



## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/SCM/25/26/175			
<b>CLOSING DATE</b>	02 October 2025	<b>CLOSING TIME</b>	16:00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
<b>Full Names</b>	Karabo Phalo
<b>Contact Number</b>	069 008 3764
<b>Email Address</b>	Kphalo@merseta.org.za
<b>RFP Email Address</b>	<a href="mailto:quotations@merseta.org.za">quotations@merseta.org.za</a>

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Revision Number	Rev 00	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

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## 1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

The merSETA is inviting potential service bidders to submit the proposal for the services described under scope of work.

1.2 The merSETA invites suitably qualified and experienced bidders to submit proposals for the services described under the scope of work.

1.3 This RFP process is subject to section 51(1)(a)(iii) of the Public Financial Management Act (PFMA) of 1999, Treasury Regulations 16A6.1, Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations).

## 2. Background Information

To appoint a professional secretarial service provider, for recording and minute-taking services at all merSETA Supply Chain Management Bid Committee meetings, on an Ad-hoc basis for a period of 12 months.

## 3. Objectives of the Service

The objective of this RFP is to appoint a professional secretarial service provider, for recording and minute-taking services at all merSETA Supply Chain Management Bid Committee meetings, on an Ad-hoc basis for a period of 12 months.

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#### 4. Scope of Work (Service)

- 4.1. Attend scheduled meetings (physically or Virtually), record proceedings and compile minutes of meetings.
- 4.2. The bidder will be required to complete a declaration of interest form and a confidentiality undertaking form provided by the merSETA, at every bid meeting.
- 4.3. The bidder must ensure that minutes are proof-read and edited before the electronic submission is sent to the Supply Chain Unit in Microsoft Word format.
- 4.4. The bidder must ensure that they submit minutes and electronic audio recording thereof to the Supply Chain Unit five (5) working days after the meeting has taken place.
- 4.5. Details of the safekeeping and disposal of the recordings will be shared with the awarded provider in accordance with the merSETA policy.
- 4.6. The bidder must provide a separate set of proceedings of the meeting in a verbatim format for future reference as and when required by the Supply Chain Management unit and its committee members. Price to be based on number of hours of the meeting (refer to the pricing schedule attached).
- 4.7. Meeting will be held physically or virtually (MS teams) – MerSETA Head Office Address:

8 Hillside Road, Metropolitan Park Building, Block C,  
Parktown,  
Johannesburg  
2193

- 4.8. The Bid Committees comprise of the following:
  - **Bid Specification Committee:** Meetings conducted virtually or physically on-site at the merSETA Head Office. Attended by not more than 8 - 10 delegates. Duration of meetings are dependent on the number of Terms of reference documents to be tabled.
  - **Bid Evaluation Committee:** Meetings conducted on-site as bids/proposals are held at the merSETA Head Office but may also be held virtually. Attended by 8 - 10 delegates. Duration of meetings are dependent on the number of Bids received to a maximum of 8 hours per day.
  - **Bid Adjudication Committee:** Meetings conducted virtually or physically on-site at the merSETA Head Office. Attended by no more than six (6) delegates. Duration of meetings ranges between one (1) and three (3) hours.

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## 5. Deliverables

- 5.1. The bidder must have at least two (2) years of experience in the field, company profile must be submitted as proof.
- 5.2. The bidder must provide at least two or more reference letters where work of a similar nature was undertaken by the bidder.
- 5.3. The bidder must submit at least one (1) example of minutes previously prepared.
- 5.4. The bidder must provide at least one (1) CV of team members with at least 1-year relevant experience each.
- 5.5. Providers will be required to submit a detailed explanation of how they propose to ensure the protection of personal information (POPI) whilst it is in their care or possession. The MerSETA expects that the bidder to be in full compliance with the POPI Act and in their explanation the Bidder should address any concerns that the merSETA has in reference to collection, transferring, storage and destruction of personal and or confidential information. **Failure to provide an explanation which illustrates the Providers' compliance with the POPI Act, will result in immediate disqualification.**

## 6. Duration of the Project

- 6.1 The expected duration of the project will be on an Ad-hoc basis for a period of 12 months.

