

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.

3.1 List all Shareholders by Name, **Position**, Identity Number, Citizenship, HDI status and Ownership, as relevant.

| Name | Position occupied in Enterprise | ID Number | Date RSA Citizenship obtained | *HDI Status | | | |
|------|---------------------------------|-----------|-------------------------------|---------------------------------|-------|---|----------|
| | | | | No franchise prior to elections | Women | | Disabled |
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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. SMME STATUS / BUSINESS ACTIVITIES

Office stationery, computer consumables and cleaning material
Printing, layout, design, publications, portfolios and banners
Office furniture, audiovisual equipment, office equipment and labour saving devices
Communication specialist (writing and producing of information)
TV, radio and exhibits production
Entertainers i.e. dancers, musicians, poets, craftsperson etc
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
Lab Machinery, Water Treatment, Microscopes.
Mobile Tool Unit
Marine Electronics
Lab Machinery, Water Treatment ;Microscopes
Catering Service
Boat hire
Buoys
Ballistic Spray
Cable tie and Metal Seals
Cash Management/In transit
Compilation of fact sheet
Protective Clothing
Personal Protective Equipment
Catering Service
Stage, Podium and Sound System/Public Address System
Divers and Cameras Normal Including (Underwater Camera)
Fish Tank
Fertilizer Bags
Signage and Flags
SAMSA Accredited Medical Practitioners
Supply of Sanitary Bins and Toilets
Perth Care Service
Lock Smith
Corporate Clothing
Vessels and Small Boats Repair
Trawl nets, Trawl Wrap ,Door net
Gun Smoothing Kalgarding
Furniture Removals
Supply of Research Equipment
Security Service and Access Control System
Light and Heavy Vehicle Mechanicals
Hazardous Waste Removal
Health and Safety
Travel Agencies and Shuttle Service

Event organizers: Conferences and accommodation

Training and workshops (Project management, customer service, computer training, finance & budgeting, performance management, strategic planning, organizational development and team building, change management, competency test, management development programme, Negotiation skills, presentation skills, professional coaching services)

Suppliers of aircraft and Helicopters

Professional services specializing in the following categories:

Financial auditing, Forensic Auditing,

Feasibility studies, project implementation, determination of norms and standard for the Expanded Public Works Programme (EPWP), development of training programme related to the marine environment.

Service providers who specializes in Waste Management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assessment, quantity survey, environmental engineering,

Environmental reporting, geographic information systems and environmental journalists, research compilation and publication of various environmental impact management related to guidelines and public information material, integrated environmental planning, alternative dispute resolution, environmental law, legislation drafting, facilitation, integrated environmental management, sustainable development indicators and research,

Environmental impact inspectors for Antarctica and Islands, environmental compliance, monitoring and auditing systems and software development, environmental crime risk and impact assessors, environmental crime liability assessors, environmental management authorization (e.g landfill permitting),

Project management and community participation management skills related to community base Natural Resources and land degradation\desertification, researchers related to listing of species and ecosystems researchers in cultural heritage researchers, institutional and legal expert on Biodiversity and Heritage,

Economic impact assessment, Human Resource analysis of needs in Environmental Marine sector,

Environmental education specialist, researchers in environmental education, environmental law, environmental management, skills development, needs analysis, providers in capacity building, training and education facilitators, project managers, developers of resource material, designers of posters and promotional plastics

5. In making a submission the following information is requested

- Range of service offered by your company and track record in the similar field of competence.
- Profile of your organization including ownership, shareholding, directors, staffing and BBBEE strategy.
- Registration with appropriate regulatory and professional bodies, SARS original tax clearance certificate. Certified copy of Partnership agreement, Certified copy certificate of Registration for Co-operative(CR10), Certified copy of certificate of incorporation(CM1) and Certified copy of CK1/CK2
- Proper Bank details of business and in case of the supplier using a cheque account a cancelled cheque must be attached if the supplier does not have a cheque book a original letter from the bank must be attached including certified copy of Identity Document
- In case of the supplier using savings or transmission account a letter from the bank is compulsory and the bank stamp must be endorsed(**Please note that account must be in the name of the supplier as no 3rd party payments are allowed**)
- Certified copy of trust Certificate/Trust Deeds. Share Certificates or BEE rating Certificate.
- Copy of certificate of acceptability for food safety (Catering companies only).

NB: IF THE ABOVEMENTIONED DOCUMENTS ARE NOT ATTACHED, THE COMPANY WILL NOT BE REGISTERED ON MARINE LIVING RESOURCE FUND SUPPLIER DATABASE

6. GENERAL

Payment of suppliers through electronic banking transfer is compulsory (banking details will be requested for payment). The person/company should be able to deliver to the Marine Living Resource Fund street address.

7 ENQUIRIES

Department of Environmental Affairs and Tourism
Marine and Coastal Management Branch
The Supply Chain Management Directorate
Private Bag X2
Roggebaai, 8012.

