

## REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE MARINE LIVING RESOURCES FUND

RFQ NUMBER: RFQ 000656

CLOSING DATE: 04 MAY 2023

CLOSING TIME: 11:00

**DESCRIPTION:**

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) / MARINE LIVING RESOURCES FUND (MLRF) WITH THE SUPPLY AND DELIVERY OF GLASSWARE AND WATER QUALITY REAGENTS TO THE AQUACULTURE TECHNICAL DEMONSTRATION CENTRE (ATDC) GARIEP DAM, FREE STATE.

NB: Suppliers must be registered on CSD

**The successful service provider will be required to fill in and sign a written Contract Form (SBD 7).**

**RFQ DOCUMENTS MUST BE EMAILED TO Pmloi@dffe.gov.za**

**Bidders should ensure that RFQs are delivered timeously to the correct address.**

ALL RFQS MUST BE SUBMITTED ON THE OFFICIAL FORMS

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX COMPLIANT STATUS PIN CERTIFICATE BEEN SUBMITTED? YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR.....

A REGISTERED AUDITOR .....

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE?

IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or

NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....  
DATE .....  
CAPACITY UNDER WHICH THIS BID IS SIGNED .....  
TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** DFFE  
**Contact Person:** Pinky Moloi  
**Tel:** 021 402 3397  
**E-mail address:** [Pmoloi@dfpe.gov.za](mailto:Pmoloi@dfpe.gov.za)

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER:.....RFQ NO: RFQ 000656  
 CLOSING TIME 11:00.....CLOSING DATE 04 MAY 2023

**OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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**Description:**

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) / MARINE LIVING RESOURCES FUND (MLRF) WITH THE SUPPLY AND DELIVERY OF GLASSWARE AND WATER QUALITY REAGENTS TO THE AQUACULTURE TECHNICAL DEMONSTRATION CENTRE (ATDC) GARIEP DAM, FREE STATE.

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

Total Price R.....

Any enquiries regarding bidding procedures may be directed to the –

**DEPARTMENT OF FORESTRY, FISHERIES & THE ENVIRONMENT**

**Attention: Pinky Moloi**  
**Tel: 021 402 3397**



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
**REPUBLIC OF SOUTH AFRICA**

THE MARINE LIVING RESOURCES FUND, A SCHEDULE 3A PUBLIC ENTITY ESTABLISHED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT NO 1 of 1999) AND THE DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT ("DFFE") (IN ITS COMMITMENT TO THE PRINCIPLES ENSHRINED IN THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996) ADHERES TO THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 5 OF 2000 ("PPPF") AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

## **TERMS OF REFERENCE**

TO APPOINT A SERVICE PROVIDER (SP) TO PROVIDE THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) / MARINE LIVING RESOURCES FUND (MLRF) FOR SUPPLY AND DELIVERY OF GLASSWARE AND WATER QUALITY REAGENTS TO THE AQUACULTURE TECHNOLOGY DEVELOPMENT CENTRE (ATDC), GARIEP DAM, FREE STATE.

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## 1. PURPOSE

The Department of Forestry, Fisheries and the Environment ("DFFE") / MLRF requires the services of a Service Provider (SP) to supply and deliver glassware and water quality reagents to the ATDC.

## 2. SPECIFICATIONS

Buret, Class A, 25 ml	2
Buret clamp, double	1
Support stand Base is 127 x 203 mm with an 8 x 508 mm rod	1
Glass funnel to fill buret	1
Erlenmeyer flask, graduated glass flask with plastic screw cap	2
Phenolphthalein indicator, Powder pillows (p/p), 100/pk	2
Sodium Hydroxide, 0.0227N, 1000ml	2
Nitraver 6 nitrate reagent powder pillows, 10ml, 100/pk, range: 0.01 -0.50mg/l	2
Nitraver 3 nitrite reagent powder pillows, 10ml, 100/pk, range: 0.002-0.300mg/l	2
Ammonia salicylate reagent powder pillows for 10ml sample, range 0,01-0,50mg/L NH <sub>3</sub> -N (100/packet)	4 packs
Ammonia cyanurate reagent powder pillows for 10ml sample range 0,01-0,50 NH <sub>3</sub> -N (100/packet)	4 packs
Calcium hydroxide (Hydrated lime) 25kg bags	40 bags

