



# APPLICATION TO BE REGISTERED ON THE AIDC SUPPLIER / VENDOR DATABASE

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**TO ALL SUPPLIERS / VENDORS SEEKING REGISTRATION  
AS AN APPROVED SUPPLIER / VENDOR ON THE  
DATABASE OF AIDC Development Center (PTY) LTD**

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All suppliers are herewith invited to register as a supplier / vendor on the database of AIDC, in order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA).

**The purpose of this database is to give all prospective suppliers / vendors an equal opportunity to submit quotations to AIDC, as and when the services or goods are required.**

**Attached please find an official registration form to assist us in updating our database.**

**It is imperative that suppliers / vendors read the application document carefully, complete it in full and sign it.** Please note that an **Original Valid Tax Clearance Certificate** must be attached to the Registration form as well as your **BEE level contribution certificate, and Company profile** and failure to do so will result in your application being disqualified.

Sealed Supplier Database Application forms with required documentation marked "Supply Chain Department" must be deposited in the tender box situated at Automotive Supplier Park, Central Hub Building, AIDC, 30 Helium Road, Rosslyn x 2, Pretoria. It can also be posted to Supply Chain Department, Private Bag x36, Rosslyn, 0200. **Applications submitted by fax or email will not be accepted.**

## SUPPLIER / VENDOR APPLICATION FORM

### IMPORTANT NOTES

Please read carefully

- ☐ To be completed by **all** vendors seeking registration as a supplier / vendor;
- ☐ The questionnaire must be completed in **full** and be **signed by the authorized owners or officials as per approved delegation of approval of the entity in order to be accepted.**
- ☐ A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant.
- ☐ Applicants will be contacted via e-mail and **must** therefore submit an **e-mail address**; failure to comply will result in exclusion of the supplier from the data base.
- ☐ It should be noted that AIDC reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- ☐ Suppliers will **be notified** whether their application was accepted or not by means of written letter.
- ☐ Supplier must comply with all the **registration-criteria** for registration to be finalized - **failure** to do so will result in the application being declined.



**Bank information**

Please attach an original cancelled cheque or an original bank verification letter.

Bank																				
Branch Number																				
Branch location																				
Bank account number																				
Account type																				
Account name																				

**Type of Firm:** (Please tick (X) the relevant box)

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (CC)	
4	Partnership	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Other (Specify)Partnership	

**Main Contact Person in your Company:**

Name:																				
Company Position:																				
Cell Phone Number:																				
Fax Number:																				
E-Mail Address:																				

## Technical

Is your business a permit holder under the SABS mark scheme? (Y/N)
If yes, indicate product(s) for which permits are held, including permit numbers:
Are you working to National or International Standards? (Y/N)
If yes, indicate products and to which standards:

## Geographical areas:

Please indicate (x) the geographical areas where your business is willing and capable of supplying the organisation:	
Gauteng	Kwa-Zulu Natal
North West	Eastern Cape

## Quality

Does your business operate a Quality Management System covering the products/services supplied? Yes/No Please elaborate:
Has your Quality Management System been assessed and certified by any National/Internationally recognised accredited body? Yes/No If yes, please provide copy of certificate.

## Environmental

Do you have an Environmental Policy in place? (Y/N)
Does your facility routinely work with any hazardous substances? (Y/N)

## BEE Status

Please attach your BBBEE Contribution Level Certificate.

Please indicate your organisation's classification with an "x":

x	Organisation Classification:	Organisation Size:	BEE Level:
	Large entity	> R35 million turnover	
	Qualifying Small Enterprises (QSE)	> R5 million turnover but < R35 million	
	Exempted Micro Enterprises (EME) – <i>Mainly Goods</i>	< R5 million turnover	Automatic BEE status to Level 4
	Exempted Micro Enterprises (EME) – <i>Mainly Services</i>	< R5 million turnover	Automatic BEE status to Level 4
	Specialised Enterprises	Non-profit organisations, Section 21 companies, Education institutions, Government Shareholding institutions	

Please indicate your BEE Status Level:

x	BEE Score	BEE Status
	100+	Level 1
	85 – 100	Level 2
	75 – 85	Level 3
	65 – 75	Level 4
	55 – 65	Level 5
	45 – 55	Level 6
	40 – 45	Level 7
	30 – 40	Level 8
	< 30	Non-compliant

**SMME status of your enterprise:**

- ◆ Please use this table to determine the SMME Status of your enterprise.
- ◆ Please mark with an X the relevant box in each column.

