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National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

NATIONAL HERITAGE COUNCIL OF SOUTH AFRICA

REFERENCE NUMBER: NHC/65/2022/23

**INVITATION AND APPLICATION FORM TO REGISTER AS A VENDOR ON THE
NATIONAL HERITAGE COUNCIL SUPPLIER DATABASE FOR THE SUPPLY OF GOODS
AND/OR SERVICES**

CLOSING DATE: 31 AUGUST 2022

TIME: 11:00am

Bidder's Name: _____

Central Supplier Database (CSD) Number: _____

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY

1. OVERVIEW

The National Heritage Council of South Africa (NHC) is a statutory body responsible for the preservation, protection and promotion of the country's heritage.

The NHC complies with the Constitution of the Republic of South Africa, particularly Section 31 of the Constitution provides the right of cultural, religious or linguistic communities to enjoy their culture, practice their religion and use their language. The role of the NHC is to protect the diverse culture and heritage of all the people of South Africa, particularly marginalized communities.

The NHC would like to invite vendors to register on the National Heritage Council Supplier Database for the supply of goods and/or services.

2. SUPPLIER DATABASE SUBMISSION

The National Heritage Council is a schedule 3A public entity in terms of the Public Finance Management Act (PFMA), Act 1999. To ensure compliance with the PFMA and with the Preferential Procurement Policy Framework Act of 2000, (PPPFA) and its regulations, the NHC invites prospective service providers to be added to the Supplier Database. It is envisaged, that this database will contribute to efficient administration and compliance with the PFMA.

The completed application form with the supporting documentation may be hand delivered or couriered in a sealed envelope marked Supplier Database Registration with the company name to:

National Heritage Council
Attention: Acting Supply Chain Manager
353 Festival Street
Hatfield, Pretoria

Or via post in a sealed envelope marked Supplier Database Registration with the company name to:

National Heritage Council
Attention: Acting Supply Chain Manager
PO Box 74097
Lynnwood Ridge
0040

The invitation to register on the NHC Supplier Database is open until **31 August 2022 at 11:00am**. No late registration applications will be accepted. Should applications be submitted via post or courier services, proof must be emailed to database@nhc.org.za prior to the closing date and time in order for the NHC to accept the application. Office hours are from 8:00am to 16:30 weekdays.

No emailed applications will be accepted.

3. PURPOSE

The purpose of the NHC Supplier Database is to give prospective suppliers, on a rotary basis, equal opportunity to submit quotations as and when required by the NHC.

4. NATIONAL HERITAGE COUNCIL OFFICES AND GEOGRAPHICAL AREA OF OPERATION

Procurement of goods and/or services for NHC is managed by the Supply Chain Management unit, under Financial Management, based in Pretoria. The NHC operates in all nine (9) provinces and would like to invite vendors from these provinces to register on the NHC Supplier Database.

Preference will be given to vendors registered in the geographical area where the need for goods and/or services are required upon inviting quotations. Therefore, vendors are required to indicate the provinces in which they supply goods or render services.

No	Province	Vendor confirmation for supply of goods or render services in the selected province(s)
4.1.	Eastern Cape	<input type="checkbox"/>
4.2.	Free state	<input type="checkbox"/>
4.3.	Gauteng	<input type="checkbox"/>
4.4.	Kwazulu-Natal	<input type="checkbox"/>
4.5.	Limpopo	<input type="checkbox"/>
4.6.	Mpumalanga	<input type="checkbox"/>
4.7.	North West	<input type="checkbox"/>
4.8.	Northern Cape	<input type="checkbox"/>
4.9.	Western Cape	<input type="checkbox"/>

5. CENTRAL SUPPLIER DATABASE (CSD)

The Central Supplier Database (CSD) is the single source key of supplier information for organs of state from 1 April 2016 providing consolidated, accurate, up to date, complete and verified supplier information for the procurement of goods and/or services by organs of state. Only vendors actively registered on CSD may submit the application to register on the NHC Supplier Database. Unregistered prospective vendors are encouraged to register on CSD website at www.csd.gov.za before submitting the NHC Supplier Database application.