## 3. EVALUATION METHOD

### 3.1. Preferential Points (80/20 system)

- 3.1.1. An evaluation of Price and Specific Goals Preference points on the suppliers, that successful qualified to this stage of evaluation.
- 3.1.2. **Calculation of points for price** - The Preferential Procurement Policy Framework Act (PPPFA) prescribes that the lowest acceptable bid will score 80 points (for tenders under R50m) or 90 points (for tenders above R50m) for price. Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered for evaluation on price and specific goals preference points.
- 3.1.3. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quote. However, it must be extended that the lowest acceptable quote will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable proposal will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the proposal, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for Specific Goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

## Calculating of points for Specific Goals

- 3.1.4. Points will be awarded to a supplier for specific goals. Bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in Specific Goals preference points being forfeited.
- 3.1.5. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quotation. However, it must be extended that the lowest acceptable supplier will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable supplier will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the quotation, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for specific goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.
- 3.1.6. Points will be awarded to a supplier for specific goals in accordance with the table below:

<b>B.</b>	<b>PRICE</b>	<b>80</b>
<b>C.</b>	<b>Specific Goal</b>	<b>Number of points (20)</b>
	51% black ownership	8
	50% women ownership	4
	Youth ownership	4
	Disability	4
	Non-compliant contributor	0

- 3.1.7. The SCM unit of the DFFE / MLRF will allocate preferential points (Specific Goals) to each company for its contribution towards empowerment of the black designated groups as prescribed in the

Preferential Procurement Regulations of 2022, women, people with disabilities, youth as well as local economic development.

- 3.1.8. A supplier will not be disqualified from the quotation process if the suppliers does not submit supporting documents substantiating the specific goals preference points claimed or is a non-compliant contributor. Such some suppliers will score 0 for Specific Goals.
- 3.1.9. Suppliers will be subject to SCM conditions of the Department – MLRF and the Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000) (PPPFA).
- 3.1.10. The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price (as explained above, depending on whether the bid prices is more or less than R50million). Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as a criterion, only bid proposals that meets functionality requirements will be considered to be evaluated on price and Specific Goals.
- 3.1.11. The contract will be awarded to the supplier scoring the highest points subject to section 2(1) (f) of the PPPFA, 2000.

#### **4. SUBMISSION REQUIREMENTS**

- 4.1 Suppliers should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
  - 4.1.1 The SP must draft a table of content which will indicate where each document is located in the proposal.
  - 4.1.2 The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copies).
  - 4.1.3 Add documents that are required to be submitted with the bids. These documents include those included in phase one (1) and two (2) of evaluation criteria.
  - 4.1.4 Standard bidding documents (SBD1, 2, 3.1/3.3, 4, 6.1) completed and signed.
    - A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.
    - In case of bids where Consortia / Joint Ventures / Sub-contractors are involved; such must be clearly indicated and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MAAA supplier Number together with the bid.
    - Certified copies of identity documents of directors and shareholders of the company.
    - Entity registration Certificate (CK1).
    - Letter of Authority to sign documents on behalf of the company.



## **5. SPECIAL CONDITIONS OF CONTRACT**

- 5.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by Department / MLRF.
- 5.2 The Department / MLRF will not be held responsible for any costs incurred by the SPs in the preparation, presentation and submission of the proposal.
- 5.3 All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.

## **6. PAYMENT TERMS**

- 6.1 The DFFE / MLRF undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.
- 6.2 Payment by the DFFE / MLRF shall be made by means of an electronic transfer into the SP's bank account.
- 6.3 Payment requirements
- The successful Service Provider shall render services to the DFFE / MLRF in accordance with the Project Plan and Project Scope.
  - The amounts are inclusive of VAT and all disbursements shall be paid in South African Rands.

## **7. ENQUIRIES**

- 7.1 Should you require any further information in this regard, please do not hesitate to email:

<b>Name</b>	<b>Email address</b>
Pinky Moloi	<a href="mailto:PMoloi@dffe.gov.za">PMoloi@dffe.gov.za</a>

## 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 interest<sup>1</sup> 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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> 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.

