

THE **INNOVATION**HUB[®]

**APPLICATION FOR
THE INNOVATION HUB
PROCUREMENT DATABASE
OCTOBER 2009**

**TO ALL SUPPLIERS SEEKING REGISTRATION
AS AN APPROVED SUPPLIER ON THE
DATABASE OF THE INNOVATION HUB MANAGEMENT COMPANY (PTY) LTD**

All suppliers are herewith invited to register as an approved supplier on the database of The Innovation Hub Management Company (TIHMC).

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA)

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to TIHMC.

Attached please find an official registration form to assist us in updating our database.

It is imperative that suppliers read the application document carefully, complete it in full and sign it. Please note that an Original Valid Tax Clearance Certificate must be attached to the Registration form and failure to do so will result in your application being disqualified.

Sealed Supplier Database Application forms with required documentation marked "Supply Chain Department" must be deposited in the tender box situated at The Innovation Centre, 6 Mark Shuttleworth Street, Ground floor, Pretoria on or before the closing date and time. **Applications submitted by fax or email will not be accepted.**

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- To be completed by **all** vendors seeking registration as approved suppliers;
- The questionnaire must be completed in **full** and **signed**;
- A **company profile** must accompany the registration form but will **not be regarded** as a substitute for the application form – all fields on the application form **MUST** be completed by applicants;
- Applicants will be contacted via fax or email and **must** therefore submit an **operating fax number and email address**; failure to comply will result in the applicant being excluded from the database;
- Please note that **TIHMC (PTY) LTD** reserves the right to accept or reject applications **without giving any reasons**;
- Suppliers will **be notified** whether their application was accepted or not by means of written letter.
- A vendor must comply with all the **registration-criteria** in order for application to be finalized and all documents required should be attached - **failure** to do so may result in the application being declined.

1. Supplier Details

Company / Supplier Name:														
Business Registration Number						/							/	
VAT registration number (if applicable):														
Income tax reference number(mandatory):														
Web Address:														
E-Mail Address: (compulsory)														
Telephone Number:	C	O	D	E		N	U	M	B	E	R			
Fax Number: (compulsory)	C	O	D	E		N	U	M	B	E	R			
Mobile Number:														
<i>Number of full time employees:</i>														

Postal Address: (compulsory)

Postal Code:																

Physical Address:

Postal Code:																

Type of Business: (Please mark **(X)** on the relevant box)

1	Public Company (Ltd)		7	Registered Partnership	
2	Private company (Pty) Ltd		8	Un-registered Partnership	
3	Closed Corporation (cc)		9	Foreign Company	
4	Sole Proprietor		10	Trust	
5	Joint Venture		11	Section 21 Company	
6	Consortium		12	Government / Parastatals	
7	Institution		13	Other (specify)	

Main contact person in your company:

Name:											
Company Position:											
Cell phone Number:											
Fax Number:											
Telephone Number;											
E-mail address:											

Administrative Compliance Document:

Please note that these documents are all compulsory and **failure** to submit them may result in the application being declined. (Please mark **(X)** on the relevant box)

Tax Clearance Certificate Attached	Yes				No			
Expiry Date:	Y	Y	Y	Y	M	M	D	D
Bank Stamped Banking Details or Cancelled Cheque: Attached	Yes				No			

2. Application per Lot

Below is the list of goods, services and works that you could apply for. The applicant must mark **(X)** against a lot under the business activity that the company provides and in which they are submitting an application.

IMPORTANT: Please DO NOT Tick [X] ON MORE THAN THREE (3) business activities.

Lot No	Business Activity	Mark (X)	Lot No	Business Activity	Mark (X)
1	Access Control Services		27	Courier and postage Services	
2	Accounting and Auditing		28	Electrical and Electronic Equipment	
3	Advertising		29	Electrical Contractors – Low & High Voltage	
4	Air Conditioning Services & Repairs		30	Entertainment Facilities	
5	Alarm System & Equipment		31	Fibre-optic material and Cabling	
6	Anti Virus Software		32	Florists	
7	Audio Visual Aids & Equipment		33	Garden Services	
8	Building and Construction		34	Installation of IT systems, documentation systems, knowledge and Information Management	
9	Building and structural Renovations		35	Insurance Brokers/agency	
10	Building Materials & Hardware		36	IT Equipment	
11	Building Services (Repairs & Maintenance)		37	Kitchen and Food Appliances	
12	Building Services (Lifts Maintenance)		38	Locksmith	
13	Cabling Contractors- incl electrical, telephone, ICT etc		39	Logo: Design & Services	
14	Carpenters * Carpentry		40	Media Services	
15	Carpet Cleaning Services		41	Office Consumables	
16	Catering Services		42	Office Furniture	
17	Ceiling Contractors		43	Office Machines & Equipment	
18	Cleaning material, Chemicals and equipment		44	Office Machines & Equipment Rental	
19	Cleaning Services		45	Partitioning Contractors	
20	Clothing, Uniforms, curtains and Flags		46	Personnel and Recruitment Agency	

