

# National Nuclear Regulator



## SUPPLIER DATABASE FORM

RFP No	Title	Closing Date
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	25 JUNE 2010

**Issued by:** Joel Maatjie  
**Tel:** +2712 674 7138  
**Fax:** +2712 674 7126  
**Email:** [JMMaatjie@nnr.co.za](mailto:JMMaatjie@nnr.co.za)

**Offered by:**

<b>Registered Name:</b>	
<b>Address:</b>	

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 1 of 10

## 1. BACKGROUND

The National Nuclear Regulator (NNR) is established under the NNR Act (NNRA) No. 47 of 1999. Its main object is to provide for the protection of persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices.

Suppliers seeking registration as approved supplier on the database of the NNR. Suppliers are herewith invited to register as an approved supplier on the database of the NNR.

In order to comply with Supply Chain Management policy and the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the NNR has to develop a supplier database to be used by the Supply Chain Management Unit for acquisition of goods and services.

Should you require further clarification please contact:

Mr. Joel Maatjie

TEL: +2712 674 7138

FAX: +2712 674 7126

EMAIL: JMMaatjie@NNR.co.za

### **National Nuclear Regulator**

Centurion Office Park

Block A 2nd floor

Cnr Embankment & Hendrik Verwoerd Street

CENTURION

***The Form in the sealed envelope shall be deposited in the Tender Box at the offices of the NNR at the above mentioned address, clearly marked with the following title:***

**NNR SUPPLIER DATABASE FORM: NNRSCM-RFI 01/2010**

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 2 of 10

## 2. IMPORTANT NOTES

### 2.1. Please read carefully:

This questionnaire must be completed by all vendors seeking registration as an approved supplier on NNR database and it must be signed by an authorized person in the vendor's organization. A company profile together with **Original Tax clearance certificate** and **BEE certificate** must accompany the registration form, but will not be accepted as a substitute for the application form.

Applicants will in most cases, be contacted via fax or email and must therefore submit an operating fax number and email address.

It should be noted that NNR reserves the right to accept or reject any application without being obliged to give any reasons in this respect.

### 2.2. Terms of Payment

Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct statement.

All payments will be made by the NNR **ONLY** through electronic bank transfer into a banking account nominated by the Service Provider.

### 2.3. Criteria for approval

The criteria to be used to evaluate suppliers that would eventually make it into the database include the following:

- Experience of staff or entity in the provision of the service applied for.
- BBBEE status of the entity
- Professional registrations and qualifications;
- Company registration documents
- Compliance to requirements to do business with organs of state (e.g. Tax clearance, etc.)

Service providers will have to provide the "best solution" for the NNR when all the criteria are considered.

### 2.4. Mandatory Documents to be submitted: Please ✓ if attached

- Completed supplier registration form signed by authorised signatory of entity
- A valid original tax clearance certificate
- Original cancelled cheque **OR** original copy of cheque certified by commissioner of oath **OR** original letter from bank, verifying banking details.

### 2.5. Supporting Documents to be submitted – it will be advantageous to both parties if you can submit these documents:

- A valid B-BBEE verification certificate obtained from SANAS accredited verification agency **OR**

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 3 of 10

- For entities with turnover of less than R5m for previous financial year: A letter from auditor confirming turnover **OR** A letter certified by the commissioner of oath confirming turnover.
- Shareholder certificates (for companies) or association agreements (for close corporations) or partnership agreements (for partnerships and joint ventures) confirming the percentage of black ownership.

**3. SUPPLIER DETAILS:**

NAME OF BUSINESS: .....

TRADE NAME (If different from above): .....

REGISTRATION NUMBER: .....

VAT REGISTRATION NUMBER: .....

INCOME TAX REGISTRATION NUMBER: .....

PHYSICAL ADDRESS: .....

.....  
 .....

POSTAL ADDRESS: .....

.....  
 .....

MAIN CONTACT PERSON: .....

POSITION HELD: .....

TELEPHONE NUMBER: .....

FAX NUMBER: .....

CELL NUMBER: .....

E-MAIL ADDRESS: .....

WEB ADDRESS: .....

**4. BANKING DETAILS:**

BANK: .....

BRANCH NAME AND TOWN: .....

BRANCH CODE: .....

ACCOUNT NAME: .....

