



SC 1452/2014

**REQUEST FOR QUALIFICATION FOR: THE LEASE OF THE DE MOND CARAVAN
PARK AND ADJACENT LAND TO DEVELOP AND OPERATE A PUBLIC RESORT
IN HERMANUS**

PROCUREMENT DOCUMENT

NAME OF ENTITY:	
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MARCH 2014

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Overstrand Municipality
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

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Senior Manager: Town Planning and
Property Administration
Tel. Number: 028 313 8087

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TENDER DETAILS						
TENDER NUMBER:	SC1452/2014					
TENDER TITLE:	REQUEST FOR QUALIFICATION FOR: THE LEASE OF THE DE MOND CARAVAN PARK AND ADJACENT LAND TO DEVELOP AND OPERATE A PUBLIC RESORT IN HERMANUS					
CLOSING DATE:	2014/05/30	CLOSING TIME:	12H00			
SITE MEETING:	DATE:	N/A	TIME:	N/A	COMPULSORY:	N/A
SITE MEETING ADDRESS:	N/A					
BID BOX NO:	7	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.				
OFFER TO BE VALID FOR:	90	DAYS FROM THE CLOSING DATE OF BID.				

TENDERER DETAILS			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE #:		FAX NO.	
E-MAIL ADDRESS:			

TENDER AMOUNT (INCLUDING VAT) :	
DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

PLEASE NOTE:
1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 28cm x 2.5cm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:		
	ENQUIRIES REGARDING BID PROCEDURES	TECHNICAL ENQUIRIES
CONTACT PERSON:	BLAKE D'OLIVEIRA	RIAAK KUCCHAR
TEL. #	028 313 5016	028 313 8087

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**PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS
OF THE SUPPLY CHAIN MANAGEMENT POLICY**

1. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No
Tax Clearance Certificate - Is an ORIGINAL and VALID Tax Clearance Certificate attached?	Yes	No
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No
Specifications - Is the form duly completed and signed?	Yes	No
Scoring Evaluation - Is the form duly completed and signed?	Yes	No
DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes	No

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1452/2014****Proposed development of a public resort, Hermanus, Western Cape :
Request for Qualification**

Overstrand Local Municipality hereby invites interested developers to submit a response to its Request for Qualification (RFQ) for the long term Lease of the De Mond Caravan Park and Adjacent Land to develop a Public Resort in Hermanus, Western Cape, an area in excess of 10ha. This coastal town is situated approximately 120 km from Cape Town.

The aim of the RFQ is to test the market appetite of financially sound and environmentally sensitive developers with the necessary expertise and a proven track record to enter into a long term lease with the Municipality to establish, manage, operate and maintain a public resort that caters for the needs of the broader public including tourists groups and commercial interests through the availability of accommodation and conference facilities, amongst others. The intent is to establish a shortlist of qualifying developers to whom a comprehensive Request for Proposal will be issued for the submission of development proposals.

The RFQ document is obtainable from **Friday, 28 March 2014** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus; Tel. 028-313 8064 from Ms R Neethling between 08:30 and 15:30 upon payment of a non-refundable participation fee of **R300.00**. Alternatively, the document may be downloaded free of charge from the website: www.overstrand.gov.za

There will be no site/clarification meeting. Should you wish to make further enquiries or to inspect the subject property, please contact Mr Riaan Kuchar or Ms Anja Kotze, tel: (028) 313 8900 or via e-mail address: rkuchar@overstrand.gov.za or anjakotze@overstrand.gov.za during working hours. Prospective developers are responsible to familiarise themselves with local conditions for making their own investigation for the preparation of the submission.

The sealed RFQ document with: **RFQ No. SC1452/2014: Proposed development of a public resort, Hermanus** clearly endorsed on the envelope must be deposited in **Tender Box No. 7** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. This closing date and time of submission is before **12:00** on **30 May 2014** and will be opened in public immediately thereafter in the Supply Chain Committee Room, Municipal Offices, Hermanus, when the names of the respondents will be announced. Please note that telegraphic, telefax, facsimile or e-mailed submissions will not be accepted.

The Municipality reserves the right not to issue a Request for Proposal if the RFQ submissions fail to meet the pre-qualification criteria upon which the RFQ documents will be evaluated.

C GROENEWALD

Municipal Manager



3. AUTHORITY TO SIGN A BID

1. COMPANIES AND CLOSE CORPORATIONS

1.1. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

1.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a **resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid.**

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. PARTNERSHIP

We, the undersigned partners in the business trading as _____ hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



4. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorise Mr/Ms _____

authorized signatory of the Company/Close Corporation/Partnership (name) _____

_____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

(i) Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.

5. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za



6. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, 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 connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative													
3.2.	Identity Number													
3.3.	Position occupied in the Company (director, shareholder ² etc.)													
3.4.	Company Registration Number													
3.5.	Tax Reference Number													
3.6.	VAT Registration Number													
3.7.	Are you presently in the service of the state?	YES		NO										
3.7.1.	If so, furnish particulars:													
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO										
3.8.1.	If so, furnish particulars:													

¹ MSCM Regulations: "in the service of the state" means to be –

1. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. an employee of 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO	
3.13.1.	If so, furnish particulars:				



3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)

b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM Regulations: "in the service of the state" means to be –

1. a member of –
 2. any municipal council;
 3. any provincial legislature; or
 4. the National Assembly or the National Council of Provinces;
5. a member of the board of directors of any municipal entity;
6. an official of any municipality or municipal entity;
7. an employee of 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);
8. a member of the accounting authority of any national or provincial public entity; or
9. an employee of Parliament or a provincial legislature.



7. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
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)? <i>(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) 3265445).</i>	Yes	No
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



PART B – SPECIFICATIONS

8. SPECIFICATIONS

1. INTRODUCTION

The Overstrand Local Municipality (“Overstrand Municipality”) wishes to enter into a long-term lease with a suitable developer in respect of the land on which the De Mond Caravan Park in Hermanus is situated (currently vacant land) and the municipal land adjacent thereto as set out in this document, with the specific purpose of developing a public resort.