6. REQUIRED DOCUMENTATION

In order for the NHC to consider an application to register a supplier on the NHC Supplier Database, the following is required:

3.1. Compulsory Documentation required:

No	Document required	Attached (Yes / No) Please tick the box
a)	Company profile	<input type="checkbox"/>
b)	Certified copy of company registration documents (CIPC) certificate and shareholders certificates (where applicable)	<input type="checkbox"/>
c)	Certified ID copies of Directors / shareholders / partners	<input type="checkbox"/>
d)	Declaration of Interest (SBD 4 attached)	<input type="checkbox"/>
e)	Declaration of bidder's past Supply Chain Management practices (SBD 8 attached)	<input type="checkbox"/>
f)	A valid current Tax Compliance pin code issued by the South Africa Revenue Services (SARS) Where partnerships / Consortia / Joint Ventures, Sub-contractors are involved, each party must submit a separate Tax Compliance pin code	<input type="checkbox"/>
g)	Certified copy of Value Added Tax (VAT) Registration Certificate (where applicable)	<input type="checkbox"/>
h)	Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD	<input type="checkbox"/>
i)	Only bidders that submit a valid current certified copy of the B-BBEE Certificate or original BBEE certificate issued by the verification agency accredited by SANAS or Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths i.r.o (EMEs), will be considered for scoring on the 20 points as per the 80/20 principle	<input type="checkbox"/>
j)	Proof of Banking Details with stamp not older than three (3) months	<input type="checkbox"/>
k)	Proof of address from local municipality in a form of electricity / utility bill or affidavit from landlord or from relevant community / tribal authority	<input type="checkbox"/>

3.2. Failure to comply with the above compulsory requirements will result in the application being disqualified.

3.3. Suppliers are encouraged to submit the following supporting documentation as applicable to the commodity that they want to register for:

No	Document required	Attached (Yes / No) Please tick the box
a)	Certified copy of Professional Membership and/or accreditation certificate(s)	<input type="checkbox"/>
b)	Certified copy of certification in terms of compliance with ISO standards relevant to the company	<input type="checkbox"/>
c)	Certified copy of a valid certificate of the Compensation for Occupational Injuries and Diseases Act (COIDA) relevant to company industry	<input type="checkbox"/>

3.4. Failure to comply with above criteria and completion of the compulsory documentation as required, as well as submission of the supporting documentation will result in the application to register on the NHC supplier database, being disqualified.

3.5. Vendors are welcome to include product catalogues, leaflets and brochures with the application.

7. INSTRUCTIONS FOR COMPLETION

Vendors are required to comply with the following requirements:

7.1. All forms should be completed and signed in black pen.

7.2. Envelopes must be marked clearly with the reference number provided and the title: **“NHC/65/2022/23 - Supplier Database Registration”**, addressed as specified above.

7.3. The commodities for which the company would like to be registered must be marked by putting a cross (x) or tick (☑) in the applicable column in indicated in the list of commodities provided below.

7.4. Applications without the relevant aforementioned information shall be disqualified.

7.5. All queries must be addressed in writing to the Supply Chain Management office at database@nhc.org.za with the subject heading.

8. TERMS AND CONDITIONS

Vendors shall ensure that they comply with the following terms in conditions in order for the NHC to accept the application. NHC reserves the right to verify information supplied by the vendor by means of tools such as, but not limited to, CSD website, SARS, etc.

8.1. Any supplier whose name appears on the Tender Defaulters and the National Treasury's Database of restricted suppliers as a person / entity prohibited from doing business with the public sector, will not be considered.

8.2. Only signed original application forms will be accepted. No emailed, faxed, incomplete or incorrect submission will be accepted.

- 8.3. The NHC reserves the right to accept or reject any application.
- 8.4. The NHC reserves the right to conduct site visits where deemed necessary.
- 8.5. Vendor shall be responsible to ensure that information is updated as and when such change occurs. Information must be submitted to the NHC's Supply Chain Management unit.
- 8.6. NHC will monitor supplier's performance on projects awarded. The evaluation will assist NHC on any future work that may be awarded.
- 8.7. NHC reserves the right to do due diligence on the documentation submitted for registration on the NHC Supplier Database.

