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RFQ Number	NOAM-PM-RFQ-SEP2024
Request for Quotation Date	2024/08/16
RFQ Closing Date	2024/09/13
RFQ Closing Time	16:00
Site Briefing (compulsory)	2024/08/29 (10h00 – 12:00)
Contact Person	<u>Catherine.Matima@necsa.co.za</u>
Quotation Validity	90 Days from the closing date
Submission Details	RFQ Response must be sent to:  Catherine.matima@necsa.co.za
RFQ Description	Request for Quotation for Quantity Survey Services for the WWSF

Dear Service Provider

Introduction

The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06.

The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exchange for South Africa and are among the best in their field in their respective world markets.

Necsa's safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

For more information on Necsa, please visit: www.necsa.co.za

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1. Request

Necsa hereby invites interested service providers/suppliers to submit quotations, proposals or bids, as appropriate, for the provision of services through an open and competitive process so that it can realise the benefits of the strategic sourcing. This request is intended to allow bidder(s) to specify and present their experience, expertise, skills and price for the services as define in the scope of work section. Final acceptance of the proposal is not guaranteed, and it is at the sole discretion of Necsa.

2. Instruction to Bidders

2.1. General

Bidders must familiarise themselves with and comply with the mandatory requirements and ensure their availability for mandatory site visit and/or presentation, as and when required, on the appropriate dates, to be advised.

2.2. Delivery

The response to the request for proposal for the provision of quantity surveying services for the costing and preparation of procurement documents for the Wet Waste Storage Facility must be submit to Catherine Matima: Catherine.matima@necsa.co.za and **NOT** any other person.

2.3. Alternative proposal

For the required services, an alternative proposal will be accepted only if it is accompanied by the original proposal. The Alternate proposal will also be evaluated using the pre-determined evaluation criteria as defined in this document.

2.4. Late proposals

All proposal in this regard shall be accepted if they have been submitted before the closing date and the closing time as indicated herein: Closing date **13 September 2024, 16:00 PM**. Late proposals will not be considered.

2.5. Clarification and Communication

For a potential service provider to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to **Catherine.Matima@necsa.co.za** Under no circumstances may any other employee within Necsa be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.

2.6. Compulsory Site Briefing

A compulsory site briefing is scheduled on **29 August 2024 from 10:00 to 12:00**. All arrangement in this regards must be communicated with Catherine Matima: Catherine.matima@necsa.co.za. The service providers who intent to attend the compulsory site briefing must complete the attached acknowledge form and ensure that they provide an ID copy of the organisational representative(s) who will come to the site briefing on **29 August 2024**. For foreign nationals the acknowledge form must be submitted at least two weeks before the scheduled site briefing date. As Necsa site is a National Key Point, access will be

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restricted to site and the building where the briefing session will be held. Access to any other area will only be allowed when escorted by Necsa staff that is conversant in the security and safety requirements and conditions of the specific area. Nobody will be allowed to enter the site if they are not in possession of a valid Identification Document.

2.7. Disclaimers

Necsa reserves the right to:

- Extend the closing date;
- Verify any information contained in a proposal;
- Request documentary proof regarding any bid issue;
- Give preference to locally manufactured goods or locally sourced services;
- Issue follow-up or supplementary questions during the response period or after receipt of tenders;
- Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the enquiry; and
- Cancel or withdraw this request for quotation as a whole or in part.

Evaluating Authorities' part of the evaluation process Necsa may require bidders to arrange and/or participate in one or more of the following:

- Interviews with, or written references from, nominated reference;
- Reference site visits to the location(s) of nominated reference; and
- Interviews with bidder personnel who would be involved in the contract execution.
- Negotiate with the bidders.

2.8. Validity Period

Necsa requires a validity period of sixty (60) calendar days for this bid. During the validity period, the prices, which have been quoted by the bidder, must remain firm.

2.9. Evaluation process

The proposals are going to be evaluated on a three stage approach. The first stage shall be completeness of the proposal and compliance to pre-qualification criteria requirements as detailed in section 6.1. Second stage shall establish the technical competency of organisation and the individual(s) who will be performing the task, and the minimum score to proceed to the next stage shall be 80%. The third stage is evaluated on the 80/20 rule, where 80% is on price and 20% on BBBEE.

3. Background

Necsa is in a process to establish a facility for storage of wet waste (hereinafter "Wet Waste Storage Facility (WWSF)"). The Wet Waste Storage facility will be established in an existing facility with an area approximately 3369 m². The Wet Waste Storage Facility will be fenced off from other facilities within the Cable Tunnel by a two metre high fence with locked access gate.