2. PURPOSE OF RFQ

- 2.1. This Request for Qualification (“RFQ”) aims to test the market appetite of developers with the financial capacity and relevant experience to enter into the mentioned long-term lease (45 years maximum) with Overstrand Municipality. The intent is to establish a shortlist of qualifying developers. Once the shortlist has been established, Overstrand Municipality will issue a Request for Proposal (“RFP”) to the shortlisted developers with the objective to select a developer team with which to enter into an agreement to develop the land based on a long-term lease with a fair market financial return for the commercial use of its property.
- 2.2. Overstrand Municipality is keen to partner with a financially sound and environmentally responsible developer that has proven expertise and a suitable track record to establish, manage and maintain a public resort that caters for the needs of the broader public (including specialist and large tourist groups and commercial interests) through the availability of accommodation and conference facilities, amongst others. The primary goals of the development will be to provide public resort facilities that will increase visitors numbers to Hermanus, especially during the traditional low and mid seasons and create much needed job opportunities (primarily for members of the local community) during the construction and operational phases of the public resort.
- 2.3. It is of paramount importance to the Overstrand Municipal Council that the successful developer shall act in a manner that respects, upholds and fulfils the fundamental environmental rights contained in section 24 of the Constitution. It is recorded that the promotion of conservation of the Klein River Estuarine and preservation of the heritage character of De Mond and its surroundings will rank prominently in the evaluation of development proposals. The developer team should also be committed to ‘green’ building practices and have a good record of working with community stakeholders to achieve successful developments.

3. BACKGROUND AND FEASIBILITY STUDY INFORMATION

- 3.1. During the period January 2011 to October 2011, Overstrand Municipality conducted a study to determine the feasibility of making the land on which the De Mond Caravan Park (“De Mond”) is situated available to a developer through a RFQ/RFP process on a long term lease basis to develop it primarily as a public resort. The study also included the municipal land adjacent to De Mond on which Klein River Lagoon Park (“KRLP”) was established and, next to that, the so-called “Prawn Flats”, municipal land that was made available to Walker Bay Adventures (“WBA”) and to the National Sea-and-Sand Institute (the “Sea and Sand”) on a lease basis.
- 3.2. In order to lay a solid foundation for the RFQ/RFP process, the feasibility study, inter alia:
- 3.2.1. established all the legal requirements with which the Overstrand Municipality would have to comply, should it decide to go ahead with such a development proposal;
 - 3.2.2. investigated whether the proposal is consistent with applicable plans, policies and strategies of Overstrand Municipality as well as provincial and national government;
 - 3.2.3. included municipal capacity and management considerations including the availability of services;
 - 3.2.4. identified potential risks to Overstrand Municipality associated with the proposed project; and
 - 3.2.5. did a due diligence analysis to establish whether there are any impediments or constraints

SIGNATURE		NAME (PRINT)	
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NAME OF FIRM			

(legal, financial or otherwise) that may stand in the way of or would make the implementation of the proposal an unattractive option.

- 3.3. After a public consultation process, the results of which were taken into account, the Feasibility Study report was submitted to Overstrand Municipality and considered by the Council in February 2012. The following recommendation was accepted:

That the procurement of a developer be done through a combined Request for Qualification ("RFQ") and Request for Proposal ("RFP") process with the aim to appoint a preferred bidder and a reserve bidder with whom the Municipality may in its sole discretion negotiate should negotiations with the preferred bidder fail.

- 3.4. Overstrand Municipality is now proceeding with the RFQ/RFP process as further detailed in this document with the purpose to enter into a 45 year lease with a successful bidder.
- 3.5. The full feasibility study and the strategic policy documents mentioned therein, which are all still valid and relevant, should be consulted. These documents are available under Strategic Documents on the Overstrand Municipality's website: www.overstrand.gov.za

4. LAND AND SERVICES

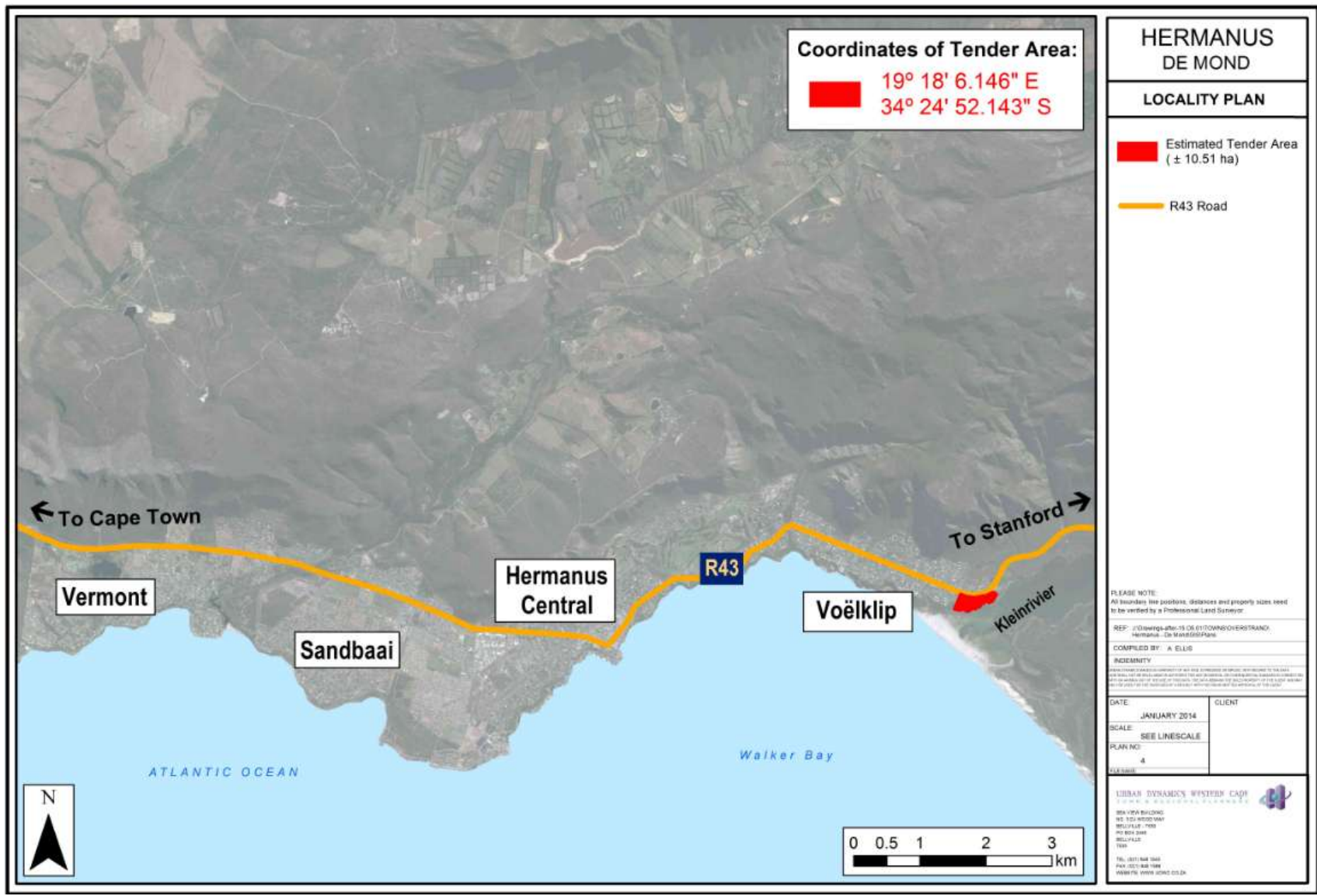
4.1. CLARIFICATION OF LAND / PROPERTIES INCLUDED

