



# 1. PARTICULARS OF FIRM

1.1 LEGAL NAME:

1.2 TRADING NAME:

1.3 TYPE OF ENTITY:

Type of Entity	Supporting Documents required to be submitted with your application Copy of Company Registration and Proof of Ownership Documents	Tick
Public Company (Listed)	Registered under old CIPRO: CM29 and CM1 (OR if the company name has changed with the Registrar of Companies, please provide CM29, CM9 and CM1)	<input type="checkbox"/>
Private Company - (Pty) Ltd	Registered/Amended under new CIPC: COR14.3 OR COR15.2 OR COR39 OR COR18.3 (Latest Certificate issued by CIPC)	<input type="checkbox"/>
Close Corporation	CK1 (OR if company details have changed with the Registrar of Companies, please provide CK2)	<input type="checkbox"/>
Partnership	Letters stating Partners with ID Numbers	<input type="checkbox"/>
Trust	Deed of Trust	<input type="checkbox"/>
Non Profit Organisation (Section 21)	Certificate of Incorporation - Section 21 OR if registered under new CIPC: COR14.3)	<input type="checkbox"/>
Individual/Sole Proprietor	Certified Copy of ID Document of Individual	<input type="checkbox"/>

1.4 NAME OF CONTACT PERSON:

1.15 PREVIOUS VENDOR NUMBER (optional):

1.5 PRINCIPAL'S ID NUMBER (optional):

1.16 STREET ADDRESS:

1.6 SOLE PROPRIETOR I.DNUMBER (if applicable):

1.7 COMPANY REGISTRATION NUMBER:

1.8 INCOME TAX REFERENCE NUMBER:

POSTAL CODE:

1.9 VAT REGISTRATION NUMBER:

1.17 POSTAL ADDRESS:

1.10 TELEPHONE: (  )  -

1.11 CELLPHONE: (  )  -

1.12 FAX NUMBER: (  )  -

POSTAL CODE:

1.13 EMAIL:

1.14 WEBSITE:

1.18 PREFERRED METHOD OF COMMUNICATION:  EMAIL  FAX

Please note the Freedom Park will use either the email or fax number for all communications with your firm, including communicating opportunities (email will be used as priority; fax will only be used if no email is available) It is advised to have an email account available. Therefore, please ensure that the information is correct as you risk losing out on opportunities. The telephone number is also mandatory. The company Registration Number, Income Tax Reference Number and Vat Registration number should be reflected as contained in the Tax Clearance Certificate.

## 2. COMMODITY GROUPS

Tick the box next to the commodity description that you are capable of providing. Note that certain commodity groups do not have sub-commodity groups. You may only select **one main commodity** and various sub commodities within the main commodity.

TICK	CODE	COMMODITY GROUPS	TICK	CODE	COMMODITY GROUPS
	<b>GRP01</b>	<b>ACCOMMODATION</b>		<b>GRP11</b>	<b>OFFICE CONSUMABLES</b>
	<b>GRP02</b>	<b>ADVERTISING AND PRINTING</b>			Cleaning supplies
		Corporate gifts			Clothing
		Design			Flowers
		Printing			Office supplies
		Magazine			Other
		Newspaper		<b>GRP12</b>	<b>OFFICE EQUIPMENT</b>
		Other			Art
		Printing			Books
		Publisher			Electrical equipment
		Video			Equipment and accessories
	<b>GRP03</b>	<b>CATERING AND DÉCOR SERVICES</b>			Furniture
	<b>GRP04</b>	<b>CATERING SERVICES</b>			Medical
	<b>GRP05</b>	<b>ENTERTAINMENT</b>		<b>GRP13</b>	<b>OTHER PROFESSIONAL SERVICES</b>
		Music			Accounting/Auditing
		Other			Architects
		Story teller			Construction
	<b>GRP06</b>	<b>EXHIBITIONS</b>			Employee wellness
		Archiving			Engineering
		Digitising			Environmental
		Equipment specialist			Facilities management
		Exhibition designer			Human resources
		Films			Insurance
		Graphic design			Other
		Objects			Project management
		Other			Recruitment
		Research			Risk
	<b>GRP07</b>	<b>IT SERVICES</b>			Storage
		Hardware			Strategic planning
		ICT specialist			Transcription/Video
		Network		<b>GRP14</b>	<b>PROPERTY AND EQUIPMENT RENTAL</b>
		Software			AV equipment
		Telecommunications			Events management
	<b>GRP08</b>	<b>LANDSCAPING SERVICES</b>			Photocopier
	<b>GRP09</b>	<b>LEGAL SERVICES</b>			Property
		Civil			Specialised vehicles
		Commercial			Tents
		Labour		<b>GRP15</b>	<b>REPAIRS AND MAINTENANCE</b>

	<b>GRP10</b>	<b>MEMBERSHIPS AND SUBSCRIPTIONS</b>			Cleaning
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	<b>GRP15</b>	<b>REPAIRS AND MAINTENANCE cont...</b>
		Gas
		Generators
		Health and safety
		Infrastructure repair
		Interior repairs
		Plumbing
		Road
		Security
		Specialised facilities
		Vehicles
		Water pumps
	<b>GRP16</b>	<b>SECURITY SERVICES</b>
	<b>GRP17</b>	<b>STATIONERY SUPPLIES</b>

	<b>GRP18</b>	<b>TRAINING</b>
		Short term various
		Short term HR
		Short term legal
		University/College
	<b>GRP19</b>	<b>Travel</b>
		Agency
		Air
		Bus
		Car
		Courier
		Moving
	<b>GRP20</b>	<b>Vehicles</b>



## 4. STANDARD BIDDING DOCUMENTATION

### A. SBD 4 – DECLARATION OF INTEREST

Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 application.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

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.

<sup>1</sup>“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.

<sup>2</sup>“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 presently employed by the state? **YES / NO**

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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? **YES/NO**

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

## B. SBD 8 – DECLARATION OF APPLICANTS 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? <b>(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).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes  <input type="checkbox"/>	No  <input type="checkbox"/>
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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes  <input type="checkbox"/>	No  <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>	Yes  <input type="checkbox"/>	No  <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>	Yes  <input type="checkbox"/>	No  <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

## 5. DECLARATION

I/WE, THE UNDERSIGNED (NAME)....., WHO WARRANT THAT I/WE ARE AM/ARE DULY AUTHROISED TO DO SO ON BEHALF OF THE VENDOR/FIRM

CERTIFY THAT THE INFORMATION FURNISHED IN THE APPLICATION ABOVE IS CORRECT (SECTIONS 1 – 4).

FREEDOM PARK RESERVES THE RIGHT TO REQUIRE A VENDOR/FIRM, AT ANY TIME, TO SUBSTANTIATE ANY INFORMATION PROVIDED ON THIS APPLICATION FORM, IN ANY MANNER REQUIRED BY FREEDOM PARK.

I/WE ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder