

BREDE-GOURITZ

Catchment Management Agency

Opvanggebied Bestuursagentskap

I-Arhente yoLawulo lomMandla nokungqongileyo

51 Baring Street Worcester 6850, Private Bag X3055 Worcester 6850

(Previously known as Breede-Overberg Catchment Management Agency)

INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE BREDE-GOURITZ CATCHMENT MANAGEMENT AGENCY'S DATABASE OF SUPPLIERS FOR GOODS AND SERVICES. THE AIM OF THIS DATABASE IS TO INCLUDE AS MANY POSSIBLE SMALL BUSINESSES AND HISTORICALLY DISADVANTAGED INDIVIDUALS IN THE PROCUREMENT PROCESS.

NB: This form must be accompanied by an original valid tax clearance certificate and certified bank details

DETAILS OF APPLICANT

1. NAME OF COMPANY (registered and trading name)

Telephone:

Cellphone:

Fax nr:

Contact person

Email

2. INCOME TAX REGISTRATION NUMBER (please attach a valid and original Tax Clearance Certificate)

3. VAT REGISTRATION NUMBER (please attach a valid and original Tax Clearance Certificate)

4. COMPANY REGISTRATION NUMBER (certified copy of registration to be attached)

5. POSTAL ADDRESS

STREET ADDRESS

6. ANNUAL TURNOVER

R

8. 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 of carpets, curtains etc)
- Tracing
- Panel beating
- Event organizers: Conferences, accomodation and catering
- Training and workshops (Project management, customer service, computer training, finance and 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 environment and culture sector of the (EPWP)
 - Service providers who specializes in waste management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assesment, 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 Antartica and Islands, environmental compliance, monitoring and auditing systems and software development, environmental crime risk 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 Tourism 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

Other

Please specify:

9. THE FOLLOWING SHOULD BE ATTACHED IN CASE OF CONSULTANTS

- * CV'S OF KEY STAFF
- * REFERENCES
- * COMPANY PROFILE
- * TRACK RECORD
- * HOURLY / DAILY RATE
- * IN THE CASE OF SUPPLIER OF FURNITURE & STATIONERY, CATALOGUE MUST BE SUPPLIED

10. 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 street address.

11. ENQUIRIES

The Breede-Gouritz Catchment Management Agency
51 Baring Street
Private Bag X3055
Worcester 6849

Database Administrator
Ms Aureca Jansen
Tel: 023-3468000
Fax: 023-3472012/ 086 243 4154
agoliath@bocma.co.za

INSTRUCTIONS AND DEFINITIONS

GENERAL DEFINITIONS

Acceptable bid

Means any bid which, in all respects, complies with the specifications and conditions of bid set out in the bid document

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

Comparative price

Means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration

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

Contract

Means the agreement that results from the acceptance of a bid by an organ of state

Specific contract participation goals

Means the goals as stipulated in the Preferential Procurement Regulations 2001

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

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.

Equity Ownership

Means the percentage ownership and control, exercised by individuals within an enterprise.

Historically Disadvantaged Individual (HDI)

Means a South African citizen who, due to 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, 1933, (Act no 200 of 1993) (the interim Constitution) ; and / or

who is a female; and / or

who has a disability

provided that the person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI

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

Owned

Means having all the customary elements of ownership, including the right of decisionmaking 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

Person

Includes reference to a juristic person

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

Small, Medium and Micro Enterprise (SMMEs)

Bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996)

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

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

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

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To all suppliers.

Please be so kind as to complete the relevant information as to enable us to update our files.

If you have any queries in this regard, please do not hesitate to contact us.

Thanking you.

Gerhard de Bruijn
Finance Manager

Company Name	
Address	
Address	
Address	
Bank Name	
Account Name	
Branch Name	
Branch Code	
Account Number	