- 4.1.1. The locality map (Figure 1) indicates the position of the land and the aerial photo as marked (Figure 2) indicates the properties included in the study. (Please note that the existing buildings/chalets on the De Mond site have mostly been demolished since the aerial photograph was taken). The properties are:

- 4.1.1.1. De Mond – 9,3 hectares of vacant land to be provided to the developer entity.
- 4.1.1.2. Klein River Lagoon Park – the site measures 6279m² and is currently occupied but unless temporary renewed, the lease expires on 30 April 2014.
- 4.1.1.3. Prawn Flats – including the boat launch site which has a separate entrance and it would be required from the developer entity to consider future use and access for the public. The lease agreement with the WBA is on a month-to-month basis with a three month notice period.
- 4.1.1.4. Selkirk Cottage – which is situated on the Prawn Flats is approximately 150m² in size. It is a fenced, stand-alone historical building which is listed on the Heritage Register and must thus be preserved due to its historical value. The developer would be expected to include the cottage in its site development plan and be preserved albeit that it could be used in an innovative manner in the development.

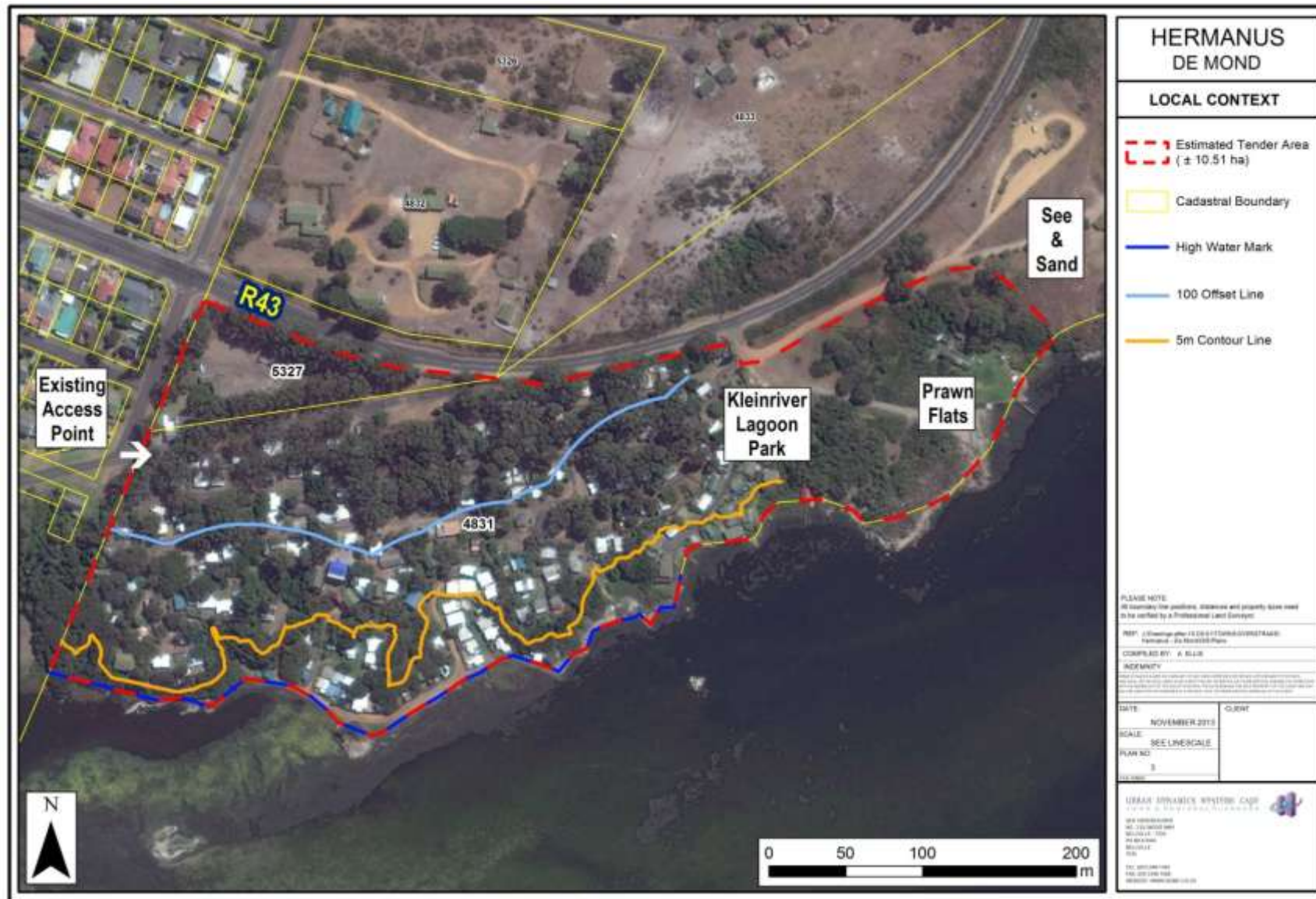
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Figure 1: Locality Map



SIGNATURE		NAME (PRINT)		CAPACITY	
NAME OF FIRM				DATE	

Figure 2: Aerial Photo



SIGNATURE		NAME (PRINT)		CAPACITY	
NAME OF FIRM				DATE	



4.1.2. To be excluded from the development are the:

- 4.1.2.1. Lagoon edge;
- 4.1.2.2. 'Sea and Sand' area; and
- 4.1.2.3. Voëlklip solid waste drop-off, east of 'Sea and Sand'.

4.2. TOWN PLANNING

- 4.2.1. Overstrand Municipality plans to do a topographical and detailed survey of the properties which would be available to the developer entities entering the RFP process.
- 4.2.2. The proposed development complies with the Spatial Development Framework and the Integrated Zoning Scheme which is expected to be gazetted and implemented during the first quarter of 2014. Zoning certificates for the properties will be provided.
- 4.2.3. The coastal set back line has been determined but not yet finalised. The aerial photo includes the 5m contour line which is expected to be the building setback for this project.
- 4.2.4. It should be noted that, as part of a further technical analysis to support the RFP process, Overstrand Municipality is in the process of:
 - 4.2.4.1. collating all existing available baseline information pertinent to the planning of the proposed development land; and
 - 4.2.4.2. compiling an overall set of development parameters to inform both the contextual and site planning initiatives that should inform the planning of the development.

