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# human settlements

Department  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

Private Bag x 644 Pretoria/Tshwane 0001 RSA Tel (012) 421 1311 Fax (012) 341 8512  
Private Bag x 9057 Cape Town 8000 RSA Tel (021) 466 7600 Fax (021) 465 3610  
<http://www.housing.gov.za>, Fraud Line: 0800 20 4401 Toll free line: 0800 1 46873 (0800 1 HOUSE)

## THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS BID VA49/222 {3 OF 2011}

### UPDATING OF THE DEPARTMENT OF HUMAN SETTLEMENTS DATA BASE OF SUPPLIERS / SERVICES NOT EXCEEDING R 500 000.00 PER CASE - THE 80/20 PREFERENCE POINTS ARE APPLICABLE – 80 POINTS FOR PRICE AND 20 POINTS FOR HISTORICALLY DISADVANTAGED INDIVIDUALS

The National Department of Human Settlements hereby invites new suppliers / service providers to apply for registration on its Suppliers Database. Quotations for the supply / rendering of goods / services for procurement not exceeding R 500 000.00 will be invited on a rotation basis from suppliers / service providers registered on this database. Suppliers currently registered may only contact the under – mentioned officials if their company status has changed. The aim of the establishment of a database of suppliers is to incorporate as many possible with the Public Sector Procurement. All bids exceeding the amount of R 500 000 per case will be advertised in the Government Tender Bulletin. Goods and Services requirements have been formulated in the following categories / commodities:

ITEM NO:	GOODS: COMMODITIES
1	Audio Visual Equipment: (Televisions, DVD Players, Video Machines, Hi-Fi's, Radio's, Camera's, etc.)
2	Cutlery and Crockery: (Knives, Forks, Teaspoons, Dessert Spoons, Glasses, Water Bottles, Plates, Side Plates, etc.)
3	Cellular Telephones: (Subscription Package and Instruments, etc.)
4	Cleaning Material Chemicals: (Furniture Polish, Dishwasher, Window Cleaner, Tile and Floor Cleaner, Brooms, Mops, Duster, etc.) MSDS (material safety datasheets) in accordance with the Hazardous Chemical Substances Regulations, section 9A of the occupational Health and safety Act, should be provided with each chemical provided to the Department.
5	Electrical Equipment: (Urns, Kettles, Fridges, Microwave Ovens, Vacuum and Carpet Cleaners, Heaters, Fans, Air Conditioners, etc.)
6	Office Furniture (desks, chairs, credenza, etc.)
7	Groceries: (Coffee, Tea, Sugar, Soup, Hot Chocolate, Serviettes, etc.)
8	Library: (Books and Journals and Magazines, etc.)
9	Office Equipment: (Labour Saving Devices, Fax Machines, Shredding Machines, etc.)
10	Sound/Recording Equipment: (Tape Recorders, Transcribers, etc.)
11	Toners and Cartridges
12	Training Material
13	Office Stationary
14	Security Equipment (surveillance camera's batons, torches, x-ray machines, etc.)
15	Office Safes
16	Record Shelving
17	Protective Clothing

18	Occupational Hygiene monitoring Equipment (Lux –meter, Dust track, Laser Rangefinder, heat Stress Monitor, etc)
19	Personal protective equipment (Safety shoes, gloves, aprons, goggles and masks)
20	Safety signage – in accordance with SANS 1186 of 2006.
21	Supply of Diesel
<b>ITEM NO:</b>	<b>SERVICES: COMMODITIES</b>
1	Blinds and Curtains
2	Building: (Office Partitioning etc.)
3	Carpet & Upholstery Cleaners
4	Catering Services: Providing Own Cutlery: It is compulsory for you to attach the certificate issued by the City of Tshwane or any other Metro Council.
5	Design and Printing
6	Electrical Contractors
7	Hygiene Cleaning Services and Pest Control, etc.
8	Locksmiths
9	Library: Supply and Deliver of News Papers, etc.
10	Office Furniture Repairs
11	Safe Removals
12	Plumbing
13	Conference Facilities (Workshops, Seminars. etc.)
14	Household and Office Furniture Removals
15	Tents, Masques, Chairs, Tables, etc. for hire
16	Office Plants and Garden Services
17	Record Storage Facilities
18	Disposal of Waste Paper (Recycling)
19	Security Services (Guarding, patrolling, access control, etc.)
20	Security Installations (surveillance cameras, x-ray machines, Access control, etc.)
21	Computer equipment for hire (cpu's, monitors, notebooks, etc.)
22	Sound System, podium / stage, screens, pa systems, lightning systems, etc. for hire
23	Musical Entertainment etc. (Cultural Groups, etc.)
24	Design, Production and Delivery of Exhibition Concepts and Stands
25	Diesel for Generator
26	Postal Services
27	Courier Services (within the regions as well as outside the regions of the Republic of South Africa).
28	Disaster management (evacuation route development, equipment, needs evaluation)
29	Driving Schools
30	Repairs of Electrical Equipment
31	Repairs of Security Equipment
<b>ITEM NO:</b>	<b>COMMUNICATIONS: COMMODITIES</b>
1	Public Relations
2	Events Management.

