



## Appendix C: Application for Admission to the PSP Electronic Database (2019)

**Note:** This document is to be read in conjunction with the Department's **Business Model for Database and Framework Agreements for Appointment of Professional Service Providers (PSP)**

A separate application must be made in respect of each office.

Failure to fully complete the application may cause the application to be returned to the applicant.

**Closing date: 13 August 2019 at KZN DOPW Head Office, 191 Prince Alfred Street, Pietermaritzburg.**

### SECTION A: ENTERPRISE PARTICULARS

Name of Enterprise: \_\_\_\_\_

Trading as: \_\_\_\_\_

Type of Enterprise<sup>1</sup>: (Please select **ONE** of the following and indicate with an "X")

Public Company	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Close Corporation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Other	<input type="checkbox"/>

If Other please specify: \_\_\_\_\_

Date Registered: DD/MM/YY \_\_\_\_\_ Date operations started: DD/MM/YY \_\_\_\_\_

Company / CC Registration Number: \_\_\_\_\_

Tax Registration Number<sup>2</sup>: \_\_\_\_\_

VAT Registration Number: (if registered) \_\_\_\_\_ KZN Provincial Suppliers Database Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Code: \_\_\_\_\_ Code: \_\_\_\_\_

1. Attach a copy of the following as applicable and latest name change, if any: (i) **Company / Close Corporation** - Certificate of Incorporation, (ii) **Company** - Shareholder Certificates or (iii) **Partnership** - Partnership Agreement.
2. Attach a copy of original valid Tax Clearance Certificate.

### Contact Person:

(Provide particulars of contact person to whom all correspondence will be directed, prior to and after admission to the electronic database).

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ email: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Cell: \_\_\_\_\_

Preferred method of Communication: email: ☐ Fax: ☐ Post ☐

**Office Locality:**

Please indicate where your office is located.

Region: \_\_\_\_\_

District Municipality: \_\_\_\_\_

Municipality: \_\_\_\_\_

Town: \_\_\_\_\_

**MIDLANDS REGION – MUNICIPALITIES****(DC23) UTHUKELA DISTRICT MUNICIPALITY**

kz232	Emnambithi/Ladysmith Municipality
kz233	Indaka Municipality
kz234	Umtshezi Municipality
kz235	Okhahlamba Municipality
kz236	Imbabazane Municipality
KZDMA23	KZDMA23

**(DC24) UMZINYATHI DISTRICT MUNICIPALITY**

kz241	Endumeni Municipality
kz242	Nquthu Municipality
kz244	Msinga Municipality
kz245	Umvoti Municipality

**(DC25) AMAJUBA DISTRICT MUNICIPALITY**

kz252	Newcastle Municipality
kz253	Utrecht Municipality
kz254	Dannhauser Municipality

**NORTH COAST REGION –MUNICIPALITIES****(DC26) ZULULAND DISTRICT MUNICIPALITY**

kz261	Edumbe Municipality
kz262	Uphongolo Municipality
kz263	Abaqulusi Municipality
kz265	Nongoma Municipality
kz266	Ulundi Municipality

**(DC27) UMKHANYAKUDE DISTRICT MUNICIPALITY**

kz271	Umhlabuyalingana Municipality
kz272	Jozini Municipality
kz273	The Big Five False Bay Municipality
kz274	Hlabisa Municipality
kz275	Mtubatuba Municipality
KZDMA27	KZDMA27

**(DC28) KING CETSHWAYO DISTRICT MUNICIPALITY**

kz281	Mbonambi Municipality
kz282	Umhlathuze Municipality
kz283	Ntambanana Municipality
kz284	Umlalazi Municipality
kz285	Mthonjaneni Municipality
kz286	Nkandla Municipality

**ETHEKWINI REGION – MUNICIPALITIES****(DURBAN) ETHEKWINI MUNICIPALITY**

Durban Ethekwini Municipality

**(DC29) ILEMBE DISTRICT MUNICIPALITY**

kz291	Endondakusuka Municipality
kz292	Kwadukuza Municipality
kz293	Ndwedwe Municipality
kz294	Maphumulo Municipality