Lot No	Business Activity	Mark (X)	Lot No	Business Activity	Mark (X)
21	Communication Equipment and Accessories		47	Photographic service	
22	Communication services		48	Plumbing Contractors	
23	Computer Components		49	Plumbing, Electronic and Burning Equipments	
24	Computer Consumables & Services		50	Promotions/Corporate gifts	
25	Conferences and Events Management		51	Publications	
26	Consultants for Professional services with the following sub-divisions:		52	Refrigeration, air conditioning and servicing of these.	
26.1	Business Process Engineers Strategist;		53	Security Services	
26.2	Business Strategic advisors; Strategy Development and implementation;		54	Sewerage systems	
26.3	Traffic study;		55	Signs	
26.4	Consulting: Soft skills		56	Stationary and Printing	
26.5	Economists;		57	Subscriptions- incl books & journals	
26.6	Facilitators;		58	Telecommunication Equipment	
26.7	Facilities and leasing Management ;		59	Training and training facilities	
26.8	Human Resources and industrial Relations and Development (IRD);		60	Traveling and accommodation services- local & overseas	
26.9	ICT Consultant- website, IT support, helpdesk, bandwidth etc;		61	Vehicle Rental	
26.10	Legal services;		62	Paving	
26.11	Projects Management;		63	Civil engineer	
26.12	Property Development Plans;		64	Painting	
26.13	Socio and Economic impact surveys and Researches				
26.14	Tax Consultants				
26.15	Town Planning				
26.16	Trainers and mentors for entrepreneur and leadership development;				
26.17	Urbanisation Infrastructure strategist.				

3. Pre-Qualification Criteria

The following selection criteria will be applied to potential candidates. In the case of applications submitted by a consortium of candidates, this selection criterion will be applied to the consortium as a whole:

3.1. Economic and Financial Capacity

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of an application from a consortium):

- will not be economically dependent on the contracting party in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

3.1.1. Economic and financial capacity of candidate (based on the four (4) items in the table below)

Financial data	Proceeding year Actual R	Last year Actual R	Current year Budget R
Annual turnover			
Cash and cash equivalents at end of year			
Net equity (total assets less total liabilities)			
Liquidity ratio- Current ratio (Current assets/ Current liabilities)			

Financial Position

Please provide the following financial statements based on your annual and latest projections. If your annual financials are not yet available for this year, please provide your previous financial statements.

Financial Statements
Income Statements
Balance Sheet
Cashflow Statement

3.1.2. Reference criteria

The average turnover is determined by the size of the contract which the candidate would be able to handle. The applicants are to apply within the following budgets size:

1. Small Enterprises should indicate that their annual turnover is less than R5 million per annum. Should such enterprises qualify they will possibly work on contracts of R10 000- R199 000.
2. Medium to large Enterprises should indicate that their annual turnover is above R5 million per annum. Should such enterprises qualify, they will possibly work on contracts of R200 000-R500 000.

3.1.3. Banking Details

Kindly furnish us with your business entity's banking details as indicated below (Please submit the original bank verified document). Alternatively submit a cancelled bank cheque, where the bank stamp is not obtained.

Name of Individual / Organisation:												
Name of Bank:												
Branch Name:												
Branch Code:												
Account Number:												
* Type Of Account:		1 – Cheque account 2 – Savings Account 3 – Transmission Account										

For Bank use:

Initial and Surname (Bank Official) _____

Signature (Bank Official): _____

DATE STAMP OF BANK

3.2. Staff Resources and Track Record

The objective of this criterion is to examine whether or not the applicant (ie, the consortium as a whole):

- has sufficient ongoing staff resources and expertise to be able to handle the activities of the lot you are applying for.
- is not a so-called 'body shop', i.e., an applicant with no real expertise in fields related to the lot but which simply identifies and proposes experts to fit the identified lot.

3.2.1. Please provide the following personnel statistics for the current year and the previous year.

Average manpower	Last year		Current year	
	Overall	Total for fields related to lot applying for	Overall	Total for fields related to lot applying for
1. Permanent staff				
2. Other staff				
Total				

3.2.3. Trade references & Procurement Activities: Minimum of Three (3)

List the three largest most important contracts/assignments performed by your firm in the last 12 months

Reference (s)		Business Activity	Overall Contract Value
Name of Company	Contact Details (Name, Telephone, e-mail address etc)		

3.3. Black Economic Empowerment (BEE)

The objective of this criterion is to assess your company's support and development of Black Economic Empowerment (BEE) in South Africa through the inclusion of historically disadvantaged South Africans (HDSA).

3.3.1. Entity Ownership & Status

What percentage of ownership equity do the following groups hold within your Organisation / Joint Venture? (Please attach proof of company ownership eg. Certified Share Certificates, shareholder's Agreement, members/joint venture agreement, certified identity documents of shareholders)

% Black Equity / JV Ownership (at least 50%)			% Black Women Ownership (at least 30%)			% Disabled Ownership	% Other Ownership	% Total Ownership

a) Is your company BEE accredited?

YES	NO
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b) Rating agency name: _____

c) Contribution level: _____

d) Please attach proof of BEE accreditation or rating certificates.

