

HAS YOUR BUSINESS EVER BEEN DECLARED INSOLVENT?	Y	N
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IF SO, STATE DATE OF REHABILITATION

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- PLEASE ATTACH:**
1. Letter of recommendation from your bank manager/other credit worthiness document.
 2. Price list (if applicable).
 3. Brochures/catalogues (if available).
 4. Company profile and financial statements (if available).

STREET ADDRESSES OF ALL FACILITIES USED BY THE FIRM (e.g. Warehouses, Branches, Storage facilities, Offices, etc.)															
														code	

DO YOU SHARE ANY FACILITIES? [Tick the applicable box]	Y	N
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If yes, which of the facilities are shared?

With whom do you share facilities (name of firm(s) or individual(s))

What are the other firm's core business activities?

LIST ALL PARTNERS, PROPRIETORS AND SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP, HDI STATUS AND OWNERSHIP: Attach your own list if the space provided is inadequate.

Name	Position Occupied	ID Number	Citizens	HDI Status (Yes/No)	Date	Ownership

SECTION C: CURRENT INFORMATION OF HDI AS AT THE FIRST DAY OF THE CALENDAR YEAR

DEFINITIONS:

- HDI:** Means a South African Citizen:
- 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
 - Who is a **female** person; and/or
 - Who has a **disability**

A person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is redeemed not be an HDI.

HDI INFO CONTACT PERSON:												
DESIGNATION:												
CONTACT TELEPHONE NO.:												
CONTACT FAX NO.:												

1. HDI OWNERSHIP (% HDI SHAREHOLDING):%
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2. HDI MANAGEMENT

**2.1 Top management (Defined as General Managers and Executive Directors)
TOP MANAGEMENT**

TOTAL NO. OF TOP MANAGEMENT STAFF		TOTAL NO. OF HDI TOP MANAGEMENT STAFF	
TOTAL NO. OF WOMEN IN TOP MANAGEMENT			

**2.2 Middle management (Defined as Heads of Divisions/Sections in a Supervisory capacity)
MIDDLE MANAGEMENT**

TOTAL NO. OF MIDDLE MANAGEMENT		TOTAL NO. OF HDI MIDDLE MANAGEMENT	
TOTAL NO. OF WOMEN IN MIDDLE MANAGEMENT			

3. HDI EMPLOYMENT STATUS TOTAL

3.1 Total no. of employees	
3.2 Total no. of HDI employees	
3.3 Total no. of women employees	
3.4 Total no. of differently abled employees	

4. INTERNAL TRAINING TO HDI's (e.g. STAFF TRAINING)

4.1 Do you have a formal Employment Equity Plan? (Yes/No). If yes, please attach	Y	N
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4.2 Total amount spent on internal training for the previous calendar year	R
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4.3 Amount spent on internal HDI training for the previous calendar year	R
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4.4 Do you provide for external training to HDIs (e.g. Bursaries, Grants or other support)?	Y	N
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If yes, quote amount:

5. PURCHASING FROM HDI-OWNED ENTERPRISES

5.1 Total amount of funds spent by your enterprise on goods and services	R
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5.2 Total amount of funds spent with HDI enterprises	R
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6. OTHER CORPORATE SOCIAL AND ECONOMIC DEVELOPMENT AND CORPORATE RESPONSIBILITY INVESTMENT

6.1 Have you invested in any other social and economic development and/or corporate responsibility activities? If yes, please provide a brief description below and attach the relevant details. Also indicate the individual amounts per project/programme or investment in Rand.

SECTION D: TECHNICAL

Is your business a permit holder under the SABS (SANS) mark scheme?	Y	N
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If yes, indicate product(s) for which permits are held, including permit numbers:	
PRODUCT	PERMIT NUMBERS

SECTION E: QUALITY

Has your Quality Management System (if applicable) been assessed and certified by any National or Internationally recognized accredited body? (Y/N) If yes, please provide copy of certificate.
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SECTION F: SAFETY

Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act (OHSA)? (Y/N)

What is your current NOSA grading/stars for safety? If applicable)

CONDITIONS OF PURCHASE :

IMPORTANT CONDITIONS PERTAINING TO PURCHASE ORDERS

1. The Seller shall bear the risk of goods being damaged, lost or destroyed until delivery to the NDA is effected and receipt thereof acknowledged.
2. The Seller shall make provision for suitable packing and preservation in all quotations. Unless otherwise stated all packing containers and packing material shall become the property of the NDA upon delivery.