**SOUTHERN REGION – MUNICIPALITIES****(DC21) UGU DISTRICT MUNICIPALITY**

kz211	Vulamehlo Municipality
kz212	Umdoni Municipality
kz213	Umzumbe Municipality
kz214	Umuziwabantu Municipality
kz215	Ezingqoleni Municipality
kz216	Hibiscus Coast Municipality

**(DC22) UMGUNGUNDLOVU MUNICIPALITY**

kz221	Umshwathi Municipality
kz222	Umgweni Municipality
kz223	Mooi Mpofana Municipality
kz224	Impendle Municipality
kz225	Msunduzi Municipality
kz226	Mkhambathini Municipality
kz227	Richmond Municipality
KZDMA22	KZDMA22

**(DC43) HARRY GWALA DISTRICT MUNICIPALITY**

kz5a1	Ingwe Municipality
kz5a2	Kwa Sani Municipality
kz5a3	Matatiele Municipality
kz5a4	Greater Kokstad Municipality
kz5a5	Ubuhlebezwe Municipality
kz5a6	Umzimkulu Municipality
KZDMA43	KZDMA43

\_\_\_\_\_  
Name of Enterprise  
(Please fill in on every page)

**Professional Registration of Enterprise:**

Built Environment Professional Council  
(e.g. ECSA): \_\_\_\_\_

Registration Number<sup>3</sup>: \_\_\_\_\_

3. Provide copy of Enterprise Built Environment Professional Council Registration Certificate. If registration with the relevant Built Environment Council is pending, please supply proof of application and proof of payment.

**Bank Details:**

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_ Branch Code: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: (Please indicate with an "X") Current ☐ Savings ☐ Other ☐

Specify: \_\_\_\_\_

**Financial Statements<sup>4</sup>:**

Please indicate with an "X" the range of your Total Annual Turnover:

Total Annual Turnover		
	From:	To:
<input type="checkbox"/>		< R 3 000 000
<input type="checkbox"/>	≥ R 3 000 000	< R13 000 000
<input type="checkbox"/>	≥ R13 000 000	< R26 000 000
<input type="checkbox"/>	≥ R26 000 000	Unlimited

Financial Year for which Financial Statements provided: \_\_\_\_\_ YYYY

4. Provide Financial Statements for the financial year immediately preceding the application certified by an auditor in the case of a Company, an accounting officer in the case of a Close Corporation, and an accountant in the case of a Sole proprietor or Partnership.

**Proof of Professional Indemnity<sup>5</sup>:**

Please provide details of your professional indemnity insurance:

Professional Indemnity Insurance: Yes ☐ No ☐

Professional Indemnity Insurance Amount: R \_\_\_\_\_

Professional Indemnity Insurance Excess: R \_\_\_\_\_

5. Provide proof of an uninterrupted professional indemnity insurance with an excess not exceeding 10% of the value of the cover in an amount of not less than R2 000 000 if applying for registration in any of the engineering services categories and R1 000 000 if applying for registration in any other category.

**Quality Management System<sup>6</sup>:**

Quality Management System Provided: Yes ☐ No ☐

6. Provide a documented quality management system which as a minimum outlines management responsibilities and resource management within the company, provisions for back up of electronic data and, in the case of a one principal business, contingency plans in the event of incapacitation. (Not more than two pages in Arial font 10)

**SECTION B: PARTICULARS OF PRINCIPALS AND OWNERSHIP<sup>7</sup>**

	Title	First Name	Surname	Date became Principal	Date ceased to be Principal	ID Number <sup>8</sup>	Personal Income Tax Number <sup>9</sup>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

<sup>7.</sup> Attach a copy of the following as applicable and latest name change, if any: (i) **Company / Close Corporation** - Certificate of Incorporation, (ii) **Company** - Shareholder Certificates or (iii) **Partnership** - Partnership Agreement.

