



INVITATION TO REGISTER ON THE NATIONAL FILM AND VIDEO FOUNDATION SUPPLIER DATABASE.



VENDOR APPLICATION FORM

VENDOR NAME:

You are hereby invited to register on the National Film and Video Foundation Supplier Database. **All the registered suppliers are also required to reapply to be included in and update the database.**

In order to comply with Treasury Regulations 16A, the Entity developed a supplier database to be used by the Supply Chain Management Unit.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to the entity and to enhance transparency and equality. The database will also contribute to better administration and compliance with the PFMA and legal framework effective from 7 December 2011.

Below are mandatory details of official registration form that will assist in updating the departmental database.

Please note that a valid tax clearance certificate must be obtained from the South African Revenue Services (SARS) where the prospective service provider is registered for tax purposes. SARS will furnish the bidder with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. The original Tax Clearance Certificate, CIPC certificate and certified I.D of all owners must be submitted together with the application form and confirmation banking details. All suppliers are expected to go through a screening process. It's imperative that all contact details and email addresses are working efficiently. Failure to comply with these will invalidate your proposal. An original (Certified) BEE certificate is required. Copies will not be considered.

Failure to submit the **original and valid** Tax Clearance Certificate **will** invalidate the application. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Application forms will be available on the NFVF's website.

Enquiries: Supplier Database Notice

Tel: 011 483 0880 7

Fax: 011 483 0881

E-mail: KatlhoM@nfvf.co.za

Website: www.nfvf.co.za



SUPPLIER APPLICATION FORM IMPORTANT NOTES (Please read carefully)

To be completed by the applicant seeking registration as an approved supplier;
 The questionnaire must be completed in **full** and be **signed**; failure to do so will result in the Application being declined;

A **company profile** should accompany the registration form but will **not be accepted** as a Substitute for the application form – all fields on application form **MUST** be completed;

Applicants **must** submit all contact details including a **fax number and email I address** failure to do so will result in the application being excluded;

It should be noted that **NFVF** reserves the right to accept or reject any application **without being obliged to give any reasons**;

A **maximum** of 5 commodities must be reflected on the application form. Reflecting more than 5 commodities will **nullify** the application; and

- A company registration certificate **MUST** be included in the application package.
- A company original Certified BEE certificate and tax clearance certificate must be included.
- Certified copies of ID documents of directors / members/ ownership should be provided.
- Certification should not be more than three months old.
- All declarations in this document should also be signed.

Supplier's Details

Company / Supplier name:	
Company / Close Corporation Registration Number	
VAT registration number (if applicable):	
Income tax reference number:	
Web address:	
E-mail address:	
Telephone number:	

What Province does your company operate in?

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Postal Address: (compulsory) Physical Address:

Postal Address	Physical Address
Postal Code:	Postal Code:

(Please ✓ at the relevant box)

ISO Listed	Importer	Services	Manufacturer	Repairer	Distributor	Exporter	Sales
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(Please ✓ at the relevant box)

Tax Clearance Certificate Attached	Yes	No
Expiry Date		

Supplier Grouping Detail: Type of Firm: (Please ✓ the relevant box)

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

Main contact person in your organisation

Name:	
Company Position:	
Cell Phone Number:	
Fax Number:	
Email Address	

Main contact person (responsible for sales) in your organisation

Name:	
Company Position:	
Cell Phone Number:	
Fax Number:	
Email Address	

ANNUAL TURNOVER enterprise: (Please ✓ the relevant box)

0 to R 50 000	
R51000 to R100 000	
R101 000 to R 200 000	
R201 000 to R300 000	
R301 000 to R400 000	
R 401 000 to R 500 000	



List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	% of business / enterprise owned

Note: where owners are themselves a company or partnership, owners of the holding firm must be identified. Certified ID copies of partners or members must be attached

Points awarded for B-BBEE Status Level of Contribution (If original certified certificate is not submitted NO points will be allocated)

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B BBEE Status Level of Contributor	Points	Tick(a)
1	20	
2	18	
3	16	
4	12	
5	8	
6	6	
7	4	
8	2	
Non Compliant Contributor	0	

Banking Details

Branch and Name of the Bank	
Branch Code	
Account Number	
*Account Type	

- 1-Cheque Account
- 2- Savings Account
- 3-Transmission Account



GENERAL DECLARATION

Verification of information supplied in this document, including attached documents:

I/We, the undersigned, warrant that he / she is duly authorised to do so on behalf of the supplier, certifies that the information supplied including the annexure, is correct and accurate and acknowledge that:

If found that the information supplied is incorrect, the NFVF will disqualify and remove the supplier from our database permanently.