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 4 of 10

ACCOUNT NUMBER: .....

ACCOUNT TYPE: .....

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 5 of 10

**5. SUPPLIER GROUPING DETAILS: TYPE OF FIRM (PLEASE ✓ THE RELEVANT BOX)**

1	PUBLIC COMPANY (LTD)	
2	PRIVATE COMPANY (PTY) LTD	
3	CLOSE CORPORATION CC	
4	JOINT VENTURE	
5	CONSORTIUM	
6	SOLE PROPRIETOR	
7	FOREIGN COMPANY	
8	PARTNERSHIP	
9	TRUST	
10	SECTION 21 COMPANY	
11	GOVERNMENT/ PARASTATALS	
12	OTHER (SPECIFY)	

**Annual turnover:** (The NNR gives preference to SMMEs & need this information for supplier classification)

Annual Turnover	✓ relevant box below
R5m and below	
More than R5m but less than R35m	
More than R35m	

NATURE OF GOODS SUPPLIED: .....

.....

.....

.....

.....

.....

.....

.....

No.	Title	Page
<b>NNRSCM-RFI 01/2010</b>	<b>NNR SUPPLIER DATABASE FORM</b>	Page 6 of 10

(Please ✓ the relevant box)

#### 6. LIST OF COMMODITIES FOR NNR

<b>Technical Support Services</b>		
<b>RADIATION PROTECTION AND NUCLEAR SAFETY</b>		
TRAINING IN NUCLEAR AND RADIATION SAFETY		FIRE SAFETY
DECISION SUPPORT IN NUCLEAR EMERGENCIES		RADIOLOGICAL CONSEQUENCES ASSESSMENT AND MODELLING
SITTING AND ENVIRONMENTAL ASSESSMENT STUDIES		HIGH TEMPERATURE REACTOR RELATED CODE AND MODEL DEVELOPMENT
NUCLEAR AND RADIATION SAFETY ASSESSMENTS		PRESSURE BOUNDARY INTEGRITY AND BREAK BEHAVIOUR
NUCLEAR ACCIDENT AND REACTOR ANALYSIS		CIVIL-, CONTAINMENT- AND SEISMIC ANALYSES
MATERIALS, CODES AND STANDARDS		ENVIRONMENTAL CONTAMINATION ANALYSIS
CIVIL AND CONTAINMENT ANALYSIS		EQUIPMENT QUALIFICATION
RADIO-ANALYTICAL TECHNIQUES		FACILITY CONDITION MANAGEMENT
RADIO ANALYTICAL LABORATORY SERVICES		CHEMICAL SAFETY
TRAINING IN NUCLEAR TECHNOLOGIES		SAFETY AND QUALITY MANAGEMENT
DETERMINISTIC AND PROBABILISTIC NUCLEAR AND RADIATION SAFETY ASSESSMENTS		COMMISSIONING OF NUCLEAR FACILITIES
NUCLEAR CRITICALITY		SPATIAL PLANNING AND POPULATION DEVELOPMENTS
ENGINEERING CODES AND STANDARDS		SAFETY CLASSIFICATION OF STRUCTURES SYSTEMS AND COMPONENTS
ACCIDENT ANALYSIS		MEDICAL SURVEILLANCE
STRUCTURAL ENGINEERING		RADIATION DOSE AND SHIELDING
SAFETY ANALYSES USING COMPUTER CODES		OPERATOR LICENSING
INSTRUMENTATION AND CONTROL		SOURCE TERM ANALYSIS
ELECTRICAL ENGINEERING		RADIO ANALYTICAL LABORATORY SERVICES
HUMAN FACTORS ENGINEERING		<b>REVIEW AND ASSESSMENT OF SAFETY SUBMISSIONS INCLUDING:</b>
PSYCHOLOGICAL SERVICES (For Reactor Operator Licensing)		GROUND WATER MODELLING AND ANALYSIS
MATERIALS ENGINEERING		SEISMIC ANALYSIS
EMERGENCY PREPAREDNESS,		SITING OF NUCLEAR INSTALLATIONS