<sup>8.</sup> Provide a copy of ID document.

<sup>9.</sup> Provide Personal Income Tax Number only if Sole Proprietor or Partnership.

\_\_\_\_\_  
Name of Enterprise  
(Please fill in on every page)

**SECTION C: PARTICULARS OF REGISTERED PROFESSIONALS**

**FILL IN SECTION C SEPARATELY FOR EACH FULL TIME REGISTERED PROFESSIONAL PRINCIPAL AND STAFF MEMBER**

Particulars of Full Time Professional Principal/s and Staff Member/s:

Principal	<input type="checkbox"/>	Staff Member	<input type="checkbox"/>	% Time Devoted to This Enterprise		
Title:	First Name:		Surname:			
Designation:			ID Number <sup>10</sup> :			
Date Employed:	Average Annual Income <sup>11</sup>		Date Employment Terminated:			
Qualification/s <sup>12</sup> :	Institute Where Qualified	Date Qualified	Built Environment Professional Council (e.g. ECSA)	Registration Number/s <sup>13</sup> :	Date of Registration	

<sup>10.</sup> Provide a copy of ID document.

<sup>11.</sup> Furnish proof of average annual income per professionally registered staff member of not less than R 175,000.

<sup>12.</sup> Insert Professional Construction Project Manager, Professional Architect, Professional Senior Architectural Technologist, Professional Engineer, Professional Engineering Technologist, Professional Quantity Surveyor, Professional Planner, Professional Natural Scientist, Professional Land Surveyor or Professional Valuer.

<sup>13.</sup> Provide copy of Built Environment Professional Council Registration Certificate/s. If registration with the relevant Built Environment Council is pending, please supply proof of application and proof of payment.

Service Categories applied for <sup>14</sup> :			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
<b>ARCHITECTURAL SERVICES (A)</b>			
A01	<input type="checkbox"/> Low and medium sensitivity sites of low and medium complexity (refer to SACAP submission on the Identification of Architectural Work for relevant definitions)	Professional Architect Professional Senior Architectural Technologist	
A02	<input type="checkbox"/> High sensitivity sites of low complexity (refer to SACAP submission on the Identification of Architectural Work for relevant definitions)		
A03	<input type="checkbox"/> Opera houses, concert halls, theatres and auditoriums,	Professional Architect	
A04	<input type="checkbox"/> High rise buildings (more than 6 storeys in height)		
A05	<input type="checkbox"/> Hospitals and community health clinics		
A06	<input type="checkbox"/> Prisons		
A07	<input type="checkbox"/> Heritage/Conservation		
A08	<input type="checkbox"/> Services other than those described in A01 to A07		
<b>CONSTRUCTION SERVICES (H)</b>			
H01	<input type="checkbox"/> Construction health and safety	Professional Construction Health and Safety Agent Construction Health and Safety Manager Construction Health and Safety Officer	
H02	<input type="checkbox"/> Mentoring of emerging contractors	Registration with one of the Built Environment Councils and/or relevant Government Department, recognized entity	
<b>DISPUTE RESOLUTION (D)</b>			
D01	<input type="checkbox"/> Adjudication of disputes in construction works contracts where FIDIC is used	Professional Engineer Professional Architect Professional Quantity Surveyor Professional Construction Manager Professional Construction Project Manager	
D02	<input type="checkbox"/> Adjudication of disputes in construction works contracts where GCC 2004 is used		
D03	<input type="checkbox"/> Adjudication of disputes in construction works contracts where JBCC 2000 is used		
D04	<input type="checkbox"/> Adjudication of disputes in construction works contracts where NEC3 is used		
D05	<input type="checkbox"/> Adjudication of disputes in professional services where the CIDB form of contract is used		
D06	<input type="checkbox"/> Adjudication of disputes in professional service contracts where NEC3 form of contract is used		
<b>ENGINEERING SERVICES</b>			
<b>Civil Engineering Services (C)</b>			
C01	<input type="checkbox"/> Bulk earthworks, terracing, sports fields, township roads, paving and associated drainage (geometric, drainage and materials design)	Professional Engineer Professional Engineering Technologist	Engineering Council of South Africa (ECSA)
C02	<input type="checkbox"/> Provincial roads (other than freeways) or intersections with township roads and associated drainage (geometric, drainage and materials design)		
C03	<input type="checkbox"/> Freeways (dual carriage road which does not provide the abutting owners the automatic right of access) and associated drainage (geometric, drainage and materials design)		
C04	<input type="checkbox"/> Pavement rehabilitation and maintenance		
C05	<input type="checkbox"/> Railways and associated drainage (geometric, drainage and materials design, rehabilitation and maintenance)		