TERMS AND CONDITIONS

- The NFVF cannot guarantee business opportunities. All procurement will be subject to the procurement policy, the general conditions of contract, and applicable legislation.
- All suppliers will be subjected to regular performance service review and could be deregistered if service levels are not maintained.
- The validity period of a quotation must be at least 30 (thirty) days
- Certified documents: Please ensure that The Commissioner of Oath has certified your company registration documents, and other documents.
- Only Original Tax Clearance Certificate will be accepted.
- All shareholders/ Directors/ Members and in case of one-man concern, please furnish identity number plus copy of identity documents
- Verification information supplied will perform against third party source such as SARS, CIPRO, Safety net, etc.
- Please notify the NFVF immediately of any change to the provided information.
- Please ensure all fields are completed. Incomplete application forms will not be processed.

Signature _____

Date _____

Position _____

Name of service provider _____

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-
 - a. The bidder is employed by the state
 - b. 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 declaring 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:

2.7 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference 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.

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

2.8.1 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:

.....

.....

.....

2.8.2 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?

2.8.2.1 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.

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

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

2.9 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

2.9.1 If so, furnish particulars:

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

2.10 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

2.10.1 If so, furnish particulars.

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

2.11 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

2.11.1 If so, furnish particulars.

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

2.12 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

2.12.1 If so, furnish particulars:

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

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

List all partners and shareholders (compulsory), a separate annexure can be attached to complete details



4. Each person whose signature appears on the accompanying bid/proposal has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid/proposal, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid/proposal in response to this bid invitation/request for proposal;
 - (b) could potentially submit a bid/proposal in response to this bid invitation/request for proposal, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid/proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid/proposal which does not meet the specifications and conditions of the bid/request for proposal; or
 - (f) bidding with the intention not to win the bid/request for proposal.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation/request for proposal relates.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
9. The terms of the accompanying bid/proposal have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid/proposal opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids/request for proposal and contracts, bids/ proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....

.....



Position

Authorised Signatory

Annexure A

LIST OF COMMODITY SPECIFICS					
IMPORTANT NOTICE: PROSPECTIVE SERVICE PROVIDERS MUST MARK ONLY FIVE (5) COMMODITIES SPECIFIC AS PER THEIR PRINCIPAL/CORE BUSINESS. FAILURE TO COMPLY WITH THIS CONDITION WILL INVALIDATE THE PROSPECTIVE SERVICE PROVIDERS APPLICATION					
No	Description	Mark with an X	No	Description	Mark with an X
1	Access Control Systems		32	Embossing Services	
2	Aircon (Repairs & Maintenance)		33	Event and Conferencing Management	
3	Consulting: Contract Law		34	Exhibition Centers/Stand	
4	Advertising (in electronic and print)		35	Facilitation Services Conferences	
5	Air Conditioning System -		36	Fire Extinguishing	
6	Anti Virus Software		37	Florist	
7	Asset Management		38	Foreign Exchange / Forex	
8	Consulting: Business		39	Furniture removals & Repairs	
9	Consulting: Auditors		40	Gift Promotional	
10	Conference Venues		41	Honours Boards / Engraving	
11	Conferencing Systems		42	Locksmiths	
	Binding Services		43	Maintenance	
12	Badges Conference,		44	Office Automation	
13	Computer Consumables		45	Office Equipment	
14	Computer Hardware, Printer &		46	Office furniture	
15	Catering services		47	Office Layout Design Services	
16	Cleaning Services		48	Photography Services	
17	Computer Repairs & Maintenance		49	Plants, Flowers & Decoration	
18	Coffee and vending machines		50	Printing	
19	Consulting: Insurance		51	Printing of booklets and publications(design, layout) and	
20	Consulting: Labour Relations		52	Promotional material	
21	Consulting: Legal Services		53	Plumbing Contractors	



22	Consulting: Marketing and		55	Recycling Services	
23	Consulting: Policy		56	Renovation Services	
24	Consulting: Recruitment Services		57	Recording and Transcription Services	
25	Consulting: Risk Management		58	Sanitary ware	
26	Consulting: Skills Development		59	Security Services	
27	Courier & Mailing Services		60	Stationery	
28	Design & PR Agencies		61	Storage facility	
29	Editing Services		62	Switchboard solutions	
30	Electrical Repairs		63	Travel agency	
31	Embossing Services		64	Telecommunication System	

Annexure B

Supporting documents that should be attached

No	Item Required from the supplier	Attached Yes/No
1	Valid original tax clearance certificate	
2	Companies Banking details(ensure bank stamped bank statement)	
3	Co/CC Registration certificate issued by CIPC	
4	Certified copies of ID(certification not more than 3mon old)	
5	Valid original (certified) BEE certificate	
6	Audited financial statements/ 3 months bank statement if new enterprise	
7	Company profile	
8	If your industry requires any certification please include in application (e.g. catering companies need certificate of good standing from dept of Health and Accounting bodies need SAICA accreditation)	