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 7 of 10

PLANNING AND RESPONSE			
ENVIRONMENTAL IMPACT ASSESSMENT		RADIOLOGICAL CONSEQUENCES MODELLING AND ANALYSIS	
RADIO ANALYTICAL LABORATORY SERVICES		SPATIAL PLANNING AND POPULATION DEVELOPMENTS	
EPIDEMIOLOGICAL ANALYSIS		COMMISSIONING OF NUCLEAR FACILITIES	
THERMO HYDRAULIC ANALYSES		DESIGN ASSESSMENT INCLUDING FMEA AND HAZOP	
MECHANICAL AND SYSTEMS ENGINEERING		MEDICAL SURVEILLANCE	
DESIGN ENGINEERING		EPIDEMIOLOGICAL ANALYSIS	
SUPPLY OF NUCLEAR ANALYTICAL EQUIPMENTS AND PORTABLE RADIATION MONITORING EQUIPMENTS		PROBABILISTIC RISK ANALYSIS	
NUCLEAR ENGINEERING		POST CLOSURE RADIOLOGICAL SAFETY ANALYSIS	
CIVIL ENGINEERING		CHEMICAL SAFETY	
MAINTENANCE ENGINEERING			
AGEING MANAGEMENT			
NON-DESTRUCTIVE EXAMINATION			
CONDUCT NUCLEAR RESEARCH AS APPLICABLE TO REGULATORY WORK			
INSERVICE INSPECTION			
<b>Other Professional Services</b>			
ADVERTISING		INFORMATION TECHNOLOGY	
AIR CONDITIONING SERVICES AND REPAIRS		COURIER SERVICES	
AUDIO VISUAL EQUIPMENT		CURTAINS, RAILS AND ACCESSORIES	
BUILDING MAINTENANCE		EMBROIDERY SERVICES AND LOGO	
CARPET CLEANING SERVICES		FACILITIES MANAGEMENT	
CARTRIDGES		FINANCIAL: ADVISORS	
CATERING SERVICES		FLOORING CONTRACTS	
CELLULAR TELEPHONE (PREPAID AND CONTRACT)		FLORISTS	
CLEANING CHEMICALS AND SERVICES		FORENSIC AUDIT SERVICES	
COFFEE AND VENDING MACHINES		INTERNAL AUDIT SERVICES	
COMPUTER CABLING SYSTEMS		RISK ASSESSMENT	

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 8 of 10

COMPUTER TRAINING	FURNITURE	
LEGAL SERVICES	FURNITURE REMOVALS	
SIGNAGE	GRAPHIC DESIGNERS	
STATIONERY	HYGIENE AND PEST CONTROL	
SYSTEMS DEVELOPMENT	HUMAN CAPITAL MANAGEMENT SERVICES	
STRATEGIC PLANNERS	INFORMATION SERVICES	
TELECOMMUNICATIONS EQUIPMENT	INTER COMMUNICATION SYSTEMS	
OFFICE PLANTS	LOCKSMITHS	
TRANSPORT SERVICES	CROCKERY	
UNIFORMS AND PROTECTIVE CLOTHING	ENGRAVING	
WAREHOUSING SERVICES	MAGAZINE SUPPLIERS/NEWSPAPER SERVICES	
WORKSHOP FACILITATORS	MAILING SERVICES	
RECRUITMENT/PLACEMENT AGENCIES SPECIALISING IN NUCLEAR SCIENCE AND ENGINEERING	MEDIA LIAISON	
PRINTING AND BINDING SERVICES	OFFICE CONSUMABLES	
OTHER (SPECIFY)	OFFICE MACHINES/EQUIPMENT	
POLICY DEVELOPMENT	ANNUAL REPORT AND PUBLICATIONS	
PAINTINGS	CORPORATE GOVERNANCE	
TRAVEL MANAGEMENT	SECURITY TECHNOLOGY SERVICES	
SECURITY GUARDING SERVICES	FIRE EXTINGUISHER MAINTENANCE	
ARMED RESPONSE	ABLUTION SERVICES	
GARDEN SERVICES	SANITARY EQUIPMENT	
ANNUAL MEDICALS	TRAINING AND DELOPMENT	

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 9 of 10

**7. LIST OF ALL SHAREHOLDERS**

HDI Status						
Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	No franchise prior to elections	Women	% of business/enterprise owned

I/ We the undersigned acknowledge(s) that:

The information furnished is true and correct  
Any conflict of interest has been declared in the comment space above.