4.3. ENVIRONMENTAL

- 4.3.1. The aerial photo (Fig. 2) indicates the developable area. Even though the 100 year flood-line should be considered by the developer entity, it is assumed that, for the De Mond area, this will not significantly reduce the developable area due to the site being very steep therefore the optimum height before breaching would be the factor to consider. The bottom area below the 5m contour line, where structures were previously built, however, should not be considered as being a developable area.
- 4.3.2. It is most likely that a Basic Assessment and not an Environmental Impact Assessment will be required for the proposed development given the size of the development being less than 20ha. Finality in respect thereof will also depend on the development setback line.

4.4. CIVIL AND ELECTRICAL ENGINEERING SERVICES

- 4.4.1. The developer entity will be required to provide and pay for the necessary link services, internal services and upgrading of bulk services. Development contributions payable will be set out at RFP phase.
- 4.4.2. Overstrand Municipality is in the process of conducting a more thorough civil and electrical engineering services analysis, the results of which will be included in the RFP document. The analysis will clarify possible conditions by other authorities such as the Provincial Roads Authority in respect of access upgrades and any limitations of the Prawn Flats separate access.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



4.4.3. The civil engineering services analysis will also include information relating to on-site services, a proposal in respect of the standard of internal services and geotechnical information regarding the on-site developable areas. The electrical engineering services analysis will inter alia include determination of the anticipated maximum demand for the development; confirmation of the capacity of the existing bulk supply network in the area including the upgrading of these supply networks and advising Overstrand Municipality on the standard of internal services to be installed.

5. SUBMISSION REQUIREMENTS

Each response to the RFQ must include the information required under points 5.1 to 5.4 below. Respondents are also encouraged to include in their submission any other information that the respondent believes will enhance its submission.

5.1. DETAILS OF THE DEVELOPER ENTITY AND OPERATING ENTITY

5.1.1. Identify the developer, the proposed operating entity if other than the developer, any joint venture/consortium, financial partners and other team members important to the team's approach including at least:

- 5.1.1.1. names of all officers, partners or owners of the developer entity by name including the Curriculum Vitae of each, title and percentage ownership and the same would apply in respect of each separate entity if a joint venture/consortium will do the development with specific reference to the person/firm who would have the authority to represent and make legally binding commitments on behalf of the developer entity/joint venture/consortium;
- 5.1.1.2. an organizational chart indicating legal and managerial relationships among development team members, the proposed structure of the entity/joint venture/consortium and the role of each individual/company on the developer team;
- 5.1.1.3. all the particulars as required in items (a) and (b) for the proposed operating entity should the latter not be the same as the developing entity;
- 5.1.1.4. a list of all lawsuits or litigation and the result of that action resulting from (a) any public project undertaken by the developer entity/joint venture partners or the operating entity where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the developer entity, joint venture partners or the proposed operating entity or its insurers within the last five (5) years.

5.2. RECORD OF SUCCESSFUL PROJECTS AND ON-GOING OPERATIONS

5.2.1. The submission should describe the developer entity/joint venture/consortium partners/proposed operating entity's experience with respectively the development, management and operation of a public resort or similar projects. For each development, whether only built or also operated by the developer entity/joint venture/consortium partners individually or together, please include (as applicable):

- 5.2.1.1. a description of the development;
- 5.2.1.2. the site plans and photos of the completed development project as well as recent photos of the development, if the entity is still involved in the management and operation thereof;

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- 5.2.1.3. roles of the team members/companies in the development and, if applicable, the current management and operation thereof including an organisational chart of the key operations and personnel structure;
- 5.2.1.4. financing structure of the development including evidence of creative financing methods;
- 5.2.1.5. the duration and financial structuring of the land lease, if any;
- 5.2.1.6. the use of “green” building methods and energy efficiencies that were built-in and/or maintained;
- 5.2.1.7. references from public agencies and other entities who partnered with the developer in a joint development process.

5.3. EVIDENCE OF FINANCIAL CAPACITY

The submission should provide evidence that the developer entity/joint venture/consortium has the financial capacity to carry out the project, including most recent audited financial statements of the entity or each of the JV partners and the proposed operating entity, if other than the developer entity, and any additional evidence demonstrating financial ability to undertake the project such as details of cash flow of similar currently operated resorts.

5.4. ALIGNMENT WITH COUNCIL STRATEGIES AND POLICIES

- 5.4.1. The RFQ is not prescriptive in respect of the specific mix of different uses that should eventually be built into and extensively dealt with in a development proposal (the RFP) except for the requirement that it should be an inclusive public resort with the potential to provide moderately priced and luxury accommodation and cater for large tour groups and conferences.
- 5.4.2. The secondary financial benefits to Hermanus are important and not necessarily the highest rental.
- 5.4.3. It is essential that the submission demonstrates an understanding of the Council’s strategies and policies and is aligned thereto.

6. PROCUREMENT

6.1. PROJECT ADVISORS

6.1.1. The project team assisting Overstrand Municipality with this project consists of:

- 6.1.1.1. Lyners – Consulting Engineers and Project Managers
- 6.1.1.2. PAMS – Transaction Advisors
- 6.1.1.3. Aubrey Withers - Environmental Consultants
- 6.1.1.4. Urban Dynamics – Town Planners

6.2. RELEVANT LEGISLATION AND PROCESSES

6.2.1. The procurement process will take place in accordance with the Overstrand Supply Chain Management (“SCM”) Policy and with the applicable legislation. It inter alia includes:

- 6.2.1.1. Local Government: Municipal Systems Act, 32 of 2000

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- 6.2.1.2. Local Government: Municipal Finance Management Act, 56 of 2003
- 6.2.1.3. Preferential Procurement Policy Framework Act, No. 5 of 2000
- 6.2.1.4. Municipal Asset Transfer Regulations, 2008
- 6.2.1.5. Preferential Procurement Regulations, 2011
- 6.2.2. The procurement will involve this RFQ, the RFP, a negotiation and contracting phase.
- 6.2.3. There are a number of stakeholders involved. The transaction advisors should maintain adequate and continuous communication with stakeholder representatives and keep other interested and affected parties informed regarding progress with the procurement process.