Or Deposited in the Bid Box situated at: Ground Floor,
Foretrust Building,
Martin Hammerschlag way
Foreshore.
Cape Town, 8001

1. Senior Provisioning Admin
Ms Abigail Booth
Tel (021) 402- 3425
Fax (021)402-3328
abooth@deat.gov.za

Buyer
Ms Megan Du-Plesis
Tel (021) 402 -3063
Fax (021) 402 3328
[mdu- plusis@deat.gov.za](mailto:mdu-plusis@deat.gov.za)

MARINE LIVING RESOURCES FUND

Foretrust Building ,Martin Hammerschlag Way ,Foreshore, Cape Town, 8001 or Private Bag X2 ,ROGGEBAAI,8012(FASCILE NO.021-4023228)

MLRF ENTITY MAINTENANCE AND CREDIT ORDER INSTRUCTION

(Please complete or mark with a "X" in black ink where applicable. **A bank stamp is required to verify your banking details. In case of a cheque account a cancelled cheque must be included.** Please return form by post or by hand delivery or by facsimile.)

| | | | | | | | |
|---------|------------------------------|---------------------------------|-------------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------------|
| TAKE-ON | <input type="checkbox"/> NEW | <input type="checkbox"/> UPDATE | ENTITY TYPE | <input type="checkbox"/> BUSINESS | <input type="checkbox"/> DEPARTMENT | <input type="checkbox"/> EMPLOYEE | <input type="checkbox"/> OTHER |
|---------|------------------------------|---------------------------------|-------------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------------|

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|--|----------------------|---|---|--|--|--|--|--|--|--|--|
| 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

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|--------------------|------------------------------|-------------|--|--|--|--|---------------|--|--|--|--|--|
| CONTACT DETAILS | STREET / PHYSICAL ADDRESS | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | POSTAL CODE | | | | | | | | | | |
| | POSTAL ADDRESS | | | | | | | | | | | |
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| | | POSTAL CODE | | | | | | | | | | |
| | BUSINESS TELEPHONE No. | | | | | | DIALLING CODE | | | | | |
| | BUSINESS FACSIMILE No. | | | | | | DIALLING CODE | | | | | |
| | NAME OF CONTACT PERSON | | | | | | | | | | | |
| | E-MAIL ADDRESS | | | | | | | | | | | |
| | CELLULAR TELEPHONE No. | | | | | | | | | | | |

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|---|--|
| DETAILS OF FINANCIAL INSTITUTION FOR ELECTRONIC BANKING TRANSFERS: BANK NAME: <input style="width: 90%;" type="text"/> BRANCH NAME & CITY/TOWN <input style="width: 90%;" type="text"/> BRANCH NUMBER/CODE <input style="width: 40%;" type="text"/> ACCOUNT NUMBER <input style="width: 90%;" type="text"/> ACCOUNT TYPE <input type="checkbox"/> CURRENT <input type="checkbox"/> SAVINGS <input type="checkbox"/> TRANSMISSION | BANK DATE STAMP (COMPULSORY) <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
|---|--|

I / We hereby request, instruct and authorise you to pay any amounts which may accrue to me / us to the credit of my / our account with the abovementioned bank.

I / we understand that the credit transfers hereby authorised will be processed electronically through a system known as the "ACB ELECTRONIC FUNDS TRANSFER SERVICE", and I/we also understand that no additional advice of payment will be provided by my/our bank. Details of each payment will be printed on my/our bank statement or any accompanying voucher.

I / We understand that a payment advice will be supplied by the Marine Living Resource Fund in the normal way, and that it will indicate the date on which funds will be available in my / our account.

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

| | |
|--|---|
| SIGNATURE OF AUTHORISED PERSON <input style="width: 90%;" type="text"/> | POSITION HELD <input style="width: 90%;" type="text"/> |
| PRINT NAME OF AUTHORISED PERSON <input style="width: 90%;" type="text"/> | DATE (DD/MM/YYYY): <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> |

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICE

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 | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | 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)? To access this Register enter the National Treasury's website, www.treasury.gov.za click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | 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? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | 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? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SBD 8

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

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 ,authorized 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 |
|----|------|----------|-----------|
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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 particular 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 penalized for poor performance as the Marine Living Resource Fund deems necessary.

| | | | |
|--|-----------|------------------|----|
| Is there any relationship between your organization 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 | |

7. RETURNABLE DOCUMENTS (Certified copies are acceptable) (Compulsory)

| General: | Yes | No | N/A |
|--|-----|----|-----|
| Documentary Proof of Firm's Registration | | | |
| Vat Registration Certificate | | | |
| Tax Clearance Certificate (Original and valid for a minimum of 12 months) | | | |
| PISRA(Applicable to suppliers the security industry) | | | |
| Certificate of Acceptability from Municipality(Applicable to suppliers providing Food and Catering Services) | | | |
| Medical Certificate (For Disability Status) | | | |
| Accreditation Certificate(Applicable to suppliers providing computer | | | |
| List of Towns where Goods and Services can be Supplied | | | |
| Commodity Categories | | | |
| Business Profile | | | |
| Suppliers Maintenance: Banking Information Detail | | | |

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

The undersigned who warrants that he/she is duly authorized 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 |

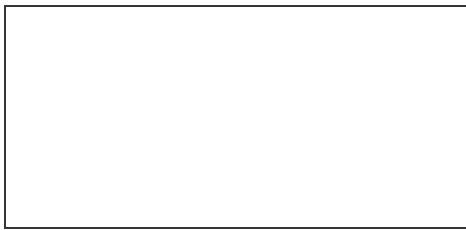
COMMISSIONER OF OATHS:

Signed and sworn to before me at(Place) on this theday ofby 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 initialed by both the Deponent and the Commissioner of Oaths.