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The following modification will be made in the facility to enable the storage of wet waste. The modification are also detailed in the design report included in Annexure D:

1. Bund walls
2. Closure of the openings in the slab, trenches and rectangular holes;
3. Adding sealant on the joining areas;
4. Modification of the passage between waste storage and processing facility and Wet waste Storage Facility;
5. Widening of access doors; and
6. Installation of a 500kg crane

4. Scope of work

Necsa requires services of a Quantity Surveyor to quantify the material required and the estimate cost for establishing the WWSF. Necsa's design engineers will be available for any clarity seeking questions during the implementation of this project.

Table

1: List of Design Reports and Drawings, which will be provided for during the site briefing.

Item #	DRAWING NUMBER	DESCRIPTION
	NNDD-V-C-L1-0001_R2 SHT 1 OF 2	General Layout
	NNDD-V-C-L1-0001_R2 SHT 2 OF 2	Dimensions
	NNDD-V-C-L1-0002_R2 SHT 1 OF 2	Characterised Waste Storage Area Layout and Detail
	NNDD-V-C-L1-0002_R2 SHT 2 OF 2	Characterised Waste Storage Area Layout and Detail
	NNDD-V-C-L1-0003_R2 SHT 1 OF 1	Un-characterised Waste Storage Area Layout and Detail
	NNDD-V-C-L1-0004_R2 SHT 1 OF 3	General Drum Storage Layout and Detail
	NNDD-V-C-L1-0004_R2 SHT 2 OF 3	General Drum Storage Layout and Detail
	NNDD-V-C-L1-0004_R2 SHT 3 OF 3	Drum Layout
	NNDD-V-C-L1-0005_R2 SHT 1 OF 6	Trench Cover
	NNDD-V-C-L1-0007_R2 SHT 1 OF 2	General Ramp For Pallet Jack
4	NNDD-V-C-L1-0007_R2 SHT 2 OF 2	General Ramp For Pallet Jack
	MES-CIV-REP-0036 (Rev 2.0)	Design Report: Wet Waste Storage Facility in Cable Tunnel of V-14
	FBD-SCM-2017-FRM-0024-Rev 7	Request to register a supplier
	SBD	Supplier Information

The expected services includes but not limited to:

1. Define the scope of services and scope of work required of stage 5 activities.
2. Provide advise on appropriate types of documents needed and price determination methods
3. Provide advise on resources required for successful project execution

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4. Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 5 activities including the availability and location of infrastructure and services.
5. Determine the availability of data, drawings and plans relating to the project and correct interpretation of drawings and specifications.
6. Advise on criteria that could influence the project life cycle cost significantly.
7. Provide cost estimates and life cycle costs as required.
8. Compilation of price determination documents utilising project information provided.
9. Prepare detailed estimates of construction cost.
10. Prepare specifications and preambles for the works.
11. Prepare documentation for contractor procurement.
12. Prepare requirements for compliance with legislative requirements during the execution of stage 5 activities.

5. Deliverables

As a minimum the following are expected deliverables:

- An estimation bill of quantities (BOQ) and costs for bill of materials (BOM).
 - Total project cost estimates (Stage 5 and Stage 6)
 - Scope of services and scope of work for stage 5 and stage 6.
 - Schedule of consents and approvals.
 - Schedule of required surveys, tests and other investigations and related reports.
 - Tender documentation for the appointment of the main contractor.
 - Input as to how project quality and risk will be maintained during project delivery phase
- For consultant's note: The cost estimate should include detailed and complete information concerning the process and service being estimated. The information must be based on many forms to include drawings, specifications, historical cost data, material, supervision during construction, any specialist services required. The greater the amount of project information available, the greater chances of the cost estimate being accurate.

6. Proposal evaluation

6.1. Pre-Qualification Criteria

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

Table : Pre-Qualification Criteria

Item	Requirement	Yes/No
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1	Attendance of compulsory briefing session – Form to be completed at the briefing session and signed by an Necsa representative (29 August 2024)	
2	Bidders must submit valid proof of registration for Quantity Surveying SA, QS SA as Pr QS, (Registered in terms of Quantity Surveyor profession act 49 of ,2000)	
3	Bidders must submit a company profile indicating the company’s age, resources, and capability	

6.2. Functionality

Functional evaluation/assessment is to be performed in terms of the criterion listed below and the criterion includes company experience and technical competency of the individuals who will perform the services. If the bidder’s response to the functional requirements does not indicate that the bidder can support an acceptable technical solution, the bidder’s response will be rejected and not evaluated further.