3	Photography
4	Supply and Delivery of Promotional Materials (Embroidery, caps, golf shirts etc.)
5	Design, Layout and Printing
6	Desk Top Publishing
7	Silk Screening
8	Media Relations
9	Model Creation
10	Stakeholder Relations
11	Interpreters
12	Quality Translations, Interpretation and Proof Reading Services
13	Supply and Delivery of Production and Branding Material
14	Quality Translations and Proof Reading Service
15	Marketing Services
16	Editing and Translations in eleven (11) languages
<b>ITEM NO:</b>	<b>PROFESSIONAL SERVICES: COMMODITIES</b>
1	Policy advice on community, institutions and social development.
2	Policy advice and related services on consumer protection and education.
3	Policy advice on housing delivery support.
4	Advice on delivery support promotion.
5	Financial and Audit Services.
6	Organization and work study.
7	Legal research to housing policy development, including legislative drafting.
8	Productivity improvement.
9	Public Service transformation.
10	Human resource development
11	Labour relations ,interventions, relationship and legal etc.
12	Management and change/diversity.
13	Strategic management.
14	Secretarial; services for meetings (minutes, etc.)
15	Needs assessment, policy advice and programme management service relating to engineering infrastructures.
16	Statutory tenure and housing land services and advise.
17	Policy advice on urban renewal an upgrading of existing settlements.
18	Policy advice and related services in respect of housing subsidies.
19	Policy advice and related services in respect of hostels.
20.	Policy advice on housing and development economics.
21	Housing finance: Mortgage finance and alternative credit instruments.
22	Energy savings design in housing.
23	Evaluation of building technology.
24	Policy advice on rural development with social reference on rural housing policy development.
25	Policy and strategy advice on urban development including urban settlement, reconstruction and renewal.
26	Support and advice on the preparation of housing and human settlement related reports for international conferences and terms of international agreements.

27	Policy advice on environmental issues with respect to urban development and housing.
28	Project coordination and management advice and assistance with regard to project conceptualization, project administration, stakeholder involvement and project evaluation.
29	Analysis of the housing market with regard to supply and demand, demographic, socio-economic related studies with special emphasis on low income housing.
30	Impact analysis of housing policies / programmes and / or human settlement.
31	Macro economic impact studies: analysis of policy alternatives, cost/benefit appraisals of different policy alternatives and national accounts
32	Advice / assistance with regard to management information systems, planning and control systems and design and maintenance of housing and human settlement systems. GIS support, systems design, development and implementation, networks maintenance and technical support.
33	Sector / industry analysis to housing.
34	Advice on policy implementation and monitoring.
35	Performance evaluation of institutions, parastatals and public entities.
36	Financial Engineering – Development Finance.
37	Research and information analysis.
38	Specialist on construction industry.
39	Specialist on Financial – retail and wholesale.
40	Specialists on non residential development (commercial, retail, industrial and public facilities).
41	Specialist on risk management, internal auditing, forensics, fraud and corruption.
42	Monitoring and evaluation procedures, processes and methodologies.
43	Performance and data verification methodologies.
44	Public relations consultants.
45	Production companies.
46	Exhibition companies.
47	Media consultants.
48	Printing and production houses.
49	Handwriting and Signature Analyst.
50	Records Management.
51	Training Development (Occupational Health and Safety Training, Labour Relations, Supply Chain Management, Financial Administration, Human Resources Management, Risk Management, Security Services, etc. / NB: The Training and Development programmes should be accredited with the relevant SETA and the programmes should be NQF aligned). First Aid training – compulsory to attach of letter from Department of Labour indicating that the company is registered as a First Aid Training Service Provider.
52	Professional Services: Exhibition, Production, Legal Research, Policies Human Settlement, Transformation, Need Assessments, Printing Production Houses, Media Consultants, Research etc.
53	Geographic Information Services (spatial processing, spatial analysis and map production).
54	Evaluation of alternative building technologies.
55	Professional services: Occupational Health and Occupational Hygiene Surveillances.
56	Health and Wellness: HIV, Workplace Programmes and Policies etc.
57	Macro and Micro Strategy Planning Support.
58	Organisational Performance Monitoring, Evaluation and Management.
59	Strategic Management Support and Administrative Management.

