

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 a 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.

“Trade Name” The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the Entity. Applicants should indicate this on page 5 of the application.

7.1 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
					W	A	

EQUITY OWNERSHIP CLAIMED IN TERMS OF THE ABOVE:

% owned

Equity Ownership **by persons who had no franchise in the national elections prior to 1994:** _____ %

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 _____

*please tick the relevant service

8 SERVICES

- Advertising agencies
- Catering
- Event management
- Cleaning supplies
- Computer equipment & software
- Electrical , hardware supplies and equipment
- Gifts
- Office refreshments
- Stationery
- Communication & information management support services
- Financial services
- Human resource management support & services
- Information technology services
- Installations, maintenance & repair services
- Legal services
- Marketing services
- Professional services (including consultants)
- Reprographic services
- Telecommunication services
- Training and development services
- Travel Agencies
- Tour Operators
- Exhibition Stand Builders
- Tour Guides

9 THE FOLLOWING ARE THE COMPULSORY REQUIREMENTS FOR REGISTRATION OF SERVICE PROVIDER

- **CERTIFICATE ISSUED BY THE REGISTRAR OF COMPANIES AND CLOSE CORPORATIONS FROM D.T.I. E.G (CK1/ CK2 AND CK2A0**
- **ORIGINAL VALID TAX CLEARANCE FROM SARS**
- **IN CASE SUPPLIER USING A CHEQUE ACCOUNT A CANCELLED CHEQUE MUST ATTACHED IF THE SUPPLIER DO NOT HAVE A CHEQUE BOOK, A ORIGINAL LETTER FROM THE BANK MUST BE ATTACHED**
- **IN CASE OF 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 NO 3RD PARTY PAYMENTS ALLOWED**

NB : IF THE ABOVEMENTIONED DOCUMENTS ARE NOT ATTACHED, THE COMPANY WILL NOT REGISTER ON FSTA SUPPLIER DATABASE

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 Entity's street address.

11 ENQUIRIES

Free State Tourism Authority
Private Bag X20805
Bloemfontein
9300
Mr. L Kalane
Tel (051) 411-4300
Fax (051) 447-5114
lefa@freestatetourism.org

Database Administrator
Mr. K Nkaelang
Tel ((051) 411-4300
Fax (051) 447-5114
Tshegetsang@freestatetourism.org

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"/>
4.4.1	If so, furnish particulars:		

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