6.3. RFQ CRITERIA AND SELECTION

- 6.3.1. Overstrand Municipality’s bid evaluation and adjudication committees assisted by the transaction advisors in an advisory capacity will evaluate the RFQ submissions as set out below in Table 1: Scoring Evaluation.
- 6.3.2. The RFQ submissions will be allocated a score out of 100% based on the Scoring Evaluation Table below. This score will be determined by the Overstrand Municipality, based on its interpretation of the comparative quality of the various submissions, as evidenced by the documentation provided by the respondent.
- 6.3.3. The minimum total score required is 70% and submissions are required to obtain at least the minimum points allocated for each of the three primary criteria. Submissions that do not obtain the minimum score on any one of the three primary criteria will not be considered responsive and their submissions will not be evaluated further.
- 6.3.4. Furthermore, the documents listed under item 6.7 must be completed and submitted with the RFQ otherwise the submission will be regarded as not responsive.
- 6.3.5. After having completed the evaluation of the pre-qualification documents, a shortlist consisting of the highest ranked respondents scoring a minimum of 70% will be established. Shortlisted entities will be invited to submit a RFP. Non-qualifying entities will be informed accordingly. A failure to pre-qualify at the RFQ stage will thus effectively disqualify a developer entity to be part of the RFP process.

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Table 1: Scoring Evaluation

SCORING TABLE			
	Criteria	Maximum Score Attainable	Minimum Score Required
1	Evidence of the development entity's integrity and sustainability	10	7
1.1	Response to documents and evidence required in terms of Item 5.1	5	4
1.2	One point for each year of existence of the entity/entities involved based on the number of audited financial statements (written auditor confirmation)	5	3
2	Development and operational suitability for this project	70	31
2.1	Response to documents and evidence required in terms of Item 5.2	10	8
2.2	Assessment of the development expertise of the entity (including all the parties to a consortium, JV, etc.) specific to this project.		
2.2.1	Number of similar developments (3 points for each)	15	6
2.2.2	Number of resorts currently owned (3 points for each)	9	3
2.3	Assessment of the operational expertise of the entity (including all parties to a consortium, JV, etc.) specific to this project.		
2.3.1	The number of resorts currently operated (4 points for each)	16	4
2.3.2	The occupancy rates of these resorts:	20	10
2.3.2.1	50 - 60% average for the last 3 years	10	
2.3.2.2	61 - 66% average for the last 3 years	15	
2.3.2.3	>66% average for the last 3 years	20	
3	Financial suitability for this project	20	8
	Assessment of the financial viability of resorts currently owned and/or operated by the entity or the parties to the consortium, JV, etc. based on the audited financial statements (Related to documents and evidence required in terms of Item 5.3 and must be substantiated by written auditor confirmation)		
3.1	Average annual turnover for the last 3 financial years, (1 point for the first R100m and thereafter 1 point for each subsequent R50m or part thereof)	5	2
3.2	Average capital expenditure in the last 3 financial years, (1 point for the first R20m and thereafter 1 point for each subsequent R10m or part thereof)	5	2
3.3	Average ratio of value of assets compared to long term liabilities for the last 3 financial years, (1,5:1 = 1 point; 2,0:1 = 2 points; 2,5:1 = 3 points; 3,0:1 = 4 points; >3,0:1 = 5 points)	5	2
3.4	Average nett profit after tax for the last 3 financial years, (1 point per R10m or part thereof)	5	2

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6.4. PRELIMINARY RFP CRITERIA AND SELECTION

- 6.4.1. The Municipality’s bid evaluation and adjudication committees will see to it that the RFPs are fairly evaluated and the adjudication process implemented as prescribed. It would be a two envelope process consisting of a Technical Proposal and a Financial Proposal. The transaction advisors will assist the bid evaluation committees in an advisory capacity. The process would result in the selection of a preferred bidder plus second reserve developer with whom the transaction advisors acting on behalf of the Overstrand Municipality could enter into negotiations.
- 6.4.2. The RFP evaluation criteria would be substantial and rigorously applied inter alia requiring:
 - 6.4.2.1. the innovative beneficiation / unlocking of the municipal assets to maximise the local economic development and tourism potential of the developable area;
 - 6.4.2.2. adequate proof of the sustainability of partnerships or joint ventures or contingency planning to ensure the continuance of the strengths (e.g. skills, capacities, project experience on which the proposal is based);
 - 6.4.2.3. a detailed preliminary Site Development Plan (“SDP”) of the proposed development;
 - 6.4.2.4. comprehensive financial modelling including cash flow projections demonstrating affordability and sustainability;
 - 6.4.2.5. value for money and the optimum combination of whole life costs and benefits enabling the Overstrand Municipality to thoroughly interrogate the proposal;
 - 6.4.2.6. a full risk assessment will be required taking all internal and external factors into account and indicating how key sensitivity variables will be managed; and
 - 6.4.2.7. information related to corporate governance, quality management, environmental impact management inclusive of all legal processes and timeframes, health and safety management, operational management.
- 6.4.3. Should there be an appeal against the developer selected based on the RFP process the Municipal Manager will handle the appeal process in terms of the prescribed procedure.
- 6.4.4. A contingency safeguard would be built into the process so that if, in the opinion of the Overstrand Municipality, the RFP evaluation renders a result calling for or making it possible to appoint a preferred developer and a reserve developer, this will be done. Therefore the success of negotiations with the preferred developer will determine whether the Municipality will eventually enter into a lease agreement with the preferred developer to achieve the proposed public resort development. If not, the Municipality would be able to, in its sole discretion, negotiate with the reserve developer.
- 6.4.5. In order to ensure a smooth transition from procurement to contract implementation and compliance with the relevant contractual terms and conditions of approval, a contract management plan will be put into place at the same time as concluding a lease agreement with the preferred developer.

6.5. OUTCOME OF THE PROCUREMENT PROCESS

- 6.5.1. The outcome of the procurement processes (RFQ and RFP) would be to:
 - 6.5.1.1. enable the Overstrand Municipality to fulfil its legal mandate of establishing a public resort;

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- 6.5.1.2. substantially increase the revenue (rental and property rates) for the Overstrand Municipality;
- 6.5.1.3. significantly expand Overstrand Municipality's asset base;
- 6.5.1.4. enable increased socio-economic activities in the community; and
- 6.5.1.5. give effect to the municipal strategic objectives of local economic development, job creation and sustainable tourism.