Service Categories applied for <sup>14</sup> :			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
C06 <input type="checkbox"/>	Water and sewerage reticulation, pipelines and pumping stations		
C07 <input type="checkbox"/>	Water and waste treatment systems		
C08 <input type="checkbox"/>	Dams, weirs and related work		
C09 <input type="checkbox"/>	Canals, irrigation and river protection systems		
C10 <input type="checkbox"/>	Water resource management		
C11 <input type="checkbox"/>	Storm water drainage		
C12 <input type="checkbox"/>	Harbours, marine works and breakwaters		
C13 <input type="checkbox"/>	Tunnels and tunnel linings		
C14 <input type="checkbox"/>	Solid waste disposal		
C15 <input type="checkbox"/>	Traffic engineering e.g. the use of engineering techniques to analyse the safe and efficient movement of people and goods.		
<b>Electrical Engineering (E)</b>			
E01 <input type="checkbox"/>	Electrical installations in buildings	Professional Engineer Professional Engineering Technologist	
E02 <input type="checkbox"/>	Street lighting and electrical reticulations supplying power to buildings		
E03 <input type="checkbox"/>	Radio telemetry and SCADA systems		
E04 <input type="checkbox"/>	Electrical power systems for the generation, transmission and distribution of electrical energy not covered in E01 to E03		
E05 <input type="checkbox"/>	Lightening protection		
<b>Geotechnical Engineering (G)</b>			
G01 <input type="checkbox"/>	Geotechnical site, foundation and stability investigations	Professional Engineer Professional Engineering Technologist Professional Natural Scientist	
G02 <input type="checkbox"/>	Dolomitic stability investigations and related work	Professional Engineer Professional Natural Scientist	
G03 <input type="checkbox"/>	Geohydrology / boreholes	Professional Engineer Professional Natural Scientist	
<b>Mechanical Engineering (M)</b>			
M01 <input type="checkbox"/>	Boiler installations, steam distribution, central heating and centralised hot water generation	Professional Engineer Professional Engineering Technologist	
M02 <input type="checkbox"/>	Heating, ventilation, air-conditioning and refrigeration		
M03 <input type="checkbox"/>	Lifts, escalators and lifting equipment		
M04 <input type="checkbox"/>	Mechanical systems other than ME1 to ME4.		
M05 <input type="checkbox"/>	Industrial equipment and mechanical systems other than those referred to in M01 to M04		
<b>Miscellaneous Engineering Services (X)</b>			
X01 <input type="checkbox"/>	Acoustical engineering services	Professional Engineer Professional Engineering Technologist	
X02 <input type="checkbox"/>	Cathodic protection		
X03 <input type="checkbox"/>	Building wet services		
X04 <input type="checkbox"/>	Fire protection and detection		
<b>Structural Engineering (S)</b>			
S01 <input type="checkbox"/>	Buildings and structures	Professional Engineer Professional Engineering Technologist	
S02 <input type="checkbox"/>	Water reservoirs and water retaining structures other than dams		
S03 <input type="checkbox"/>	Bridge and culvert design, maintenance and rehabilitation.		