9. VENDOR INFORMATION

Vendors are required to provide information in the below table by ticking the relevant box:

No	Document required	Select relevant field / insert information Please tick the box
9.1.	Province	<input type="checkbox"/> Eastern Cape <input type="checkbox"/> Freestate <input type="checkbox"/> Gauteng <input type="checkbox"/> Kwazulu-Natal <input type="checkbox"/> Limpopo <input type="checkbox"/> Mpumalanga <input type="checkbox"/> Northern Cape <input type="checkbox"/> Northwest <input type="checkbox"/> Western Cape
9.2.	New Supplier	<input type="checkbox"/>
9.3.	Update existing supplier Supplier Reference No: NHC	<input type="checkbox"/>
9.4.	Valid current registration on CSD	<input type="checkbox"/>
9.5.	CSD Registration number	

10. VENDOR SUPPLIER DETAILS

Vendors are required to complete the document accurately as the information herein is required for the following purposes:

- 10.1. To support NHC in the implementation of a system of preference as required by the Preferential Procurement Policy Framework Act (Act No 5 of 2000).
- 10.2. Failure to complete the form in full may result in the supplier not being considered for the awarding of any orders or contracts by the NHC.

No	Description of Information	Information provided
a)	Legal Name of Company	
b)	Trading Name of company	
c)	Tax pin code	
d)	Tax pin code expiry date	
e)	VAT Number	
f)	Income Tax number	
g)	Company Registration Number	

11. VENDOR CONTACT DETAILS

No	Description of Information	Information provided
11.1	Main Contact Person	
a)	Title	
b)	Initials	
c)	Surname	
d)	Full Names	
e)	Position / Designation in company	
f)	Business Telephone number	
g)	Mobile number	
h)	Email address	
i)	Company website address	
11.2	2nd Contact Person	
a)	Title	
b)	Initials	
c)	Surname	
d)	Full Names	

No	Description of Information	Information provided
e)	Position / Designation in company	
f)	Business Telephone number	
g)	Mobile number	
h)	Email address	
i)	Company website address	
11.3	Sales Contact Person	
a)	Title	
b)	Initials	
c)	Surname	
d)	Full Names	
e)	Position / Designation in company	
f)	Business Telephone number	
g)	Mobile number	
h)	Email address	
i)	Company website address	

12. VENDOR ADDRESS DETAIL

12.1 Postal Address of the company

Post Box / Private Bag	
Post Office	
Suburb	
City / Town	
Postal Code	

12.2 Physical Address of the company

Complex / office number	
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Street Number	
Street Name	
Suburb	
City / Town	
Province	
Postal Code	

13. TYPE OF COMPANY

No	Type of Company	Please tick the box
13.1	Public Company (Ltd)	<input type="checkbox"/>
13.2	Public Entity: Government / Parastatal	<input type="checkbox"/>
13.3	Private company (Pty) Ltd	<input type="checkbox"/>
13.4	Close Corporation (CC)	<input type="checkbox"/>
13.5	Section 21 Company	<input type="checkbox"/>
13.6	Joint Venture	<input type="checkbox"/>
13.7	Consortium	<input type="checkbox"/>
13.8	Sole Proprietor	<input type="checkbox"/>
13.9	Foreign company	<input type="checkbox"/>
13.10	Partnership	<input type="checkbox"/>
13.11	Trust	<input type="checkbox"/>
13.12	Other (Please specify)	<input type="checkbox"/> _____

14. LIST OF COMMODITIES REQUIRED

Vendors are required to select the commodities as per their area of expertise. Should a vendor select more than 10 commodities, proof must be supplied in the company profile that the goods and/or services were provided in the past three (3) years.