6.6. RFQ SUBMISSION TIME, DATE AND PLACE

- 6.6.1. The closing time and date for the RFQ is 12h00 on 30 MAY 2014.
- 6.6.2. RFQ's must be submitted in a sealed envelope indicating the respondent's name and address and marked as follows:
- 6.6.3. REQUEST FOR QUALIFICATION – LEASE OF DE MOND AND ADJACENT LAND FOR THE DEVELOPMENT OF A PUBLIC RESORT IN HERMANUS, RFQ NO.SC/1452
- 6.6.4. and be placed in: Tender Box No. 7. located at: The Municipal Offices, Magnolia Avenue, Hermanus
- 6.6.5. Submissions received after the above time and date will not be considered. No electronic submissions will be accepted.
- 6.6.6. RFQs will be opened in public at the closing time and date and all RFQs received will be recorded.

6.7. DOCUMENTS TO ACCOMPANY THE RFQ SUBMISSION

- 6.7.1. The following documents must be completed and submitted with the RFQ as indicated therein:
 - 6.7.1.1. Declaration of Interest
 - 6.7.1.2. Declaration of Submitter's Past Supply Chain Management Practices
 - 6.7.1.3. Authority of Signatory
 - 6.7.1.4. Certificate of Authority for Joint Ventures
 - 6.7.1.5. Tax Clearance Certificate
 - 6.7.1.6. All the required documents listed under items 5.1, 5.2 and 5.3.

6.8. CONFIDENTIALITY

Information supplied by a respondent shall not be treated as commercially confidential unless specifically requested by the respondent. Note that information received by the Overstrand Municipality may be subject to public disclosure under the Promotion of Public Access to Information Act, 2002 unless it relates to commercially sensitive information and meets the criteria for exemption from disclosure under the act.

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6.9. DISCLAIMER

This RFQ does not represent a commitment or offer by Overstrand Municipality to enter into an agreement with a developer or to pay any costs incurred in the preparation of a submission. The submissions, and any information made a part of the submissions, will not be returned. Overstrand Municipality has the sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ at any time prior to the RFP process.

6.10. EXPENSES

No payment will be made for any expenses which may be incurred by a responding party in connection with the preparation of the RFQ or the RFP (if invited to submit) or in visiting the site.

6.11. ENQUIRIES

- 6.11.1. Any enquiries in relation to this RFQ should be directed to and handled by Mr Riaan Kuchar, tel.: (028) 313 8900 or via e-mail address: rkuchar@overstrand.gov.za
- 6.11.2. All enquiries should be e-mailed if a written response is required. Overstrand Municipality reserves the right to distribute responses to all interested parties in the interest of transparency of process after deleting reference to any personal contact details.
- 6.11.3. After opening of the pre-qualification documents, no communication of any type shall be entertained unless called for by the Overstrand Municipality.

6.12. INSPECTION OF PREMISES

- 6.12.1. Should you wish to inspect the premises, please contact Mr Riaan Kuchar or Ms Anja Kotze, tel.: (028) 313 8900
- 6.12.2. or via e-mail address: rkuchar@overstrand.gov.za or anjakotze@overstrand.gov.za during working hours to arrange an appointment.
- 6.12.3. All parties are responsible for making their own investigations and determinations and for preparation of their responses. Parties are advised that Overstrand Municipality, its employees and transaction advisors make no representations or warranties as to the completeness of the information contained in the Feasibility Study, as mentioned, and do not have any liability arising from that information.

6.13. ACCEPTABLE SUBMISSIONS

- 6.13.1. RFQ submissions will only be accepted if:
 - 6.13.1.1. the developer entity or each of the JV partners and the proposed operating entity, if other than the developer entity, are registered and in good standing with the South African Revenue Service (SARS) and have submitted evidence in the form of an original valid Tax Clearance Certificate issued by SARS or proof that arrangements had been made with SARS to meet outstanding tax obligations;
 - 6.13.1.2. the developer entity or each of the JV partners and the proposed operating entity, if other than the developer entity or any of the directors of such entities is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

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- 6.13.1.3. the developer entity or each of the JV partners and the proposed operating entity, if other than the developer entity have not:
 - 6.13.1.3.1. abused the Municipality's Supply Chain Management System; or
 - 6.13.1.3.2. failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are in arrears for more than three months;
 - 6.13.1.3.3. failed to perform on any previous contract and has been given a written notice to this effect;
 - 6.13.1.3.4. the developer entity or each of the JV partners and the proposed operating entity, if other than the developer entity have completed the Declaration of Interest and there are no conflicts of interest which may impact on the developer entity or each of the JV partners and the proposed operating entity, if other than the developer entity's ability to execute the project in the best interests of the Overstrand Municipality or potentially compromise the RFQ/RFP process.

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9. SCORING EVALUATION

9.1. RFQ CRITERIA AND SELECTION

- 9.1.1. Overstrand Municipality’s bid evaluation and adjudication committees assisted by the transaction advisors in an advisory capacity will evaluate the RFQ submissions as set out below in Table 1: Scoring Evaluation.
- 9.1.2. The RFQ submissions will be allocated a score out of 100% based on the Scoring Evaluation Table below. This score will be determined by the Overstrand Municipality, based on its interpretation of the comparative quality of the various submissions, as evidenced by the documentation provided by the respondent.
- 9.1.3. The minimum total score required is 70% and submissions are required to obtain at least the minimum points allocated for each of the three primary criteria. Submissions that do not obtain the minimum score on any one of the three primary criteria will not be considered responsive and their submissions will not be evaluated further.
- 9.1.4. Furthermore, the documents listed under item 6.7 of the Specifications must be completed and submitted with the RFQ otherwise the submission will be regarded as not responsive.
- 9.1.5. After having completed the evaluation of the pre-qualification documents, a shortlist consisting of the highest ranked respondents scoring a minimum of 70% will be established. Shortlisted entities will be invited to submit a RFP. Non-qualifying entities will be informed accordingly. A failure to pre-qualify at the RFQ stage will thus effectively disqualify a developer entity to be part of the RFP process.