Service Categories applied for <sup>14</sup> :			
Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):			
SERVICE AREAS			
Code	Nature of Service	Minimum Professional Qualification of Qualified Person	Applicable Registered Council Requirement
<b>GREEN BUILDING (B)</b>			
B01 <input type="checkbox"/>	Green Building Services	GBCSA Accredited Professional	
<b>ENVIRONMENTAL IMPACT STUDIES (V)</b>			
V01 <input type="checkbox"/>	Environmental impact studies	Professional Engineer Professional Engineering Technologist Professional Planner Professional Natural Scientist	
<b>INFORMATION TECHNOLOGY (IT) CONSULTING SERVICES (I)</b>			
I01 <input type="checkbox"/>	Information Technology (IT) Consulting Services	<ul style="list-style-type: none"> <li>• Professional Networking and Design Architect (Eg. CISCO CCDP and HPE Network Architect)</li> <li>• Network Security Architect (eg. Sophos Architect)</li> <li>• Structured Cabling Architect</li> <li>• Solution Architect (Virtualization, Storage, Cloud and Data Centre)</li> <li>• Certified Commscope installer</li> <li>• Commscope Partner</li> </ul>	
<b>LANDSCAPE ARCHITECTURAL SERVICES (L)</b>			
L01 <input type="checkbox"/>	Landscape architectural services	Professional Landscape Architect Professional Landscape Technologist	
<b>MANAGEMENT SERVICES (P)</b>			
P01 <input type="checkbox"/>	Construction management i.e. the management of the construction process of works executed under multiple contracts between an employer and a contractor, from project initiation and briefing to project close out, but without the acceptance of liability for the contractual risks associated with the role of a contractor	Professional Construction Manager Professional Construction Project Manager Professional Engineer Professional Engineering Technologist Professional Quantity Surveyor	
P02 <input type="checkbox"/>	Construction project management services i.e. the management on behalf of a client of the entire process necessary for the procurement of the design and the construction of a project from project initiation through to project close out, relating to buildings (construction works that has the provision of shelter for its occupants or contents as one of its main purposes)	Professional Construction Project Manager Professional Architect Professional Senior Architectural Technologist Professional Engineer Professional Engineering Technologist Professional Quantity Surveyor	
P03 <input type="checkbox"/>	Construction project management services relating to engineering projects		
<b>SOCIAL FACILITATION SERVICES (S)</b>			
S01 <input type="checkbox"/>	Social Facilitation Services		
<b>QUANTITY SURVEYING SERVICES (Q)</b>			
Q01 <input type="checkbox"/>	Quantity surveying services	Professional Quantity Surveyor Professional Quantity Surveyor Technologist	
<b>SURVEYING</b>			
W01 <input type="checkbox"/>	Survey – cadastral services	Professional Land Surveyor	



<b>Service Categories applied for<sup>14</sup>:</b>			
<b>Please indicate with an "X" those Service Areas in which you wish to be registered (double click in box to insert mark):</b>			
<b>SERVICE AREAS</b>			
<b>Code</b>	<b>Nature of Service</b>	<b>Minimum Professional Qualification of Qualified Person</b>	<b>Applicable Registered Council Requirement</b>
W02 <input type="checkbox"/>	Survey – topographical services	Professional Land Surveyor Professional Surveyor	
<b>TRANSPORTATION PLANNING (Y)</b>			
Y01 <input type="checkbox"/>	Strategic transportation planning - spatial planning, networks, statutory planning frameworks	Professional Engineer Professional Planner	
Y02 <input type="checkbox"/>	Traffic impact assessment	Professional Engineer Professional Planner	
<b>TOWN PLANNING (T)</b>			
T01 <input type="checkbox"/>	Site specific town planning services for property development projects	Professional Town Planner.	
T02 <input type="checkbox"/>	Development framework plan for identified areas		
T03 <input type="checkbox"/>	Consolidation / rezoning		
<b>VALUATION SERVICES (Z)</b>			
Z01 <input type="checkbox"/>	Determine the value of fixed and other property.	Professional Valuer.	