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Repair, Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Retail and Motor Trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1

**Please “x” the relevant box according to the above SMME table. (Compulsory)**

SMME:	Micro	Very Small	Small	Medium	Large
x					

**Management control by black women**

Executive Members of the Board of Directors who are black woman? \_\_\_\_\_%

**Management control by black persons**

Executive Members of the Board of Directors who are black? \_\_\_\_\_%

**Percentage equity ownership by white women**

% Equity ownership by white women? \_\_\_\_\_%

**Percentage local content of final product**

% Local content of final product in relation to the bid price based on the information furnished on SBD 6.4, if applicable? \_\_\_\_\_%

**Percentage business to small business**

Outsources / subcontracted business to small business as a percentage of annual turnover based on information on SBD 6.3, if applicable? \_\_\_\_\_%

**Suppliers of the following products/services are required to register on the database: (Please note that the supplier is requested to first provide company primary function and the rest will be secondary)**

Company Primary Function:	
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**Please provide Secondary Functions from the list.**

Service/Goods	Tick Relevant Box
Advertising & Marketing	
Air lines	
Assets – computers	
Assets – furniture & fittings	
Assets – other (above R2000)	
Assets – under R2000	
Audit services	
Building rental	
Car rental	
Catering services	
Cell phones/telephones/Fax	
Computer expenses	
Conference services	
Consumables	
Contractor – ICT & support system	
Contractor – Professional services	
Contractor – Technical engineering	
Corporate ware	
Courier & postage	
Credit check services	
Electricity & water	
Entertainment	
Event organizers	
External communication services	
Hotels & accommodation	
Insurance	
Legal	
Membership & subscriptions	
Printing services	
Recruitment services	
Rental – Office equipment	
Rental – Office plants	
Repairs & maintenance	
Safety & security	
Sponsorships	
Staff relocation services	
Staff welfare services	
Stationary	
Training provider	

## Financial Position

Please provide the following financial statements based on your annual and latest projections. If you annual financials are not yet available for this year, please provide your previous financial statements.

Financial Statements
Income Statements
Balance Sheet
Cash flow Statement

List the three largest most important contracts/assignments performed by your firm in the last 12 months.

Work Performed	To Whom	Contact Person & Contact Details	Period	Value
1.				
2.				
3.				

## Documents to be submitted by the applicant (Compulsory)

- 1) Certified copy of Business entity's Registration Documents:
  - ◆ Close Corporation: Certified copy of the CK1
  - ◆ Pty Ltd: Certified copy of CM3 as well as a copy of the shareholders agreement.
- 2) Valid original Tax Clearance certificate;
- 3) Certified copy of valid B-BBEE certificate issues by SANAS accredited verification agency (If your turnover per annum is less than 5 Million, please provide
  - a) A letter from your accountants confirming your financial status.
  - b) A certificate from SARS (South African Revenue Service) or

c)A certificate issued by SANAS accredited verification agency or non-accredited verification agency).

- 4) Original cancelled cheque or an original bank verification letter; and
- 5) Company Profile.

**I/we the undersigned acknowledge(s) that the information furnished above is true and correct.**

\_\_\_\_\_  
**Signature of owner or Autorised Representative**

\_\_\_\_\_  
**Name (In print)**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of owner or Authorised Representative**

\_\_\_\_\_  
**Name (In print)**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

**COMMISSIONER OF OATHS:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**Stamp**

## Annexure A

Please complete this section as failure to do so may result in your application being disqualified.

### DECLARATION OF INTEREST

**SBD4**

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, 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 and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; 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 Are you or any person connected with the bidder, employed by the principal?

2.1.2 If so, state particulars.

.....

.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.2.1 If so, state particulars.

.....  
.....

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid? Yes/No

2.3.1 If so, state particulars.

.....  
.....

**DECLARATION**

I THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

SIGNATURE

.....

POSITION

.....

DATE

.....

NAME OF BIDDER

**EVALUATION CRITERIA**

**BEE –HDI=20%: over R 500 000**

**10%: under R 500 000**

Requirements	Weighting
1.% of equity ownership by black people	10
2.% of equity ownership by black woman	6
3.% of ownership by white woman	4
<b>TOTAL</b>	<b>20</b>

**Compliance to Specification=80%**

Requirements	Weighting
<b>Compliance to specification</b>	
♦ Original Tax Clearance	Disqualified if not given
♦ Valid Tax Clearance	Disqualified if not given
♦ Signature by Commissioner	Disqualified if not given
♦ Submission of BEE Status	Disqualified if not given
<b>Certified Documentations</b>	
♦ Company registration documents	Disqualified if not given
<b>Capability</b>	
♦ Availability of experienced staff	10
♦ Quality of product / services	5
♦ Aftercare services	5
♦ References / Track record	10
<b>Price</b>	50
<b>TOTAL</b>	<b>80</b>

**HDI +Compliance to specification =100%**