Table 1: Scoring Evaluation

SCORING TABLE					
	Criteria	Maximum Score Attainable	Minimum Score Required	Score claimed	Score awarded
1	Evidence of the development entity's integrity and sustainability	10	7		
1.1	Response to documents and evidence required in terms of Item 5.1	5	4		
1.2	One point for each year of existence of the entity/entities involved based on the number of audited financial statements (written auditor confirmation)	5	3		

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SCORING TABLE					
	Criteria	Maximum Score Attainable	Minimum Score Required	Score claimed	Score awarded
2	Development and operational suitability for this project	70	31		
2.1	Response to documents and evidence required in terms of Item 5.2	10	8		
2.2	Assessment of the development expertise of the entity (including all the parties to a consortium, JV, etc.) specific to this project.				
2.2.1	Number of similar developments (3 points for each)	15	6		
2.2.2	Number of resorts currently owned (3 points for each)	9	3		
2.3	Assessment of the operational expertise of the entity (including all parties to a consortium, JV, etc.) specific to this project.				
2.3.1	The number of resorts currently operated (4 points for each)	16	4		
2.3.2	The occupancy rates of these resorts:	20	10		
2.3.2.1	50 - 60% average for the last 3 years	10			
2.3.2.2	61 - 66% average for the last 3 years	15			
2.3.2.3	>66% average for the last 3 years	20			
3	Financial suitability for this project	20	8		
	Assessment of the financial viability of resorts currently owned and/or operated by the entity or the parties to the consortium, JV, etc. based on the audited financial statements (Related to documents and evidence required in terms of Item 5.3 and must be substantiated by written auditor confirmation)				
3.1	Average annual turnover for the last 3 financial years, (1 point for the first R100m and thereafter 1 point for each subsequent R50m or part thereof)	5	2		
3.2	Average capital expenditure in the last 3 financial years, (1 point for the first R20m and thereafter 1 point for each subsequent R10m or part thereof)	5	2		
3.3	Average ratio of value of assets compared to long term liabilities for the last 3 financial years, (1,5:1 = 1 point; 2,0:1 = 2 points; 2,5:1 = 3 points; 3,0:1 = 4 points; >3,0:1 = 5 points)	5	2		
3.4	Average nett profit after tax for the last 3 financial years, (1 point per R10m or part thereof)	5	2		
TOTAL (1+2+3)		100	100		

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



PART C – DATABASE REGISTRATION

A	If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION		
SCM DATABASE REGISTRATION NUMBER		SC	
NAME OF FIRM			
SIGNATURE		CAPACITY	
NAME (PRINT)			

B	If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:		
1	Database Registration Form		
2	Questionnaire For Preferential Procurement Policy		
3	Declaration By Supplier		
4	National Small Business Act No. 102 Of 1996 Classification		
5	Documents Required		
6	Nature Of Operations, Products Or Services		
7	Credit Order Instruction		



FOR OFFICE USE ONLY

FORMS REMOVED & HANDED TO DATABASE OFFICIAL					
1	Database Registration Form	Yes		No	
2	Questionnaire For Preferential Procurement Policy	Yes		No	
2.1	BBBEE Certificate / Letter from Auditor				
3	Declaration By Supplier	Yes		No	
4	National Small Business Act No. 102 Of 1996 Classification	Yes		No	
5	Nature Of Operations, Products Or Services	Yes		No	
6	Credit Order Instruction	Yes		No	
7	Documents Required:				
7.1	Copy of Company Registration Documentation	Yes		No	
7.2	Tax Clearance Certificate	Yes		No	
7.3	PAYE	Yes		No	
7.4	UIF Certificate / proof	Yes		No	
7.5	WCA Certificate / Letter of Good Standing	Yes		No	
7.6	Copies of ID documents of Directors / Members / Shareholders / Partners.	Yes		No	
8.	LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL:				
<p><i>I confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official</i></p>					
	Removed	Checked			
Print Name					
Signature					
Date					

DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396

www.overstrand.gov.za

OM-C1

<p>HERMANUS Magnoliastraat 1 Magnolia Street ☎ 20 7200 Tel. 028 313 8152 Faks/Fax. 028 313 8182</p>	<p>HANGKLIP-KLEINMOND 5de Laan 39 5th Avenue Privaatsak X3 Private Bag 7195 Tel. 028 271 8100 Faks/Fax. 028 271 4100</p>		<p>STANFORD Queen Victoriastraat 15 Queen Victoria Street ☎ 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445</p>	<p>GANSBAAI Hoofstraat Main Road ☎ 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241</p>
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<p>KREDITEURE: Registrasie op databasis ingevolge:</p>	<p>Wet op die Raamwerk vir Voorkeurverkyngingsbeleid, 2000 (Wet No. 5 van 2000) (Goewermementskennisgewing No.97 van 03 Februarie 2000 – Staatskoerant Nr. 20854); Voorkeurverkyngingsregulasies (No. R.502 van 8 Junie 2011) uitgevaardig ingevolge bogemelde Wet (Staatskoerant Nr. 34350); Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003; Munisipale Voorsieningskanaalbestuurregulasies (Nr. 868 van 30 Mei 2005 – Staatskoerant Nr. 27636)</p>
<p>CREDITORS: Registration on data base in terms of:</p>	<p>Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 – Government Gazette No. 20854); Preferential Procurement Regulations (No. R.502 of 8 June 2011) promulgated in terms of abovementioned Act (Government Gazette No. 34350); Local Government: Municipal Finance Management Act No. 56 of 2003; Municipal Supply Chain Management Regulations (No. 868 of 30 May 2005 – Government Gazette No. 27636)</p>
<p>ABANTU ENINAMATYALA KUBO: Ubhaliso kwindawo ekugcinwa kuyo iindawo ezaziwa ngento ngokuphathelele..</p>	<p>Ubume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000- lphapha-ndaba lombuso likaRhulumente unombolo 20854); Umthetho yenkqubo ekhethekileyo yokufumana (Nombolo R502 ka-Juni 2011) umthetho owaziswe ngokubhekiselele ngumthetho ongasentla (lphapha-ndaba lombuso likaRhulumente elingunombolo 34350; Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003; Ummisselo weNgqubo yoLawulo lweTyathanga loKubonelela kaMasipala (Inombolo 868 ye 30 Meyi 2005- Isaziso sika Rhulumente -Nombolo 27636)</p>

<p>Handelsnaam van onderneming Trade name of enterprise Igama lokushishina loshishino</p>																				
<p>Posadres / Postal address Idilesi yeposi</p>																				
<p>Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitrato soshishino</p>																				
<p>Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo</p>																				

<p>Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / Uhlobo loshishino (Phawula ngo-X)</p>	1	Eenmansaak / Sole Proprietor/ Ushishino lomntu omnye	2	Vennootskap/ Partnership/ Uthelelwano	3	Openbare Sektor / Public Sector / Icandelo lomntu wonke	4	Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba evalekileyo	5	Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, istrati, njl-njl.
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<p>Total number of years the Enterprise has been in business</p>																				
<p>CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)</p>																				
<p>BTW nommer / VAT number/ inombolo ye-VAT</p>																				
<p>Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalwa ku-1.</p>																				
<p>Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: / Xa ungazibhaleli nayiphi na into engaphezulu, nika izzathu:</p>																				

<p>Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / liinkukacha zomntu othatha uxanduva okanye zomnini</p>																				
<p>Van / Surname / Ifani</p>																				
<p>Voornaam / First name / Amagama</p>																				
<p>Hoedanigheid / Designation / Ubume emsebenzini</p>																				