<sup>14.</sup> Attach two references from public sector clients confirming satisfactory past performance in the categories applied for in the prescribed format which require persons registered in terms of the Engineering Profession Act or the South African Council for Natural Scientific Professions. Professional Engineers and Professional Engineering Technologists whose names appear on the Joint Structural Division of the South African Institution of Civil Engineering and the Institution of Structural Engineers' website ([www.jsd.co.za](http://www.jsd.co.za)) as a Competent Person – Structures need not obtain such references for the service category Structural Engineering Services. Confirmation that their name appears on the website will suffice.

<b>Eligibility for services associated with the Expanded Public Works' programme<sup>15</sup>:</b>		
<b>Please indicate with an "X":</b>		
<b>NQF7</b>	<input type="checkbox"/>	NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies"
<b>NQF5</b>	<input type="checkbox"/>	NQF level 5 unit standard "Manage Labour Intensive Construction Projects"

<sup>15.</sup> Attach NQF Certificate/s.

**Registered Professional Previous Experience:**

*Provide details of personal experience of previous services undertaken and indicate for which enterprise you were employed or were principal of at the time.*

<b>1 Description of Service:</b>			
Public Sector Department:		Service Value (including VAT):	R
Contact Person:		Service Category:	
Telephone No:		Date of Service Appointment:	DD/MM/YY
Client Department:		Date Service Completed:	DD/MM/YY
Enterprise Employed by		Service Location: Town:	
		Municipality:	
<b>2 Description of Service:</b>			
Public Sector Department:		Service Value (including VAT):	R
Contact Person:		Service Category:	
Telephone No:		Date of Service Appointment:	DD/MM/YY
Client Department:		Date Service Completed:	DD/MM/YY
Enterprise Employed by		Service Location: Town:	
		Municipality:	
<b>3 Description of Service:</b>			
Public Sector Department:		Service Value (including VAT):	R
Contact Person:		Service Category:	
Telephone No:		Date of Service Appointment:	DD/MM/YY
Client Department:		Date Service Completed:	DD/MM/YY
Enterprise Employed by		Service Location: Town:	
		Municipality:	

**Potential conflicts of interest:**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |                                                                                                |                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an official of any municipality or municipal entity                                                                                                                                        |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity                                                                                                            |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> an employee of Parliament or a provincial legislature                                                                                                                                      |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state	Position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

Insert separate page if necessary.

Are there any potential conflicts of interest that may arise or impact upon the ability to provide the services commonly associated with the service category(s) applied for, arising from the pursuit of manufacturing and contracting interests?<sup>16</sup>

Yes ☐

No ☐

<sup>16</sup> If yes furnish on a separate form.

The following Contract Participation Goal shall be applied in the evaluation process.