Together the company experience and the technical competency criteria make up the functionality criterion and a bidder’s proposal will be evaluated for functionality out of a possible 100 points. Only proposals responses achieving an evaluation score of greater than the set threshold points out of the possible 100 points will be selected to progress to the third stage.

Bidders must demonstrate their company experience by submitting a list of similar projects they have executed in the last 10 years. Bidders must submit contactable reference letters or completion certificates for similar projects completed between in the past 10 years from previous clients. The clients must issue reference letters or completion certificates where the projects were completed.

Bidders must submit Curriculum Vitae’s CVs of relevant professionals that will be deployed in the project. The CVs must clearly indicate the experience of the key resource with at least more than five (5) years’ experience in executing similar work after obtaining their certification as Pr QS.

Functionality Evaluation / Technical Evaluation

Item	Requirement	Weight	Points	Criteria
1	Company Profile	10	10	> 9 years operation
	Bidder must submit a company profile indicating their core function, age, resources, and capability.		8	7 to 8 years operation
			6	5 to 6 years operation
			4	3 to 4 years operation
			2	1 to 2 years operatio

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Item	Requirement	Weight	Points	Criteria
			0	Company profile not submitted
2	<p>Company Experience</p> <p>Provide a list of previous similar projects executed in the past 10 years. The information must be in a table format and as a minimum contain:</p> <ol style="list-style-type: none"> Company Name Project Name Contact details of the Client (e-mail and telephone numbers) Project description (Description of the service performed and extent of bidder's responsibility) Project value (inclusive of VAT) – Provide proof either purchase order or contract document Project execution period/duration (Start and End Dates) <p>NOTE:</p> <ol style="list-style-type: none"> A minimum of three (3) projects must be submitted. The list of project must be relevant to the scope of work as provided in this RFQ Proof of project value is mandatory 	20	20	>7 relevant projects submitted
			15	6 to 7 relevant projects submitted
			10	4 to 5 relevant projects submitted
			5	3 relevant projects submitted
			0	No submission
3	<p>Team Member Experience</p> <p>Bidder must submit a detailed CV of the Quantity Surveyor to be assigned to the project.</p> <p>A minimum of 5 year' experience in the built environment after obtaining certification of Pr QS is required.</p>	30	30	> 10 years' experience
			25	8 to 9 years' experience
			20	6 to 7 years' experience

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Item	Requirement	Weight	Points	Criteria
			15	1 to 5 years' experience
			0	No submission of CV
	Reference Letters or Completion Certificates	40	40	> 7 relevant references submitted
	Bidders must submit reference letters or completion certificates for work / projects completed in the last 10 years from previous clients. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted).		30	5 to 6 relevant references submitted
			20	3 to 4 relevant references submitted
			10	1 to 2 relevant references submitted
			0	No submission of CV
Total		100		

IMPORTANT: A bidder/s that scores less than **80 points out of 100** in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified. On the other hand, should a bidder/s meet the minimum required percentage or minimum points, they will be evaluated as per Stage 3 (Pricing and BBEE).

6.3. Financial offering

Use Table3: Pricing schedule to itemize your offer, taking into account the scope of work. Bidders must price in accordance with the pricing schedules below, this will enable Necsa to, fairly and transparently compare priced offers.

Bidders must also provide a separate detailed pricing proposal, indicating their fee proposals for each stage based on a percentage of the estimated project cost together with any discounts offered.

Pricing must be in accordance with the latest Guideline Tariff of Professional Fees as published by the SA Council for the Quantity Surveying Profession (SACQSP).

Price should include attendance cost for a compulsory 1-day statutory orientation at Necsa.

All price quoted to include all applicable taxes.

Price must be fixed and firm.

Quotation must be completed in full, incomplete quote could result in the submission being disqualified.

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Payment will be according to Necsa's General Conditions of Purchase.

Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.

Do not leave any area blank in the pricing schedules.

Table : Pricing schedule

Ref. #	Item Description	Qty.	Total
1	Induction/Orientation (1 day)	1	
	Disbursement Allowances Note: Travelling disbursements to be included within the prices of the relevant stages below)	1	
2	Stage 3 – Design Development Deliverables required: Detailed estimates; Area schedule	1	
3	Stage 4 – Documentation & Procurement Deliverables required: Tender documentation; Revision of construction budgets; Assistance with tender adjudication; Verification of priced contract documentation;	1	
SUB-TOTAL (R)			
VAT (15%)			
TOTAL (R)			

Evaluation In Terms Of Preferential Procurement Policy Framework Act, 2022

This bid will be evaluated and adjudicated according to the 80/20 point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the specific goals (B-BBEE status level).