## 7. RFP Submission

- 7.1 Bid documents may be emailed to [quotations@merseta.org.za](mailto:quotations@merseta.org.za) on or before the closing date and closing time.
- 7.2 The merSETA will only consider bid documents received on or before the closing date and time

## 8. Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

## 9. Request for Proposal (RFP) Rules

- 9.1 The following rules will apply for this Request for Proposal:

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- 9.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.
- 9.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 9.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).
- 9.1.4 A potential supplier or service bidder must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 9.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

## 10 RFP Evaluation Process

- 10.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

### 10.1.1 Evaluation Stage 1: Compliance

- 10.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate or sworn affidavit
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4

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## 10.1.2 Evaluation Stage 2: Technical Evaluation

10.1.2.1 The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **70%** or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Experience of the Bidder The bidder must demonstrate the capacity and experience in the field of minute taking. The bidder must submit a detailed company profile which outlines their overview, core functions, and overall experience.	Three (3) years or more of experience in the field. Company profile must be submitted a company profile as proof	<b>30</b>
		Two (2) years of experience in the field of minute taking and company profile must be submitted as proof	<b>15</b>
		Less than two (2) year experience in the field. Company profile must be submitted a company profile as proof.	<b>0</b>
2.	The bidder's track record.  Signed reference letters whereby minute taking or similar service was performed in the past (or current)and clearly stating the period of the project undertaken. Letters must be on the client company letterheads and include contact details.  The reference letters must be from different organisations.  The merSETA reserves the right to contact the referee.  <b>Appointment letters will not be regarded as reference letter.</b>	Two (2) or more relevant reference letters attached	<b>30</b>
		One (1) relevant reference letter attached	<b>15</b>
		No or unsatisfactory reference letter(s) attached	<b>0</b>
3.	Example of minutes previously prepared.	One (1) or more examples of minutes previously prepared.	<b>10</b>
		No example of minutes submitted	<b>0</b>
4.	CV of team members with at least 1-year relevant experience each.	One (1) or more CVs of team members with at least 1-year relevant experience each.	<b>10</b>
		No relevant (with at least 1-year experience) CVs of team members submitted.	<b>0</b>

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No	Evaluation Criteria	Descriptive Indicators	Points
5.	Bidders will be required to submit a detailed explanation of how they propose to ensure the protection of personal information (POPI) whilst it is in their care or possession. The MerSETA expects that the bidder to be in full compliance with the POPI Act and in their explanation the Bidder should address any concerns that the merSETA has in reference to collection, transferring, storage and destruction of personal and or confidential information. Failure to provide an explanation which illustrates the Bidders' compliance with the POPI Act, will result in immediate disqualification.	Fully complies - The bidder has provided a detailed explanation of how they propose to ensure the protection of personal information (POPI) whilst it is in their care or possession	20
		No fully complies - The bidder has not provided a detailed explanation of how they propose to ensure the protection of personal information (POPI) whilst it is in their care or possession	0
TOTAL WEIGHTING			100%
MINIMUM WEIGHTING SCORE			70%

Each proposal that passed functional evaluation of **70%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

### 10.1.3 Evaluation Stage 3: Preference Point System

10.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.**

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## 11 Cost Proposal

11.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

11.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

11.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)<sup>1</sup>” as issued by the South African Institute of Chartered Accountants (SAICA);

11.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

11.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.



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## 12 merSETA's RIGHTS

- 12.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP terms of reference, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 12.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 12.3 The merSETA reserves the right to award this bid as a whole or in part.
- 12.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 12.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 12.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 12.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service bidders, if applicable (i.e., where a panel is considered).
- 12.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 12.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

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### 13 UNDERTAKINGS BY THE BIDDER

- 13.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 13.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 13.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 13.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 13.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 13.6 The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.
- 13.7. Should the bidder require to cede a portion of service(s) in relation to the award, the bidder must inform the merSETA in writing and merSETA reserves the right to accept or reject.

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## **ANNEXURE A**

### **Specific Goal Guide – Preferential points (80/20)**

This specific goal guide will be used to assist bidders in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

**Please note that:**

- Financial account, management account or auditors' letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

#### **Preferential points for tenders without local content requirements.**

?

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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## Annexure B: Rate required

Providers are required to submit the following rates in their proposal:

No.		Rates (Incl VAT)	Estimated Number of Meetings	Amount (Incl VAT)
1.	BEC (Physical Meeting – Daily Rate [8hrs] )		60	
2.	BSC (Virtual Meeting – Daily Rate [8hrs] )		17	
3.	BAC (Hourly Rates)		34	
4.	Traveling to merSETA Head Office (Physical Meetings)		60	

### Applicable Rates

No.	RATES	Amount (Including VAT)
1.	Hourly rates (Physical Meeting)	
2.	Daily Rates - 8hrs (Physical Meeting)	
3.	Hourly rates (Virtual Meeting)	
4.	Daily Rates - 8hrs (Virtual Meeting)	
5.	Rate per kilometer(km)	

Name of Service Provider: \_\_\_\_\_

Name of Compiler: \_\_\_\_\_

Signature of Compiler: \_\_\_\_\_

Date: \_\_\_\_\_

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## VENDOR APPLICATION FORM

**[For professional services please completed this document in conjunction with  
merSETA professional services database questionnaire]**

All corporates, trusts; franchises; companies etc must complete PART 1; PART 2 - Section B;  
PART 3 & PART 4