<p>Besonderhede van skakelbeampte / Particulars of liaison officer / linkukacha zomntu womanyano (Umntu onika iimbuyiselo)</p>																				
<p>Voorletters en van / Initials and surname / Oonobumba bokuqala bamagama nefani</p>																				
<p>Hoedanigheid/Designation/Ubume omsebenzi</p>																				
<p>Selfoon / Cell phone / Iselfoni</p>																				
<p>Telefoon nr./Telephone no. /inombolo yefoni</p>																				
<p>Faksnr. / Fax no. / Inombolo yeFeksi</p>																				
<p>e-pos adres / e-mail address / I-limeyile</p>																				
<p>Meld taalvoorkeur / Indicate language preference</p>	<p align="center">Afrikaans</p>										<p align="center">English</p>									

Ek verklaar dat die inligting wat hierin verstrek is, waar en juist is. / I declare that the information herein furnished, is true and correct. / Nixela ukuba ulwazi olunikiweyo apha luyinyaniso kwaye lulungile.

Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Usayino lomntu othathela uxanduva le ngxelo.

<p>Naam / Name / Igama</p>	<p>Hoedanigheid / Designation / Ubume emsebenzini</p>	<p>Datum / Date / Umhla</p>
----------------------------	---	-----------------------------

PLEASE ATTACH A LIST OF SERVICES / COMMODITIES THAT YOU CAN SUPPLY

PREFERENTIAL PROCUREMENT REGULATIONS 2011

2. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- a. 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	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 1.1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 1.2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 1.3. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 1.6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

2. BID DECLARATION

- 2.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
4.1.1.1. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

3	Persentasie aandeelhouing van persone geklassifiseer as jeug . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as youth . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba lulutsha (18 – 35 Yeminyaka)	%
4	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ?	In/Ngaphakathi
	Is your business established within the area of jurisdiction of the Municipality? / Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	Uit/Out/Ngaphandle

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

Handtekening / Signature / Osayinileyo	Getuie / As Witness / Njengengqina

DECLARATION BY SUPPLIER

1.	This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state*.			
2.(a)	Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.			
2.(b)	The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have: <ol style="list-style-type: none"> 1. abused the municipality's supply chain management system or committed any improper conduct in relation to such system; 2. been convicted for fraud or corruption during the past five years; 3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; 4. being a person whose tax matters are not cleared by the South African Revenue Services; or 5. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004). 			
3.	In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.			
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES	NO	
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES	NO	
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES	NO	
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES	NO	
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES	NO	
3.9.1	If so, furnish particulars.			

3.10	Is the supplier 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)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES		NO	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES		NO	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES		NO	
3.13.1	If so, furnish particulars.				

CERTIFICATION

I, THE UNDERSIGNED, _____, CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Position	Date

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<p style="text-align: center;">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____,</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p>Apply official stamp of authority on this page:</p>
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National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium	100	R 5 m	R 5 m	
		Small	50	R 3 m	R 3 m	
		Very small	10	R 0.50 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Mining and Quarrying 21001 - 29999		Medium	200	R 39 m	R 23 m	
		Small	50	R 10 m	R 6 m	
		Very small	20	R 4 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Manufacturing 30001 - 39999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Electricity, Gas and Water 41001 - 42999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5.10 m	R 1.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Construction 50001 - 50999		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium	200	R 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Catering, Accommodation and other Trade 64101 - 64299		Medium	200	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Finance and Business Services 81001 - 88999		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Community, Social and Personal Services 91001 - 99999		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings. Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
PRODUCTS	<input type="checkbox"/>	PRODUCTS	<input type="checkbox"/>
SERVICES	<input type="checkbox"/>	SERVICES	<input type="checkbox"/>
LABOUR	<input type="checkbox"/>	LABOUR	<input type="checkbox"/>
EQUIPMENT	<input type="checkbox"/>	EQUIPMENT	<input type="checkbox"/>

KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge te vereffen. Verskaf meegaande inligting en verkry asb. U bankiers se bevestiging.	It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.	Yinkqubo kaMasipala wesithili saseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:														
Naam / Name / Igama														
Adres / Address / Idilesi														

BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKCUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO:														
NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI														
NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI														
REKENING NR / ACCOUNT NO / INOMBOLO YE_AKHAWUNTI														
TAKKODE / BRANCH CODE / IKHOWUDI YESEBE														
TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE_AKHAWUNTI														

1 =	Tjekrekening Cheque Account I-akhawunti yetshekhi	2 =	Transmissierekening Transmission Account I-akhawunti vokuqithisela	3 =	Spaarrekening Savings Account I-akhawunti vemali eqciniwevo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Ayisetyenziswai	6 =	Subskripsieaandeelrekening Subscription Share Account I-akhawunti yomrhumo wezabelo

<p>Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.</p> <p>Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.</p> <p>Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetalde geregistreerde pos.</p>	<p>I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.</p> <p>I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.</p> <p>I/we further undertake to inform the Overstrand Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days notice by prepaid registered post.</p>	<p>Mna/Thina sicela/sigunyazisa uMasipala Wesithili saseOverstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu.</p> <p>Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.</p> <p>Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo.</p>
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLUGUNYAZISIWEYO			
VOORLETTERS EN VAN / INITIALS AND SURNAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI			
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI		DATUM / DATE / UMHLA	

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
<p>Ek/ons sertifiseer hiermee dat die besonderhede van ons klient se bankrekening soos aangedui op die krediet bevel instruksie korrek is:</p> <p>I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:</p> <p>-Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile</p> <p>_____</p> <p>GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo</p>	<p>AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / - ISITAMPU SOMHLA ESISESIKWENI:</p>

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	NON PROFIT ORGANIZATIONS (NPO)	WHERE TO GET DOCUMENTS
COMPANY REGISTRATION CERTIFIED COPIES	N/A	Certificate of incorporation CK1/CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP CERTIFIED COPIES	N/A	Shareholding CK1/CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter no shareholding	Registrar of CC'S & Companies
PROOF OF BANKING	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank at which Account is.
TAX CLEARANCE CERTIFICATE	For the Owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	SARS
U.I.F Certificate	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES ,if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer' s Board	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	Security Service Regulatory Authority
Proof of Disability	If owner is disabled	If Shareholder is disable	If Shareholder is disabled	If Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

FOR OFFICE USE ONLY:			
BUSINESS NAME			
DATE RECEIVED		DATE CAPTURED	
ACCEPTED			
DATABASE REGISTRATION NUMBER			