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE status level)	20

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Total points for Price and SPECIFIC GOALS	100
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Preference goal

B-BBEE status level contributor

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7. Returnable documents

7.1. Mandatory returnable required for bid evaluation

- Company profile
- List of previous projects
- Reference letter and/or Completion certificates
- CV of Quantity Surveyor (QS)
- Proof of registration with QS SA
- Declaration of interest (SBD 4)
- BEE Certificate (from the approved accredited rating agency SANAS only) or alternatively complete the EME or QSE affidavit form / Applicable Affidavit if classified as EME
- Supplier Information (SBD 1)

7.2. Other returnable documents

Should your company be awarded the bid, the following must be supplied to Necsa within 7 days:

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- Good standing letter from SARS (TAX clearance certificate) as well as the letter from SARS with PIN number issued for compliance status purposes;
- Tax Clearance Certificate (Tax pin issued by SARS)
- Company registration documents or certification (Cipro);
- Original cancelled cheque or stamped letter from bank verifying details. (No payments shall be made if originals are not received.);
- Company profile (not mandatory);
- Certificate of Good Standing (Compensation Commissioner) COIDA where applicable;
- Quality Certification Certificate (where applicable) e.g. ISO Certificate;
- Credit application form from your company – only if required by you for us to open a 30 days account with you;
- CIDB-for all construction related work (no exceptions will be made) indicate if applicable to you;
- Proof of Registration on National Treasury Supplier’s Database (CSD Registration Report or MAAA number) and
- Declaration of Interest.
- Request to register a supplier (FBD-SCM-2017-FRM-0024-Rev 7)

8. Important

1. Quotation must be submitted on or before the RFQ closing date and time stated above.
2. Orders above R 30 000 will be evaluated according to the PPPFA 80/20-point system and a functionality scorecard where applicable and those above R 1 Million will be subjected to the tender process.
3. This RFQ is subjected to the Necsa’s General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
4. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the purchaser.
6. For a bidder to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to the contact details provided above. Under no circumstances may any other employee within Necsa be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.
7. No goods and/or services should be delivered to Necsa without an official Necsa Purchase order.
8. Necsa reserves the right to either cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.

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9. The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any Necsa employee or its representatives. Such an act shall constitute a material breach of Agreement and Necsa shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
10. By responding to this request, it shall be construed that: the bidder, hereby acknowledge to be fully conversant with the details and conditions set out in the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), Technical Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith.

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9. Annexures – A

<h2>Request for Quotation – Acknowledgement form</h2>	
<p>Please check the appropriate box (see below) and e-mail this acknowledgement form immediately upon receipt to:</p> <p style="text-align: center;">Catherine.matima@necsa.co.za AND tankiso.modise@necsa.co.za</p> <p style="text-align: center;">RFQ Ref: NOAM-PM-RFQ</p>	
<p><input type="checkbox"/> Intention To Submit A Proposal</p> <p style="text-align: center;">-SEP2024</p> <p>We hereby acknowledge receipt of the RFQ. We have perused the document and advise that <i>we intend to</i> attend the Compulsory briefing scheduled FOR 29 August 2024 and to submit a proposal by 13 September 2024 by 16.00hours.</p>	
<p><input type="checkbox"/> Non-Intention To Submit A Proposal</p> <p>We hereby acknowledge receipt of the RFP. We have perused the document and advise that <i>we do not intend to</i> submit a proposal for the following reasons:</p> <p><i>(insert reason here)</i></p>	
<p>Bidder's Contact Information is as follows:</p>	
Entity Name:	
Contact Person:	
Mailing Address:	
Telephone No:	
E-mail Address	
Name and ID # of the people who will attend the site briefing:	<p>.....</p> <p>.....</p> <p>.....</p>
	<p>Signature: Date:</p>

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10. Annexure – B

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a

- joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



SBD4

.....
Position

.....
Name of bidder

1 GENERAL

To update Necsa's supplier database and to incorporate new legislative and other requirements all Necsa's suppliers are kindly requested to complete this questionnaire.

Any questions relating to the questionnaire can be addressed to Necsa's Supply Chain Management

Name:Zelna Webb

Tel: 012-305 6035

Street address: Elias Motsoaledi Street Extension (Church Street)

Fax: 012-305 6250

R 104 Broederstroom Pelindaba Brits Magisterial District

e-mail: zelna.webb@necsa.co.za

Madibeng Municipality *SOC State Owned Corporation

Please complete the questionnaire and return to Necsa's Supply Chain Management Administration Office.