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]



- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

### MARINE LIVING RESOURCES FUND

### SUPPLIER DATABASE REGISTRATION

Good Day

The Marine Living Resources Fund (MLRF) is currently not linked to National Treasury's Central Supplier Database (CSD) and so we humbly request that you complete our forms for registration on our database. You would need to be registered on the CSD and we will verify this once we have received your completed forms.

The following is a checklist of documents that are required:

1. MLRF Database registration document.
2. SARS Tax Compliance status document (TCS).
3. Copy of the company registration document if applicable. *Please submit a certified copy*
4. Certified copy of the owners Identity Document.
5. Bank account confirmation letter (must match account listed on the CSD). Bank stamp not required if account confirmation letter is submitted.
6. CSD supplier number.
7. BBBEE certificate if available.
8. Standard Bidding Documents (new SBD 4)
9. Proof of address

#### International suppliers

Foreign suppliers are also required to be registered on the CSD. The CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). Supply Chain Practitioners need to obtain supporting documentation to verify the identity and legitimacy of a supplier.

The completed database form together with the required documents may be scanned and emailed. We will contact you should we require to view the original documents.

Thank you.



### 1.6 VAT REGISTRATION NUMBER

[illegible]

**1.7 COMPANY REGISTRATION NUMBER**

[illegible]

## 1.8 POSTAL ADDRESS

[illegible]

### 1.9 STREET ADDRESS

[illegible]

## 1.10

Website:	
----------	--

### 1.11

<b>E-Mail Address:</b>	
------------------------	--

## 1.12

Landline:	
Cellphone:	

1.13

<b>Toll Free Number: (if applicable)</b>	
--	--

1.14

<b>Number of full-time employees:</b>	
---------------------------------------	--

1.15 SUPPLIERS GROUPING DETAIL: TYPE OF FIRM: (PLEASE TICK THE RELEVANT BOX)

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

1.16 CONTACT PERSON DETAILS: (Complete for at least two Persons-Preferably Management)  
(Compulsory)

	CONTACT PERSON 1				CONTACT PERSON 2			
1	Contact Name:							
2	Job Title:							
3	Receiver of contracts:		Y	N	Y	N		
5	Receiver of bids:		Y	N	Y	N		
6	Landline Number:							
7	Cellular Telephone Number:							
8	E-Mail Address:							

1.17 ANNUAL TURNOVER per annum

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## INSTRUCTIONS AND DEFINITIONS

### 2. GENERAL DEFINITIONS

- 2.1 **"Acceptable bid"** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.2 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.
- 2.3 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 **"Contract"** means the agreement that results from the acceptance of bid by an organ of state.
- 2.6 **"Specific contract participation goals"** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.7 **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 **"Equity Ownership"** means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 **"Historically Disadvantaged Individual (HDI)"** means a South African citizen
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or
  - (2) who is a female; and/or
  - (3) who has a disability:
- provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

- 2.11 **"Management"** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 **"Owned"** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 **"Person"** includes reference to a juristic person.
- 2.14 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 **"Small, Medium and Micro Enterprises (SMMEs)"** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **"Sub-contracting"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.19 **"Trade Name"** The trade names that the company owns or distributes, which you wish to be registered for, as a supplier to the Marine Living Resource Fund. Applicants should indicate this on page 5 of the application.

### 3. LIST OF SHAREHOLDERS

Name	Position occupied in Enterprise	ID	Date RSA Citizenship obtained	HDI Status			
				No franchise prior to elections	Women		Disabled
					W	A	

#### EQUITY OWNERSHIP CLAIMED IN TERMS OF THE ABOVE:

Equity Ownership by persons who had no franchise in the national elections prior to 1994: \_\_\_\_\_ % owned

Equity Ownership by White women: \_\_\_\_\_ %

Equity Ownership by African women: \_\_\_\_\_ %

Equity Ownership by Disabled persons: \_\_\_\_\_ %

Is the company 50.1% or more black owned? (Black enterprise, which means the majority of shares, is owned by blacks)

Or is the company 25.1% or more black owned? (Black empowered, which means the traditionally white owned company has empowered blacks in terms of shares in their company)