<input checked="" type="checkbox"/>	Commodity	<input checked="" type="checkbox"/>	Commodity
<input type="checkbox"/>	Accommodation / B&B	<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Asset valuation	<input type="checkbox"/>	Internal Audit Services
<input type="checkbox"/>	Audio visual equipment	<input type="checkbox"/>	Legal Services
<input type="checkbox"/>	Blinds and window filming	<input type="checkbox"/>	Marketing

<input checked="" type="checkbox"/>	Commodity	<input checked="" type="checkbox"/>	Commodity
<input type="checkbox"/>	Burglars bars	<input type="checkbox"/>	Off-site Corporate Storage facilities
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Personnel Recruitment
<input type="checkbox"/>	Cleaning materials	<input type="checkbox"/>	Photo / Videographic services
<input type="checkbox"/>	Computer Accessories	<input type="checkbox"/>	Plumbing services
<input type="checkbox"/>	Computer Equipment	<input type="checkbox"/>	Policy Advisory services
<input type="checkbox"/>	Conference Facilities	<input type="checkbox"/>	Publications and printing
<input type="checkbox"/>	Cooling and Heating Services	<input type="checkbox"/>	Safety equipment
<input type="checkbox"/>	Corporate branding	<input type="checkbox"/>	Security Services
<input type="checkbox"/>	Corporate gifts	<input type="checkbox"/>	Shuttle Services
<input type="checkbox"/>	Décor design	<input type="checkbox"/>	Staff Training
<input type="checkbox"/>	DSTV / Satellite Services	<input type="checkbox"/>	Stationery
<input type="checkbox"/>	Electrical Services	<input type="checkbox"/>	Teambuilding
<input type="checkbox"/>	Electrical supplies	<input type="checkbox"/>	Telecommunications
<input type="checkbox"/>	Employee wellness	<input type="checkbox"/>	Tent Hire
<input type="checkbox"/>	Event Management	<input type="checkbox"/>	Travel Management
<input type="checkbox"/>	Feasibility studies	<input type="checkbox"/>	Trophies
<input type="checkbox"/>	File and record management services	<input type="checkbox"/>	Tyres
<input type="checkbox"/>	Flight bookings	<input type="checkbox"/>	Vehicle Accessories
<input type="checkbox"/>	Furniture and fittings	<input type="checkbox"/>	Vehicle Hire
<input type="checkbox"/>	Furniture removal and relocation	<input type="checkbox"/>	Vehicle Services
<input type="checkbox"/>	Groceries	<input type="checkbox"/>	Venue Hire
<input type="checkbox"/>	Hygiene and Pest Control	<input type="checkbox"/>	Website development

15. LIST OF COMMODITIES OFFERED (EXCLUDED FROM MAIN COMMODITY LIST ABOVE)

<input checked="" type="checkbox"/>	Commodity	<input checked="" type="checkbox"/>	Commodity
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

16. BANKING DETAILS

Vendors are required to submit proof of banking details, not older than three (3) months to support the information provided below:

Vendors shall take note that no changes will be made to banking details unless the required documentation are received.

Account Holder	
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Bank	
Branch Code	
Branch Name	
Type of Account	
Account Number	

17. VENDOR CERTIFICATION

I/We the undersigned, who warrants that he/she is/are duly authorized to do so on behalf of the company, certify that the percentage ownership / shareholders claimed are actively involved in the day to day management of the enterprise and I/we acknowledge that:

- 17.1. The information furnished on this form is true and correct.
- 17.2. In the event of a contract being awarded as a result of the above-mentioned information, the vendor may be required to furnish documentary proof to the satisfaction of the NHC that the information is correct.
- 17.3. In the event of a contract being awarded as a result of the above-mentioned information, the vendor may be required to furnish additional documentation, as required by law on a specific project, to satisfy the NHC that the supplier comply with legislator requirements such as Occupational Health and Safety Act.
- 17.4. I/We accept that, in addition to cancellation of a contract, action may be taken against the company should the information furnished prove to be false.

Signed in _____ on this _____ day of _____ 2022.

_____ **AUTHORISED SIGNATURE** _____ **DATE**

Company Name: _____

Name in block letters: _____

Witness: 1. _____

2. _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW