

**APPLICATION FORM:
CONSTITUTION HILL DEVELOPMENT COMPANY
PROCUREMENT DATABASE**

One signed original application must be supplied for each lot, together with **three copies**. The application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

A subcontracted entity company, where appropriate and for a particular BEE strategic reason, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Such subcontracted entities, must respect the same rules of eligibility, as the main candidate (see page 11 of this application form: documents to be submitted for eligibility confirmation).

1 SUBMITTED by:

	Name(s) of legal entity or entities making this application	BEE status
Main Applicant		
Subcontracted applicant		
Members of Consortium		

Note that a sub-contractor is not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor must not be singled out from the data related to the economic, financial and professional capacity. Though for the eligibility purpose, a subcontracted applicant is required to attach its eligibility documentation (please refer page 12 of this application form). If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as the main Candidate and should there be a subcontracted party it must be shown in the table above. Each applicant should indicate its BEE status by selecting from a BEE ownership status form provided as annex1 of this application form. Any change in the identity of the Main and or subcontracted candidate between the deadline for receipt of applications is not permitted without the prior written consent to Constitution Hill Development Company.

2. CONTACT PERSON FOR A BUSINESS (for this application)

A. General Information

Name of Business Entity: _____

Postal Address of business entity (To which all correspondence must be sent)

Physical Address of business entity (For Inspection purposes):

Contact Numbers for your business entity: _____

Tel. Phone No. (Office): _____

Tel. Phone No. (Sales): _____

Fax No.: _____

Mobile No: _____

E-mail Address: _____

Registrations: (Please provide Proof of Registration): _____

Registration number: _____

Business entity tax number : _____

VAT number: _____

SARS tax number(Please provide Proof of tax payment: _____

Type of Enterprise (Please tick the appropriate box): _____

Public Business entity		Close Corporation	
Registered Partnership		Sole Proprietor	
Private Business entity		Other (Specify)	
Un-Registered Partnership		Section 21 Business entity	

3. Application per Lot

Nature of businesses is separated into three categories being services, supplies and works. The applicant must pick a lot under the nature of business and a business activity that the company provides and in which he is submitting an application. It is requested that the applicant also ticks a lot for a business activity. **(Please select three (3) services)**

1 Services Business Activity	
	Lot No.
Conferences and Events Management	1
Training and training facilities	2
Accounting and Auditing	3
Personnel and Recruitment Agency Services	4
Travelling and accommodation services	5
Cleaning services	6
Communication services	7
Courier and postage	8

Photographic and Audio visual service	9
Consultants on Professional services with the following sub-lots:	10
Business Strategic advisors;	
Business Process Engineers Strategist;	10.1
Human Resources and industrial Relations and Development (IRD) specialist;	10.2
Economists;	10.3
Urbanisation Infrastructure strategist;	10.4
Transportation infrastructure Strategist	10.5
Town Planners	10.6
Environmental specialist	10.7
ICT technical	10.8
Programme and project management	10.9
Private, Public Partnerships	10.11
Legal – ICT related	10.12
Legal – Public sector	10.13
Financial engineering	10.14
Funding Models specialists	10.15
Stakeholder management specialists	10.16
Marketing services	10.17
Economic modelling Service	10.18
Education Specialists	10.19
Health Specialists	10.20
Business Investigation and	10.21
Due Diligence Consulting	
Coaching and Mentoring services	10.22
	10.23
Catering services	11
Installation of IT systems, documentation systems, knowledge and Information Management	12
Media Services	13
Promotions/Corporate gifts	14
Social, health and Economic surveys and Researches	15
Transport/ Chauffer services	16
Security Services	17
Office space Rental	18
Others	19

2 Supplies	
Business Activity	
	Lot No.
Building Material	1
Stationary and Printing	2
Cleaning material and equipment	3
Office Furniture	4
Surveying Equipment	5
Electrical and Electronic Equipment	6
Plumbing, Electronic and Burning Equipments	7
Kitchen and Food Appliances	8
Fibre-optic material and Cabling	9
Chemicals	10
Communication Equipment and Accessories	11
Clothing, Uniforms, curtains, linen and Flags	12
Refrigeration, air conditioning and servicing of these.	13
IT Equipment	14
Audio Visual Equipment	15
Others	16

3 Works	
Business Activity	
	Lot No.
Carpentry	1
Plumbing	2
Building and structural Renovations	3
Building and Construction	4
Sewerage systems	5
Others	6