Please indicate the number of employees \_\_\_\_\_

\*Indicate YES or NO



4. **BUSINESS ACTIVITIES** (Please select a maximum of 5 core business activities)

	Office stationery, computer equipment, consumables, cleaning material, Office furniture, audio-visual equipment, office equipment.
	Printing, layout, design, publications, portfolios and banners, Signage and Flags
	Communication specialist (writing and producing of information)
	Media production – TV, radio etc. TV, radio and exhibits production, Entertainers i.e. dancers, musicians, poets, crafts person etc. Stage, Podium and Sound System/Public Address System.
	Building maintenance: electrical, plumbing, office partitioning, painting, replacement of carpets, pest control etc
	Cleaning service (e.g. steam cleaning of carpets, curtains etc)
	Tracing
	Panel beating, Light and Heavy Vehicle Mechanicals
	Lab Machinery, Water Treatment, Microscopes
	Mobile Tool Unit
	Marine Electronics, Vessels and Small Boats Repair
	Catering Service
	Boat hire
	Buoys
	Ballistic Spray
	Cable tie and Metal Seals, Fertiliser Bags
	Cash Management/In transit
	Protective Clothing, Personal Protective Equipment
	Divers and Cameras Normal Including (Underwater Camera)
	Fish Tank
	SAMSA Accredited Medical Practitioners
	Supply of Sanitary Bins and Toilets
	Path Care Service
	Lock Smith
	Corporate Clothing
	Trawl nets, Trawl Wrap, Door net
	Gun Smoothing Kalgarding
	Furniture Removals
	Supply of Research Equipment
	Security Service and Access Control System
	Hazardous Waste Removal
	Health and Safety
	Travel Agencies and Shuttle Service
	Event organizers: Conferences and accommodation
	Training and workshops
	Suppliers of aircraft and Helicopters
	Financial auditing, Forensic Auditing
	Feasibility studies, project implementation, determination of norms and standard for the Expanded Public Works Programme (EPWP), development of training programs related to the marine environment.
	Service providers who specialise in Waste Management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assessment, quantity survey, environmental engineering.



## **5. GENERAL INFORMATION TO NOTE**

- Registration on the Supplier Database does not guarantee business opportunities.
- Only suppliers who are registered and verified on the CSD will be captured on the MLRF Supplier Database. We will provide assistance to those companies who are not yet registered.
- Please include registration with appropriate regulatory and professional bodies eg. Copy of certificate of acceptability for food safety (Catering companies only).
- Please note that no 3<sup>rd</sup> party payments are allowed.
- Payment to suppliers will be through electronic banking transfer.
- In the case of Trusts, a certified copy of the trust Certificate/Trust Deed and a certified letter allowing a specific person to conduct business on behalf of the Trust.
- It shall be the responsibility of the registered supplier/service provider to inform the Marine Living Resources Fund immediately in writing of any change of address, telephone numbers and, in particular, of any changes in respect of the equity ownership by historically disadvantaged individuals (HDI Status) and the small / medium / micro enterprise (SMME) status of the business. Should a contract be awarded to a business as a result of incorrect particulars on the HDI / SMME status of that business, the Marine Living Resources Fund shall have the right to, in addition to any other remedy that it may have in terms of the Preferential Procurement Regulations (2001), cancel the contract and to claim damages.
- The Marine Living Resource Fund reserves the right to enter into term contracts with any supplier (whether registered or not) for any category of goods or services if the frequency of procurement in the particular category warrants a term contract.

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**SIGNATURE OF AUTHORISED PERSON**

**DATE:**

TAKE-ON		NEW	UPDATE	ENTITY TYPE	BUSINESS	DEPARTMENT	EMPLOYEE	OTHER
FROM: CREDITOR / ENTITY (DETAILS)	TITLE							
	SURNAME							
	FIRST NAME/S							
	BUSINESS NAME							
	TRADING NAME							
	BUSINESS REG No.							
	VAT REGISTERED	Y	N					
	VAT REGISTRATION NO.							
	ID NO.							
	DEPARTMENT NAME							
PERSAL NO. *								