3. Unless otherwise stated, all goods shall be new and of the best quality. Goods shall be subject to approval by the NDA at all times. The Seller shall not be released from its obligations in respect of suitability of the materials and/or the quality of the goods by reason of the fact that the NDA made no objection, even though the said goods may have been inspected by the NDA or by reason of the fact that delivery thereof was taken by or on behalf of the NDA.
4. Should the Seller be unable to fulfill its obligations in terms of the order, it shall advise the NDA to this effect in writing, in which case the NDA reserves the right to cancel the order and to purchase the goods from another supplier. The Seller may be obliged to compensate the NDA for any differences in cost.
5. Inasmuch as delivery of the goods may require the Seller or its authorised agent to enter the NDA premises, the Seller shall ensure that such precautions as are necessary to protect life and property anywhere on the NDA premises are taken, and the Seller shall be liable to the NDA for injury to any person, or damage to NDA property caused by or incidental upon negligence or default on the part of the Seller or its authorised agent.
6. NDA's order number must appear on the delivery note and invoice. Any invoices and delivery notes without an order number will be ignored and returned to your company. Invoices without order numbers are seen as private agreements with individuals.
7. No alteration to this order may be made without the written approval of the Supply Chain Management (NDA)
8. Part deliveries will be accepted only under exceptional circumstances. Payment thereof will be made only when ALL goods/services have been delivered.
9. NDA reserves the right to cancel any order in the event where the goods or services are not delivered by the agreed date.
10. It is a firm NDA requirement that all prospective vendors must complete a Supplier Application Form in full to be registered on its database.

All invoices must be forwarded to the applicable address below:

NDA - Head Office
31 Princess of Wales
2nd Floor
Parktown
Johannesburg
2193

NDA - Head Office
Department of Finance
Creditors Section
PO BOX 31959
Braamfontein
2001

11. No deliveries will be accepted outside delivery hours, unless prior arrangements are made with relevant individual.
DELIVERY TIMES: Monday – Friday 08:30-15:00
12. Should the Seller accept the order, or should the order not be returned within 10 days of the date thereof, it shall be assumed that the conditions as set out in the paragraphs above are binding.

SECTION H: DOCUMENTATION REQUIRED

PLEASE ATTACH CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:

- ❖ Company/Close Corporation Registration Documents.
- ❖ ID documents in the case of a sole proprietorship.
- ❖ Shareholders agreements/certificates/founding agreements for entities claiming Black Economic Empowerment points for ownership. Annual average turnover for the last three years or the recent trading period if the business is new/letter from your auditors indicating size of the business.
- ❖ VAT Registration Certificate where applicable.
- ❖ SARS clearance i.e. Income Tax, VAT etc.
- ❖ Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security companies and ECB (Electrical Contractors Board).

If there are any changes to the information supplied on this form, please inform the NDA Supply Chain Management as soon as possible. Outdated information could lead to your company not being invited to tender or not receiving correct payment!

I/We, The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on equity ownership, indicated on page 5 of this document, qualifies the firm for the preference(s) shown and I/we acknowledge that:

The information furnished is true and correct.

1. The equity ownership claimed is in accordance with the general conditions.
2. Not more than 25% of the value of the contract at the time of award, exclusive of VAT, allowances for contingencies and escalation, will be subcontracted to other parties.
3. In the event of a contract being awarded as a result of preferences claimed as shown on page 5 above, the contractor may be required to furnish documentary proof to the satisfaction of NDA that the claims are correct.
4. If the claims are found to be too high, NDA may, in addition to any other remedies it may have:
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by NDA as a result of the award of the contract/tender; and/or
 - (b) Cancel the contract and claim any damages that NDA may suffer by having to make less favourable arrangements after such cancellation.

I/We hereby certify that the above information is true and correct and properly documented. I/We grant

permission that the above information may be audited by NDA. I/We take note of the fact that if incorrect information is supplied, NDA reserves the right to blacklist the company and/or cancel/terminate any orders awarded to the company.

NAME :

SIGNATURE :

DESIGNATION :

DATE :

**PLEASE RETURN THE COMPLETED DOCUMENTS TO THE
PURCHASING
DEPARTMENT AT ANY OF THE FOLLOWING ADDRESSES:**

NDA - Head Office
31 Princess of Wales
2nd Floor
Parktown
Johannesburg
2193

NDA - Head Office
Department of Finance
Creditors Section
PO BOX 31959
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