All Individuals and partnership must complete PART 1; PART 2 - Section A; PART 3 & PART 4

### **PART 1:**

Title (Prof. / Dr / Mr / Mrs / Ms/) and Surname : \_\_\_\_\_  
(*If one-man concern*)

'Trading as' name of business: \_\_\_\_\_  
(*Contracts and orders will be made in this name and invoices must reflect it*)

Registered name of business: \_\_\_\_\_

Physical address of business:

Building / complex name: \_\_\_\_\_

Street name and number : \_\_\_\_\_

Suburb : \_\_\_\_\_ City : \_\_\_\_\_

Code: \_\_\_\_\_

Postal address of business:

Postnet address: \_\_\_\_\_

P O Box / Private Bag : \_\_\_\_\_ City/Town: \_\_\_\_\_ Code: \_\_\_\_\_

Telephone numbers of business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Alternative number of business: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Contact person fax number: Code: \_\_\_\_\_ Number: \_\_\_\_\_

(*Used by merSETA for electronic faxing of Request for Quotations, Contracts and Purchase orders*)

Business e-mail : \_\_\_\_\_

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Review: CFO		Approved: CEO	

## PART 2: TAXATION

Business Registration number (if applicable) \_\_\_\_\_  
(in case of one-man concern, please furnish identity number plus copy of identity documents)

### Section A: Individuals / Partnerships

Please answer the questions by marking the appropriate column with an "X".  
Please do not leave out any question relating to your specific circumstances.

<b>Supplier Name:</b>	
<b>Natural Persons:</b>	
<b>Nationality:</b>	
<b>Income Tax reference number:</b>	
<b>Date of birth:</b>	
<b>If not a citizen of the RSA, furnish a certified copy of a work permit:</b>	
<b>If in possession of a tax directive, furnish a certified copy thereof:</b>	

Question	Yes	No
1. Do you supply services on behalf of a Labour Broker?		
2. Are you subject to the control or supervision of Merseta? Including, but not limited to, the following: <ul style="list-style-type: none"><li>• The manner of duties performed;</li><li>• The hours of work;</li><li>• The quality of work.</li></ul>		
3. Are you paid at regular intervals i.e. daily, weekly, monthly etc? (If the payments are made at regular intervals or by a rate per time period)		
4. Will payment to you include any benefits? Including, but not limited to, the following: <ul style="list-style-type: none"><li>• Leave pay;</li><li>• Medical aid;</li><li>• Training;</li><li>• Sick Leave.</li></ul>		
5. Will, or have you be/been in the full time employment of Merseta?		
6. Will you require of Merseta to provide any equipment, tools, materials or office space, in order to fulfil the contract?		
7. Do you supply these, or similar, services only to Merseta and not to any other client or the general public?		
8. Will you be required to work more than 22 hours per week?		
8.1 If "yes", will payment be made on an hourly, daily or weekly basis?		
8.2.1 Will you work solely for Merseta?		
8.2.2 Will you provide a written statement to this effect?		
8.2.3 How much will you be paid per day?		
<b>Non-Residents of the RSA</b>		
9. Will you return to your jurisdiction of residence upon the termination of the contract?		
10. Is the contract to exceed a period of three years?		

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Question		Yes	No
11.	Will you be returning to the jurisdiction of residence during the course of the contract? If so, for what periods of time?		
12.	Is your employer resident in the Republic of South Africa or does a permanent establishment or branch represent the employer in the Republic?		
13.	If a permanent establishment or branch represents the employer in the Republic, will your salary be paid from such permanent establishment or branch?		
14.	Will you be required to perform any work outside of the Republic?		
15.	Do you agree to submit copies of your passport should Merseta, so require?		

## Section B: Companies, CC's; Trusts etc

Please answer the questions by marking the appropriate column with an "X".  
Please do not leave out any question relating to your specific circumstances.

<b>Supplier Name:</b>	
<b>Nature of legal entity:</b>	
<b>Date of incorporation:</b>	