Postal address: P O Box 582, Pretoria, 0001

Date:.....

All supplier information will be treated strictly confidential.

2 SUPPLIER INFORMATION

Registered name of supplier:

Name in which supplier trades:

Type of company *:

Web page:

Main business (if intermediary provide details):

Contact person:

Designation:

Tel:

Fax:

E-mail

Cell:

Physical address of Business:

Number and street name: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

Postal address: (This is the address to which an statement/payment/ enquiry and orders to be sent to)

P O Box/Private Bag: _____

Suburb: _____ City/Town: _____

Code: _____ Country: _____

** (e.g. listed company, public company, private company, closed Corporation, joint venture, trust)*

3 FINANCIAL INFORMATION **Necsa's payment terms is 30 days.**

Size of company (*annual turnover*):

Name of banker:

Name of account holder:

Branch:

Branch code No:

Account No:

VAT No:

Company external auditor/accounting officer:

Tel:

Company Financial Contact Person: _____ Tel: _____

E-mail: _____ Fax: _____

Trade references of three existing clients where enquiries may be made

Name of company	Address	Contact Details
		Name: Tel: E-mail
		Name: Tel: E-mail
		Name: Tel: E-mail

4 PRODUCT

4.1 General Information

Is your Business: An agent Manufacturer Distributor Consultant Contractor

Mark appropriate (X)

(Note that products include services)

Products or product type supplied to Necsa

Over past 3 years:

To be supplied in future:

Date of last delivery (YYYYMM):

*** E.g. specific product is a ballpoint pen but for a range of different pens, papers, etc. the product type would be stationary.*

Name of subcontractor:

Scope of subcontracting for product:

Complete parts 4.2, 4.3 and 5 for subcontractor and supplier

+ (*e.g. subcontracting the machining and welding for a pressure vessel*)

4.2 Health Safety and Environment (HSE)

HSE certification/grading (e.g. to ISO 14001):

Workmen's compensation number (COID):

If no certification/grading briefly outline level of HSE implementation:

4.3 QUALITY MANAGEMENT SYSTEM (QMS)

Certification/accreditation (e.g. ISO 9001,ISO 17025) covering products to be supplied to Necsa:

If no certification/accreditation briefly outline level of QMS implementation:

External or internal QMS auditing performed:

5 BEE INFORMATION

Current BEE Rating?(Y/N):		If “yes” please attach copy If “no” please specify by when
Current BEE Rating Level:		
When does current BEE rating expire:		
Turnover:	√ one box beneath	
< R5m	<input type="checkbox"/>	If √ please provide proof*
>R5m &< R35m	<input type="checkbox"/>	If √ please provide proof*
>R35m	<input type="checkbox"/>	
Is 50% or more of your business owned by South African black people? (Y/N):		What %:
		If yes please attach proof
Is 30 % or more of your business owned by South African black women? (Y/N):		What %:
		If yes please attach proof
Is your organisation an organ of state or public entity? (Y/N):		
Are you a “Value-Adding Supplier” (as defined legally)? (Y/N)		I.e. your net profit plus total labour costs exceeds 25% of your revenue?
Are you a “startup organisation”? (Y/N) (as defined in the BEE Act - <12 months in business)		

6 RECORDS **(Information below is compulsory, if not attached, the application shall not be considered for registration).**

Supply*/attach copy of:

- Good standing letter from SARS (TAX clearance certificate) as well as the letter from SARS with PIN number issued for compliance status purposes;
- Company registration documents or certification (Cipro);
- **Original** cancelled cheque or stamped letter from bank verifying details. **(No payments shall be made if originals are not received.);**
- Company profile (not mandatory);



SUPPLIERS REGISTRATION QUESTIONNAIRE (LOCAL)

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- BEE Certificate (from the approved accredited rating agency SANAS only) or alternatively complete the EME or QSE affidavit form;
- Certificate of Good Standing (Compensation Commissioner) COIDA where applicable;
- Quality Certification Certificate (where applicable) eg. ISO Certificate;
- Credit application form from your company – only if required by you for us to open a 30 days account with you;
- CIDB-for all construction related work (no exceptions will be made) indicate if applicable to you;
- Proof of Registration on National Treasury Supplier’s Database (CSD Registration Report or MAAA number) and
- Declaration of Interest.

*** Copies can be e-mailed or faxed except for the banking details.**

7 COMMENTS

Please provide comments for mutual beneficial relationships:

.....

.....

.....

Name of contact person at Necsa:

Completed by: Date:
Print name

Signature:

Company Stamp:

Prepared by: x

Date: Click here to enter a date.