\* For employees only

CONTACT DETAILS	STREET / PHYSICAL ADDRESS	<table border="1"> <tr><td colspan="20"></td><td colspan="4">POSTAL CODE</td></tr> <tr><td colspan="24"></td></tr> </table>																																												POSTAL CODE																											
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<b>DETAILS OF FINANCIAL INSTITUTION FOR ELECTRONIC BANKING TRANSFERS:</b>										<b>BANK DATE STAMP (NOT REQUIRED IF ACCOUNT CONFIRMATION LETTER SUBMITTED)</b>										
<b>BANK NAME:</b>																				
<b>BRANCH NAME &amp; CITY/TOWN</b>																				
<b>BRANCH NUMBER/CODE</b>																				
<b>ACCOUNT NUMBER</b>																				
<b>ACCOUNT TYPE</b>	<input type="checkbox"/> CURRENT		<input type="checkbox"/> SAVINGS		<input type="checkbox"/> TRANSMISSION															

**This authority may be cancelled / changed by giving prior written notice, by way of registered post or facsimile.**

**SIGNATURE OF AUTHORISED PERSON**  **POSITION HELD**

**PRINT NAME OF AUTHORISED PERSON**  **DATE (DD/MM/YYYY):**

6. DETAILS OF PERSON (S) AUTHORIZED TO ACT ON BEHALF OF THE SUPPLIER (Mandatory)

RESOLUTION OF OWNERS / DIRECTORS / MEMBERS / PARTNERS

RESOLUTION of a meeting of the Board of \* Directors / Members / Partner / Owners of:

.....

.....  
(Legally correct full name and registration number of the Enterprise, if applicable)

Held at ..... (Place)

On..... (Date)

RESOLVED that:

1. The firm submits an application to the Marine Living Resource Fund for the registration on MLRF's Supplier Database Register.

2.\*Mr / Mrs / Ms.....

in \* his/her Capacity as : .....( Position in the Enterprise)

and who will sign as follows: .....

be; and is hereby, authorised to sign any documents and/or correspondence in connection with and relating to the Application Form as well as to sign any contract including all documentation on behalf of the supplier.

No	Name	Capacity	Signature

Note:

1. Delete which is not applicable

2.NB.This resolution must be signed by all the Directors/Members/Partners and Owners of the Bidder Enterprise

3. Should the number of Director/Members/Partner and Owners exceed the space available above ,additional names and signatures must be supplied on a separate page

Enterprise Stamp



## DECLARATION

By completing this application form, the Supplier declares that:

1. All the information supplied in this application is true and correct.
2. The Supplier will, without protest submit itself to the procedures instituted by the Marine Living Resource Fund
3. The Supplier will, if requested to do so supply further information and documentary evidence for scrutiny.
4. The Supplier will update their registration particulars whenever a significant change in their details occurs.
5. The Supplier acknowledges that any false information provided can lead to disqualification from the Supplier Database Register and being listed on the Marine Living Resource Fund non-preferred supplier list.
6. The Supplier acknowledges that it can be penalised for poor performance as the Marine Living Resource Fund deems necessary.

Is there any relationship between your organisation and any Marine Living Resource Fund employees?		Yes	No
If yes, please specify nature of relationship and of person			
Family	Friend	Business Partner	
Full Name	Full Name	Full Name	

Duly authorised to sign on behalf of : ..... ( Name of Supplier)

The undersigned who warrants that he/she is duly authorised to do so on behalf of the supplier, confirms that the contents of the application are within my personal knowledge and are to the best of my belief both true and correct

Signature	Full Name	Capacity	Date

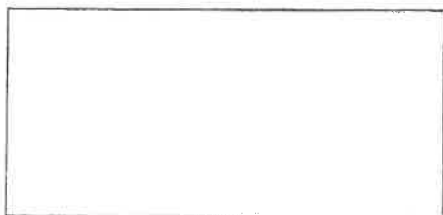
### COMMISSIONER OF OATHS:

Signed and sworn to before me at ..... (Place) on this the ..... day of ..... by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths.....

Name:.....

Stamp



Signature:.....

**Note: All pages of this Affidavit must be initialled by both the Deponent and the Commissioner of Oaths.**