4. PRE-QUALIFICATION CRITERIA

4.1 ECONOMIC AND FINANCIAL CAPACITY

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium or subcontracting candidate, these selection criteria will be applied to the consortium as a whole:

1) Economic and financial capacity of candidate (based on item 3 of the table below)

The objective of this criterion is to examine whether or not the candidate (i.e. the consortium as a whole, in the case of an application from a consortium):

- will not be economically dependent on the contracting party in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

4.1.1 Reference criteria

The average turnover is determined by the size of the contract which the candidate would be able to handle. The applicants are to apply within the following budgets sizes:

1. Small Enterprises should demonstrate in the table below that their annual turn over is between R30 000-R600 000 for three years. Should such enterprises qualify they will possible work on contract of R10 000- R199 000.
2. Medium Enterprises should demonstrate in the table below an annual turn over of R 600 000-R1.5 million for a period of three years. Should such enterprises qualify, they will possible work on contracts of R200 000-R500 000.
 - The candidate’s statement should demonstrate that the averages of cash and cash equivalents at the beginning and end of year are positive.

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided.

Size of the company: *[please indicate whether it of small or medium size is].*

Financial data	Year before last R	Last year R	This year R	Next year R	Average
Annual turnover					
Cash and cash equivalents at beginning of year					
Net cash from / (used in) operating, investing & financing activities excluding future contracts					
Cash and cash equivalents at end of year (i.e., the sum of the above two rows)					

4.1.2 Bank Details

Kindly furnish your business entity's banking details below (Please submit original verified by bank with stamp).

a) Name of Bank _____

b) Name of Branch _____

c) Account Number _____

d) Branch Code _____

e) Account holder _____

f) Type of Account Current /Cheque _____

FOR BANK USE:

Date stamp of bank certified as correct

Initials and Surname (Bank Official): _____

Signature (Bank Official): _____

Telephone Number (Bank Official): _____

Documents to be submitted by an applicant for eligibility checking during the selection process

1) Copy of Business entity's Registration Documents:

- For Close Corporations – a copy of the CIPRO report showing the owners of the cc
- For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company

2) Copy of Business entity's VAT Registration Certificate

3) Current Business entity original Tax Clearance Certificate

4) Copy of Workmen's Compensation Registration Certificate

5) Copy of Shareholders/Members Certificates/Agreements

6) Copy of Company Profile/Organogram showing Holding & Subsidiary Business entity as well as your Operating Divisions and reflecting the Current Structure of your Business entity as well as Names & Years of Service of your Management Team.

7) A copy of the BEE Certificate

8) A list of BEE/SMME entities with whom you are partnering through joint ventures or other similar initiatives, indicating the nature of the relationship of each.

9) Any other Registration Certificate pertaining to your Business entity's Relevant Industry, e.g. ECB (Electrical Contractors Board)

10) A copy of Rating Agency Report (if applicable)

11) Original Bank Detail Verification Letter for business entity



5 DECLARATION

As part of their application, each legal entity identified under point 1 of this application, including every subcontracting and/or consortium member, must submit a signed declaration using the attached format. For consortia, the declaration of the main company should be a signed original but those of other members may be copies.

5.1 STATEMENT

I, the undersigned, being the authorised signatory of the above applicant (including all consortium members, in the case of a consortium or subcontracted members), hereby declare that we have examined the application form for this call for proposals. If our application is short-listed, we fully aware that:

- Constitution Hill Development Company will use the information that you fill in on this form to pre-qualify and accredit your business entity in terms of the criteria stipulated below. This will apply for both existing and new vendors
- Constitution Hill Development Company reserves the right to request additional information or documents regarding my answers in this application.
- Constitution Hill Development Company reserves the right to perform an audit to confirm or check any of the answers that I supply.
- Constitution Hill Development Company will treat all the information that I supply as strictly confidential.
- Completion of this application does not mean that Constitution Hill Development Company has accepted our business entity as a vendor.
- Qualifying as a vendor does not necessarily mean that Constitution Hill Development Company will invite our business entity to tender every time Constitution Hill Development Company requests for quotations for the lot I may qualify for.

We recognize that our application may be excluded if we propose an employee who has been involved in preparing a lot tender or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts funded by the Constitution Hill Development Company.

We are fully aware that, in the case of a consortium or sub-contracting, the composition of the consortium cannot be modified in the course of the application submission.

Signed on behalf of the Applicant

Name	
Signature	
Date	

Yours faithfully,

Name and position of authorised representative: _____