Question		Yes	No
1.	Are you a "Labour Broker" i.e. do you provide payment for supplying Merseta with a person/s? If so, furnish a certified copy of an IRP30, which is valid for the period of the contract		
2.	Is the service to be rendered personally by any person, who is a connected person, in relation to the entity? (For example a shareholder, member or their direct family)		
3.	Do you employ four or more employees on a full time basis throughout the year, excluding connected parties? If so, are these employees engaged in rendering the service to Merseta? (For example secretarial employees would NOT be so engaged)		
4.	Would you be regarded as an employee of Merseta if the service was rendered by the person directly to Merseta, other than on behalf of the contractor?		
5.	Do you, the Company, Close Corporation or Trust receive any form of training supplied or paid for by Merseta? If "yes", please specify the nature and extent of the training:		
6.	Are you, the Company Close Corporation or Trust free to choose which tools or equipment, or staff, or raw materials, or routines, patents and technology to use in performing your main duties?		
7.	In order to perform your main duties, do you, or does such a person, Company, Close Corporation or Trust, use any tools or equipment supplied or paid for by Merseta? If "yes", please state the nature thereof:		
8.	Are you subject to the control or supervision of Merseta, as to the manner in which, or hours during which, the duties are performed or are to be performed in rendering the service?		
9.	Will the amounts paid or payable in respect of the service consist of, or include, earnings of any description, which are payable at regular daily, weekly, monthly, or other intervals?		
10.	Will more than 80% of your income, during the year of assessment, from services rendered, consist of or be likely to consist of amounts received directly or indirectly from <b>any one client</b> , or any associated institution, in relation to the client?		
11.	Does your contract contain any elements of an employment contract? [i.e. Job titles, reporting structure in organisation, fixed working hours, employment benefits, performance bonuses (excluding bonus and penalties for early or late delivery)]		
12.	Does your contract contain any clause that will enable you to receive payment, even if no work was done?		
13.	Have you ever been classified as a Labour Broker or personal services company		

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Question		Yes	No
	(including Close Corporation and Trust) by SARS or any other client?		
14.	If the answer to question 13 was "yes", did anything change that no longer classifies you as a labour broker or personal services company? If "yes", elaborate:		

### PART 3: OWNERSHIP

1. Please tick the appropriate block:

- Turnover

Less than or equal to R 25m	
Greater than R 25m	

2. Please indicate the existence and extent of any Internal Black Empowerment Programmes.  
*Details of such programmes may be annexed.*


3. Please complete each of the following tables by stating the number of people in each category:

- Ownership / Control

	African	Asian	Coloured	White
Male				
Female				
TOTAL				
Disabled				

- Management

	African	Asian	Coloured	White
Male				
Female				
TOTAL				
Disabled				

- Total staff profile

	African	Asian	Coloured	White
Male				
Female				
TOTAL				
Disabled				

- Skilled personnel

	African	Asian	Coloured	White
Male				

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Female				
TOTAL				
Disabled				

Previous name(s) of business (if applicable) \_\_\_\_\_

List of directors / owners / partners: Attach your own list if the space provided is inadequate

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_ % Shareholding : \_\_\_\_\_

Identity Number \_\_\_\_\_ Nationality \_\_\_\_\_

2. Name: \_\_\_\_\_

Position: \_\_\_\_\_ % Shareholding : \_\_\_\_\_

Identity Number \_\_\_\_\_ Nationality \_\_\_\_\_

3. Name: \_\_\_\_\_

Position: \_\_\_\_\_ % Shareholding : \_\_\_\_\_

Identity Number \_\_\_\_\_ Nationality \_\_\_\_\_

4. Name: \_\_\_\_\_

Position: \_\_\_\_\_ % Shareholding : \_\_\_\_\_

Identity Number \_\_\_\_\_ Nationality \_\_\_\_\_

Are any of your directors/owners employed by merSETA? Please mention also whether your directors / owners / partners are ex-merSETA staff. Close relatives of your directors / owners with merSETA staff to be declared as well.

## PART 4: SUPPLIER PROFILE

List all your products / services your business can supply to merSETA.  
Attach separate list if space provided is not enough

Name 3 commercial references/referees of previous projects and provide their name(s) and telephone number(s):

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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
Does your business operate a Quality Management System covering the product/service applying for? (y/n) _____ Please elaborate:  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

## PART 5:REQUIRED DOCUMENTS

**merSETA reserves the right to verify and /or follow-up on any of the claims made or references in this application form. Based on Treasury regulations merSETA will check any claims made in this submission.**

This original signed vendor form must be accompanied with certified copies of the following documents below and must be included in your application:

- ✓ Copy of Company Registration Documents (Issued by the Registrar of Companies & Close Corporation)
- ✓ Attach an original cancelled cheque alternatively an original bank statement
- ✓ Current valid TAX clearance certificate
- ✓ Any other registration certificate pertaining to your relevant industry, e.g. ECB (Electrical Contractors Board)
- ✓ Company Organogram, showing your Holding and Subsidiary company(s), as well as operating divisions. Indicate ownership / shareholding that this company holds in any other company/ies.
- ✓ SBD 4
- ✓ SBD 6.1
- ✓ SBD 9
- ✓ Company letter confirming bank details (must be signed)

**Incomplete submissions will not be processed. This includes submission without the supporting documentation as stipulated above, in part 5:**

**I certify that I have the appropriate authority to furnish the above-mentioned information on behalf of my employer.**

Name:	Signature:
Designation:	Date:

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