.....  
Signature of owner OR  
Authorized Representative

.....  
Date

**8. TERMINOLOGY**

- 8.1. **Commodities:** These are goods and services the company wishes to register for as a supplier to NNR.
- 8.2. **Ownership:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits corresponds with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- 8.3. **Historically Disadvantaged Individuals (HDI):** For the purpose of registering as a supplier for NNR, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of 1983 and 1993 constitution are Historically Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- 8.4. **Women:** A female person who is a SA citizen.

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 10 of 10

8.5. **Disability:** permanent impairment of a physical, intellectual, or sensory function which results in restricted, or lack of ability to perform an activity in the manner, or within the range, considered normal for a human being.

8.6. **Establishment of HDI/Women Equity Ownership in an enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company the percentage share that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, corresponding with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise's correspondence with their degree of ownership, equity ownership may not be claimed.

**9. DECLARATION OF INTEREST**

Any person, including persons in the employ of the State; or persons acting on behalf of the State, performing business as a sole proprietor or in partnership; or persons acting in the capacity of a trustee/s of a trust; or any legal entity, including legal entities and trusts, of which the members, directors, shareholders, trustees and/or beneficiaries are in the employ of the State or act on behalf of the State, may make an offer or offers in terms of this bid invitation.

In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State; or to persons who act on behalf of the State; or to persons connected or related to them, the bidder or the bidder's duly authorized representative shall disclose herein any relationship and/or kinship, including blood relation, which he/she; his/her employer; the bidder's management; members; directors; partners; shareholders; trustees; and/or beneficiaries may have with any person or persons in the employ of the State and/or with any person or persons acting on behalf of the State and who may directly or indirectly be involved in, and/or may be in a position to influence the adjudication and/or evaluation and/or award of this bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid. Failure to furnish the information requested in the questionnaire below may render the bid submission not to be considered at all.

(In answering the questions below, indicate the applicable answer with a √ and cross the other out)

Is the bidder and/or the duly authorized representative in the employ of the State?  YES  NO

If yes, state the full particulars of such person/s, together with their current position held as an employee of the State.

---

Is the bidder and/or the duly authorized representative in the employ of the person/s or legal entity acting on behalf of the State, and who may directly or indirectly be involved in, and/or may be in a position to influence the adjudication and/or evaluation and/or award of this bid?  YES  NO

If yes, state the full particulars of such person/s, together with their current position held as an employee of such person/s or legal entity acting on behalf of the State.

---

Does the bidder, the bidder's duly authorised representative, and/or any of the bidder's employees, management, partners, members, directors, shareholders, trustees and/or beneficiaries have any

No.	Title	Page
NNRSCM-RFI 01/2010	NNR SUPPLIER DATABASE FORM	Page 11 of 10

relationship (family, friend, business- or financial interest) with a person, or persons in the employ of the State and/or in the employ of the person/s or legal entity acting on behalf of the State, and who may directly or indirectly be involved in, and/or may be in a position to influence, the adjudication and/or evaluation and/or award of this bid?

YES  NO

If yes, state the full particulars of the persons between whom the relationship exists, the nature of the relationship and the current position/status of such employee/s of the State and/or of the person/s and/or legal entity acting on behalf of the State herein.

\_\_\_\_\_

Does the bidder have access or potential access to information on a Bid emanating from the business unit who will be directly contracted to management information by virtue of their appointment in the National Nuclear Regulator?

YES  NO

If yes, state full particulars for your current position.

\_\_\_\_\_

Does the bidder share premises with any service provider contracted to the National Nuclear Regulator?

YES  NO

If yes, state particulars on premises.

\_\_\_\_\_

Does the bidder have any previous involvement in the execution of this project?

YES  NO

If yes, state details of previous involvement in this project.

\_\_\_\_\_

Does the bidder have any subcontracting relationship with any service provider that is rendering a service to the National Nuclear Regulator?

YES  NO

If yes, state the relationship.

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,

(Name of the person duly authorized to sign the bid / tender documents on behalf of the bidder /) hereby certify that the information, furnished above, is correct in all respects. I accept and understand the National Nuclear Regulator, as representative of the Government of the Republic of South Africa in this bid, may act against me and the bidder, jointly and severally, should this declaration prove to be false.

Duly signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_

\_\_\_\_\_

Capacity of Signatory

Signature