A certified copy of a valid B-BBEE certificate issued by SANAS accredited verification agency should be attached as proof;

OR

If your turnover per annum is less than 5 Million, please provide a letter from your accountants confirming your financial status together with your company BEE status.

3.3.2. Employment Equity and Directors Control- Current Year

Occupational Level	Male						Female						Total
	African	Indian	Coloured	White	Sub-Total	Disable	African	Indian	Coloured	White	Sub-Total	Disable	
Directors (both non & executive directors)													
Top management - excluding non - executive Directors													
Senior management													
Professionally qualified and experienced specialists and mid-management													
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents													
Semi-skilled and discretionary decision making													
Unskilled and defined decision making													

3.3.3 SUMMARY OF EVALUATION CRITERIA

Applicants will be evaluated in accordance with the Supply Chain Management policy for:

- Compliance to specification;
- Broad Based Black Economic Empowerment (BBBEE) and;
- Functionality - Technical Capacity and Experience

Compliance to specification=40%

Requirements	Weighting
Original Valid Tax Clearance certificate	10
Company registration documents	5
Signature by Commissioner	5
Bank Stamped Banking Details or Cancelled Cheque	5
Proof of Professional Registration of Service rendered	5
Signed both Declarations	5
Completeness of application form	5
TOTAL	40

Broad Based Black Economic Empowerment (BBBEE) =20%

Requirements	Weighting
50% of equity ownership by black people	5
30% of equity ownership by black women	10
Proof of BEE Status	5
TOTAL	20

Functionality- Technical Capacity and Experience =40%

Requirements	Weighting
Staff Resources (Availability of experienced staff)	20
Trade Reference (Track Record)	15
Financial position (Economic and financial capacity)	5
TOTAL	40

BBBEE +Compliance to specification+ Functionality =100%

4. NOTE: IMPORTANT DOCUMENTS TO BE INCLUDED WITH THE APPLICATION FORM :

No	Document Name	Attached (Yes/ No/ N/A)
1	Copy of Business entity's Registration Documents: <ul style="list-style-type: none"> ➤ For Close Corporations – a copy of the CIPRO report showing the owners of the cc ➤ For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company ➤ For Sole proprietor, Partnership or Trust- a copy of Identity Documents of Shareholders Directors/ Members/ Owners 	
2	Copy of Business entity's VAT Registration Certificate	
3	Business entity's original Tax Clearance Certificate	
4	Copy of Workmen's Compensation Registration Certificate	
5	Proof of banking details (e.g. cancelled cheque or Stamped Bank statement)	
6	Copy of Organogram showing Holding & Subsidiary Business entities, as well as your company	
7	Copy of BEE Rating Certificate and report thereof or any other proof of your BEE status	
8	A list of BEE/SMME entities with whom you are partnering through joint ventures or other similar initiatives, indicating the nature of the relationship of each	
9	A list of the major BEE/SMME companies from which purchases were made for the past 12 months	
10	A copy of your Social Responsibility or Social Upliftment Policy or Program.	
11	A list of charities, non-profit organizations and causes in support of disadvantaged communities	
12	Proof of Professional Registration of Service rendered	
13	Company Profile	

5. Declaration

As part of the application, each legal entity, including every subcontracting and/or consortium member must submit a signed declaration using the attached format. For consortia, the declaration of the main company should be a signed original but those of other members may be copies.

5.1. Statement

I, the undersigned, being the authorised signatory of the above applicant (including all consortium members, in the case of a consortium or subcontracted members), hereby declare that we have examined the application form for this call for proposals. If our application is short-listed, we are fully aware that:

- TIHMC will use the information that you fill in on this form to pre-qualify and accredit your business entity in terms of the criteria stipulated below. This will apply for both existing and new vendors;
- TIHMC reserves the right to request additional information or documents regarding any answers in this application;
- TIHMC reserves the right to perform an audit to confirm or check any of the answers that we supply;
- TIHMC will treat all the information that we supply as strictly confidential;
- Completion of this application does not mean that TIHMC has accepted our business entity as a vendor;
- Qualifying as a vendor does not necessarily mean that TIHMC will invite our business entity to tender every time TIHMC requests for quotations for the lot we may qualify for;

We recognise that our application may be excluded if we approach an employee who has been involved in preparing the lot tender or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts funded by the TIHMC.

We are fully aware that, in the case of a consortium or sub-contracting, the composition of the consortium cannot be modified in the course of the application submission.

Signed on behalf of the Applicant

Name:		Position:	
Signature:		Date:	

COMMISSIONER OF OATHS :

SIGNATURE : _____

STAMP : _____

DATE : _____

Annexure A

Please complete this section as failure to do so may result in your application being disqualified.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, 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 principal; 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 Are you or any person connected with the bidder, employed by the principal?

2.1.2 If so, state particulars.

.....

.....

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

2.2.1 If so, state particulars.

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

2.3 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 principal who may be involved with the evaluation and or adjudication of this bid?

2.3.1 If so, state particulars.

.....
.....

DECLARATION

I THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER