capacity																				D P M R
Gender																				M F
Race Group																				B W C I
People with Disability																				Y N
Are you actively involved in the management and daily business operations of the business?																				Y N



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SECTION 7: DECLARATION OF INTEREST

7.1. 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 participate in the vendor pre qualification process. In view of possible allegations of favouritism, it is required that the vendor or his/her authorised representative declare his/her position in relation to the assessment and/or take an oath declaring his / her interest, where -

- the vendor is employed by state; and/or
- the legal person on who's behalf the pre qualification application document is signed, has a relationship with persons/a person who are/is involved with the assessment process of the pre qualification application forms, or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarant acts and persons who are involved with the assessment of the pre qualification application forms.

7.2 Are you or any of the company directors/shareholders/members, presently employed by the state?	Y		N	
If so, furbish the following particulars	Name of person/Director/shareholder/member: Name of Institution to which the person is connected: Position occupied in the institution: Any other particulars:			
7.3 Did you or your spouse, or any of the company directors/shareholders/members or their spouse conduct business with the state in the previous twelve months?				
	Y		N	
If so, furbish particulars				

7.4 Do you, or any of the company directors/shareholders/members, have any relationship (family, friend, other) with a person employed in the state and who may be involved with the assessment of the vendor pre qualification application forms?	Y		N	
If so, furbish particulars				

7.5 Are you, or any of the company directors/shareholders/members, aware of any relationship (family, friend, other) between yourselves and any person employed by the state who may be involved with the assessment of the vendor pre qualification application forms?	Y		N	
If so, furbish particulars				

7.6 Do you or any of the directors/shareholders/ members of the company have any interest in any other related company whether or not they are applying for vendor pre qualification?	Y		N	
If so, furbish particulars				

DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN THIS APPLICATION FORM IS CORRECT.

I ACCEPT THAT THE PROVINCE MAY ACT AGAINST SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME & SIGNATURE OF VENDOR OR ASSIGNEE(S)		DATE		Position	
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