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**JOHANNESBURG
METROPOLITAN
BUS SERVICE (SOC) LTD**



**INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER
ON THE JOHANNESBURG METROPOLITAN BUS COMPANY (SOC) LTD
DATABASE OF SUPPLIERS FOR GOODS AND SERVICES.**

For Enquiries Contact:

SUPPLY CHAIN MANAGEMENT UNIT

Tel: 011-403-4300

The forms must be submitted at:

Transportation House,
Cnr Enoch Sontonga and Raikes Road,
Braamfontein,
Johannesburg 2000

OR

Posted to:

PO BOX 1787
Johannesburg
2000

INTRODUCTION

Johannesburg Metropolitan Bus Service (SOC) Ltd. (Metrobus) hereby invites current and prospective suppliers to apply to be registered on its Supplier Database as required by the Municipal Finance Management Act of 2003 and its Regulations.

IMPORTANT NOTES

1. The application form must be completed in full and signed;
2. All the required and supporting documentations must be submitted jointly with the form. (Company profiles and brochures are also welcome).
3. Failure to submit supporting and requested information will lead to your company not being registered.
4. It shall be the responsibility of the supplier to inform Johannesburg Metropolitan Bus Service (SOC) Ltd. (Metrobus) immediately in writing of any change of address, telephone and facsimile numbers and, in particular of any changes in respect of the B-BBEE Status level Contributions and the small /medium/micro enterprise (SMME) status of the business. Should a contract be awarded to a business as a result of incorrect particulars on the B-BBEE/EME status of that business, the Johannesburg Metropolitan Bus Services (SOC) Ltd shall have the right to, in addition to any other remedy that it may have in terms of the Preferential Procurement Regulations (2011), cancel the contract and to claim for damages.
5. Payment of suppliers through electronic banking transfer is compulsory (An original letter from the bank confirming their banking details or a cancelled cheque can be submitted. If a cancelled cheque is not attached, an official stamp should be obtained from the bank confirm their banking details.
6. Declaration of Interest section on page 8, 9 and 10 is compulsory and must be completed in full. Failure to complete this section will lead to your company not being registered.
7. A duly completed form together with supporting documentation **MUST** be submitted to the address indicated on the front page. Metrobus will not accept electronically sent forms or faxes.

Required Documents:

- Company Registration (Certified Copies).
 - Latest CM 29 form if the entity is a company
 - Latest CK 2 form if the entity is a Close Corporation
- Original valid Tax clearance certificate. (No colour copies and/or certified copies are accepted).
- Valid B-BBEE level certificate
- Proof of shareholdings ownership details
- Directors certified copies of ID documents
- Proof of banking details (e.g. cancelled cheque or Original letter from bank)
- Certified copies of latest Rates and Taxes Statements or lease agreement (Municipal Account)
- Certified copy of Compensation for Occupational Injuries and Diseases certificate
- Proof of registration(s) with appropriate regulatory and professional bodies (e.g. Environmental Hygiene & SABS)

2. Points awarded for B-BBEE Status Level of Contribution

2.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a supplier for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) | B-BBEE Status Level Claimed by the service provider |
|---|--|--|
| 1 | 20 | |
| 2 | 18 | |
| 3 | 16 | |
| 4 | 12 | |
| 5 | 8 | |
| 6 | 6 | |
| 7 | 4 | |
| 8 | 2 | |
| Non-compliant contributor | 0 | |

- 2.2 Suppliers 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.
- 2.3 Suppliers 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.
- 2.4 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.
- 2.5 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 / RFQ.
- 2.6 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.
- 2.7 Suppliers who claim points in respect of B-BBEE Status Level of Contribution must complete the following and must please submit a valid B-BBEE status level certificate:

B-BBEE Status Level of Contribution:.....

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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3.2 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

3.3 BANKING DETAILS
(Proof of banking details to be attached e.g. cancelled cheque)

Bank name

Branch name

Branch code

Bank account number

4. BUSINESS ACTIVITIES

- Office stationery, computer consumables and cleaning material
- Printing, layout, design, publications, portfolios and banners
- Office furniture, audiovisual equipment, office equipment and labour saving devices
- Communication specialist (writing and producing of information)
- TV, radio and exhibits production
- Entertainers i.e. dancers, musicians, poets, craftsperson etc
- Building maintenance: electrical, plumbing, office partitioning, painting, replacement of carpets, pest control etc
- Cleaning service (e.g steam cleaning of carpets, curtains etc)
- Tracing
- Panel beating.
- Mobile Tool Unit
- Catering Service
- Cable tie and Metal Seals

- Cash Management/In transit
- Compilation of fact sheet
- Protective Clothing/Staff Uniform
- Personal Protective Equipment
- Catering Service
- Stage, Podium and Sound System/Public Address System
- Signage and Flags
- Supply of Sanitary Bins and Toilets
- Pest Control and Hygiene
- Lock Smith
- Corporate Clothing
- Furniture Removals
- Security Service and Access Control System
- Light and Heavy Vehicle Mechanicals
- Hazardous Waste Removal
- Health and Safety
- Travel Agencies and Shuttle Service
- Event organizers: Conferences and accommodation
- Training and workshops (Project management, customer service, computer training, finance & budgeting, performance management, strategic planning, organizational development and team building, change management, competency test, management development programme, Negotiation skills, presentation skills, professional coaching services)

Professional services specializing in the following categories:

- Financial auditing, Forensic Auditing, Marketing, Bus Inspections, Supply Chain Management.
- Feasibility studies, project implementation, determination of norms and standard for the Expanded Public Works Programme (EPWP), development of training programme related to the transportation environment.
- Service providers who specializes in Waste Management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assessment, quantity survey, environmental engineering)
- Human Resource Analysis, Skills Audit and Recruitment Agencies.
- Education specialist, skills development, needs analysis, providers in capacity building, training and education facilitators, project managers, developers of resource material, designers of posters and promotional plastics

NB:

1. It shall be the responsibility of the registered supplier/service provider to inform the Johannesburg Metropolitan Bus Services (SOC) Ltd immediately in writing of any change of address, telephone and facsimile numbers and, in particular, of any changes in respect of the B-BBEE Status level Contributions and the small / medium / micro enterprise (SMME) status of the business. Should a contract be awarded to a business as a result of incorrect particulars on the B-BBEE/EME status of that business, the Johannesburg Metropolitan Bus Services (SOC) Ltd shall have the right to, in addition to any other remedy that it may have in terms of the New Preferential Procurement Regulations (2011), cancel the contract and to claim damages.
2. The Johannesburg Metropolitan Bus Services (SOC) Ltd reserves the right to enter into term contracts with any supplier (whether registered or not) for any category of goods or services if the frequency of procurement in the particular category warrants a term contract.

THE FOLLOWING QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the company or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the company or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the company or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the company and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the form.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.
.....

¹MSCM 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.

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 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....
.....

3.10 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**

3.10.1 If yes, furnish particulars.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.....
.....

3.14 Do you or any of the directors, trustees, managers, principle 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**

3.14.1 If yes, furnish particulars.....
.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
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I, THE UNDERSIGNED (NAME).....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

.....
Date

.....
Capacity

.....
Name of Bidder