60	Financial Planning Services.			
61	Legal Compliance Auditing / Health & Safety System Auditing (OHS Act & Regulations, Tobacco products control act, safety signage)			
62	Public Entities or Dissolution Support			
63	Project and Programme Management Services			
64	Human Settlement Project Design and Development Services			
65	Recruitment Agencies			
66	Training and Development			
	<b>PLEASE INDICATE YOUR SMME'S STATUS WITH A X: SMALL/MEDIUM AND MICRO ENTERPRISES</b>	<u>SMALL</u>	<u>MEDIUM</u>	<u>MICRO ENTERPRISES</u>

ENQUIRIES MAY BE DIRECTED TO:

MS M HITGE @	012 – 421 1355
MS P VAN AARDE @	012 – 421 1314
MR M CAMAGU @	012 – 421 1592
MR V MKHWANAZI @	012 – 421 1579
MS K MALEKA @	012 – 421 1446
MS M MALAPANE @	012 – 421 1586
MS C MATLALA @	012 – 421 1644
MR M KWINANA @	012 – 421 1360

The following information to be supplied to the Department:

- Name, Postal and Physical Address of Company;
- Telephone number;
- Fax number;
- E-mail address;
- List goods/services as indicated on the list of commodities;
- Contact person;

Services in respect of which you wish to register as indicated above under the Core Business:

- Attached original valid Tax Clearance Certificate;
- Certified Copy of ID;
- Company profile;
- Certificate issued by the Registrar of Companies & Close Corporations. Issued by CIPRO

Catering: Attach Certificate of Acceptability for Food Premises. Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food, Government Notice R918 of 30 July 1999 (Regulation 3(6) (a). Issued by the City of Tshwane, Environmental Health or any other Metro Council. This is compulsory for catering services.

Data Base documents are obtained from: The National Department of Human Settlements  
Supply Chain Management: Procurement:  
Bid Section  
Govan Mbeki House  
240 Walker Street  
Sunnyside  
PRETORIA

{Updated commodities 3 OF 2011}

**QUESTIONNAIRE TO BE COMPLETED BY CATERING SUPPLIERS:**

**SUPPLIERS TRADE NAME AS REGISTERED ON THE DATA BASE:**

\_\_\_\_\_

**REGISTRATION NUMBER (Company or CC no.):**

\_\_\_\_\_

**SUPPLIER CONTACT DETAILS:** \_\_\_\_\_

QUESTION	SUPPLIER'S RESPONSE	VERIFICATION BY DEPT OF HUMAN SETTLEMENTS PROCUREMENT UNIT
1. Indicate areas of operation (i.e. Pretoria, Johannesburg, etc.)		
2. Indicate the distance from Supplier's premises to the Department of Human Settlements Head Office ( i.e. 10km)		
3. State the place of operation (i.e. office, house, flat, restaurant, café, etc.)		
4. Physical Address of the business premises (where food is prepared)		
5. Are you in possession of a valid certificate of acceptability in respect of the above business premises? (Yes or No.) If yes attach a certified copy of the certificate).		
6. Table/ counter/ working surface/ basins/ utensils on which unwrapped food is handled is made of smooth, rust – proof, non- toxic and non- absorbent material that is free of open joints or seams ( Yes or No. If no provide details)		
7. Wooden chopping blocks, cutting boards and utensils are kept in such conditions that dirt does not accumulate thereon or therein (Yes or No. If no provide details)		
8. Crockery, cutlery, utensils, basins or any other such facilities used for the handling of food are clean, not chipped, split or cracked (Yes or No. If no provide details)		

9. Every chilling and freezer facility used for the storage, display or transport of perishable food has been provided with a thermometer which at all times reflect the degree of chilling of the refrigeration area of such facility and is in such a condition and position that accurate reading may be taken unhampered ( Yes or No. If no provide details)		
10. The protective clothing, including head covering of persons handling food that is not packed so that the food cannot be contaminated is always clean and neat when such person begins to handle the food( Yes or No. If no provide details)		
11. Effective measures are taken to eliminate flies, other insects, rodents or vermin on the food premises (Yes or No. If no provide details)		
12. Are food transported at temperatures as stipulated in Annexure D of Regulations governing hygiene requirements for food premises and the transport of food( Yes or No. If no provide details)		
13. Are food stored and served at temperatures as stipulated in Annexure D of Regulations governing hygiene requirements for food premises and the transport of food( Yes or No. If no provide details)		
14. Provide References and their contact details		

• Please find a copy of the mentioned Regulations

**RATING:**

Poor	1
Fair	2
Average	3
Above Average	4
Excellent	5

Signature of supplier: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Supply Chain Management Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_