**THE SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS (SAIBA)**

**Annexure 1:**

**Acceptance of Bid Conditions and Bidder’s Details**

Request for Proposal No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorised

signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Authorised

Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[*Note to the Bidder: The Bidder must complete all relevant information set out below*.]**

1. **BIDDING STRUCTURE**

**Indicate the type of Bidding Structure by marking with an ‘X’:**

|  |  |
| --- | --- |
| **Indicate the type of Bidding Structure by marking with an ‘X’:** | |
| Individual Bidder |  |
| Joint Venture/ Consortium |  |
| Prime Contractor with Sub Contractors |  |
| Other |  |

**Required Information**

|  |  |
| --- | --- |
| **If Individual Bidder**: | |
| Name of Company |  |
| Registration Number |  |
| Vat registration Number |  |
| Contact Person |  |
| Telephone Number |  |
| Cellphone Number |  |
| Fax Number |  |
| Email address |  |
| Postal Address |  |
| Physical Address |  |

|  |  |
| --- | --- |
| **If Joint Venture or Consortium, indicate the following for each partner:** | |
| **Partner 1** | |
| Name of Company |  |
| Registration Number |  |
| Vat registration Number |  |
| Contact Person |  |
| Telephone Number |  |
| Cellphone Number |  |
| Fax Number |  |
| Email address |  |
| Postal Address |  |
| Physical Address |  |
| Scope of work and the value as a % of the total value of the contract |  |
| **Partner 2** | |
| Name of Company |  |
| Registration Number |  |
| Vat registration Number |  |
| Contact Person |  |
| Telephone Number |  |
| Cellphone Number |  |
| Fax Number |  |
| Email address |  |
| Postal Address |  |
| Physical Address |  |
| Scope of work and the value as a % of the total value of the contract |  |

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| --- | --- |
| **If bidder is a Prime Contractor using Sub-contractors, indicate the following**: | |
| **Prime Contractor** | |
| Name of Company |  |
| Registration Number |  |
| Vat registration Number |  |
| Contact Person |  |
| Telephone Number |  |
| Cellphone Number |  |
| Fax Number |  |
| Email address |  |
| Postal Address |  |
| Physical Address |  |
| **Sub contractors** | |
| Name of Company |  |
| Company Registration Number |  |
| Vat registration Number |  |
| Contact Person |  |
| Telephone Number |  |
| Cellphone Number |  |
| Fax Number |  |
| Email address |  |
| Postal Address |  |
| Physical Address |  |
| Subcontracted work as a % of the total value of the |  |
| contract |  |

1. **SHAREHOLDERS AND DIRECTORS INFORMATION**

**2.1 Shareholders/ Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the shareholder/members** | **ID Number** | **Race** | **Gender** | **% shares** |
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Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

**2.2 Black Shareholders/ Members as per the B-BBEE Certificate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the shareholder/members** | **ID Number** | **Race** | **Gender** | **% shares** |
|  |  |  |  |  |
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| **Total Black Shareholding % as per the current and valid B BBEE Certificate** | | | | |

**2.3 Directors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the shareholder/member** | **ID Number** | **Race** | **Gender** |
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I, THE UNDERSIGNED (FULL NAME AND ID NUMBER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Name of bidder

**2.4 Disclosure Of Directorships And Conflicts Of Interest**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DIRECTOR** |  |  |  |  |  |  |
| **Surname** | **Forenames** | **Identity number** | **Nationality** | **Occupation** | **Postal address** | **Business address** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **Registered address** |  |
|  |  |  |  |  |  |  |
| **DIRECTORSHIPS** |  |  |  |  |  |  |
| **Status** | **Registration number** | **Company name** | | **Registration date** | **Company type** | **Director status** |
|  |  |  | |  |  |  |
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