**B-BBEE Status Level of Contribution**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- Bidders 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.
- Bidders 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.
- 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.
- 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.
- 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.
- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Checklist for Supporting Documentation		
The following supporting documents must be appended to the application:	Supplied by PSP	Received OFFICE USE ONLY
<b>SECTION A: ENTERPRISE PARTICULARS</b>		
1 Attach a copy of one of the following as applicable and latest name change, if any: <b>Company / Close Corporation</b> - Certificate of Incorporation, <b>Company</b> - Shareholder Certificates or <b>Partnership</b> - Partnership Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
2 Attach a copy of original valid Tax Clearance Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
3 Provide copy of Professional Enterprise Built Environment Professional Council Registration Certificate. If registration with the relevant Built Environment Council is pending, please supply proof of application and proof of payment.		
4 Provide Financial statements for the financial year immediately preceding the application certified by an auditor in the case of a Company, an accounting officer in the case of a Close Corporation, and an accountant in the case of a Sole proprietor or Partnership.	<input type="checkbox"/>	<input type="checkbox"/>
5 Provide proof of an uninterrupted professional indemnity insurance with an excess not exceeding 10% of the value of the cover in an amount of not less than R2 000 000 if applying for registration in any of the engineering services categories and R1 000 000 if applying for registration in any other category.	<input type="checkbox"/>	<input type="checkbox"/>
6 Provide a documented quality management system which as a minimum outlines management responsibilities and resource management within the company, provisions for back up of electronic data and, in the case of a one principal business, contingency plans in the even of incapacitation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION B: PARTICULARS OF PRINCIPALS AND OWNERSHIP</b>		
7 Attach a copy of one of the following as applicable showing Principals Percentage Equity Ownership: <b>Company / Close Corporation</b> - Certificate of Incorporation, <b>Company</b> - Shareholder Certificates or <b>Partnership</b> - Partnership Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
8 Provide a copy of ID document/s of Principal/s.	<input type="checkbox"/>	<input type="checkbox"/>
9 Provide Personal Income Tax Number only if Sole Proprietor or Partnership.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION C: PARTICULARS OF REGISTERED PROFESSIONALS</b>		
10 Provide a copy of ID document/s of Registered Professional/s.	<input type="checkbox"/>	<input type="checkbox"/>
11 Furnish proof of average annual income per professionally registered staff member of not less than R 175,000.	<input type="checkbox"/>	<input type="checkbox"/>
12 Insert Professional Construction Project Manager, Professional Architect, Professional Senior Architectural Technologist, Professional Engineer, Professional Engineering Technologist, Professional Quantity Surveyor, Professional Planner, Professional Natural Scientist, Professional Land Surveyor or Professional Valuer.	<input type="checkbox"/>	<input type="checkbox"/>
13 Provide certified copies of professional registration of full time qualified persons with the relevant Built Environment Professional Council. If registration with the relevant built environment Council is pending, please supply proof of application and proof of payment.	<input type="checkbox"/>	<input type="checkbox"/>
14 Attach two references from public sector clients confirming satisfactory past performance in the categories applied for in the prescribed format which require persons registered in terms of the Engineering Profession Act or the South African Council for Natural Scientific Professions. Professional Engineers and Professional Engineering Technologists whose names appear on the Joint Structural Division of the South African Institution of Civil Engineering and the Institution of Structural Engineers' website (www.jsd.co.za) as a Competent Person – Structures need not obtain such references for the service category W8 (Structural Engineering Services). Confirmation that their name appears on the website will suffice.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Supporting Documentation		
The following supporting documents must be appended to the application:	Supplied by PSP	Received OFFICE USE ONLY
15 Attach NQF Certificate/s. • Certified copy of certificate for NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies", where applicable. • Certified copy of certificate for NQF level 5 unit standard "Manage Labour Intensive Construction Projects", where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
16 Details of any commercial, manufacturing, contracting or other interest which might influence professional judgment, if any, in any category of service applied for.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION D: PARTICULARS OF EMPOWERMENT STATUS</b>		
17 Attach a copy of the following as applicable and latest name change, if any: <b>Company / Close Corporation</b> - Certificate of Incorporation, <b>Company</b> - Shareholder Certificates or <b>Partnership</b> - Partnership Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
18 Provide a copy of ID document.	<input type="checkbox"/>	<input type="checkbox"/>
19 Provide proof of disability.	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Name of Enterprise  
(Please fill in on every page)

**Declaration:**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

\_\_\_\_\_  
Name of Enterprise

- 1) authorizes the Department to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order, should the Department so desire;
- 2) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- 3) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- 4) confirms that no member of the firm has any commercial, manufacturing, contracting or other interest, other than that declared in the supporting documents, if any, as would tend to influence his / her exercise of, or independent professional judgment on, the matters which he / she advises in respect of the service categories applied for;
- 5) confirms that the contents of this application are within my personal knowledge and are to the best of my belief both true and correct;
- 6) confirms that PSP will maintain its professional indemnity insurance and abide by the CIDB Code of Conduct for all the Parties engaged in Construction Procurement (see [www.cidb.co.za](http://www.cidb.co.za));
- 7) confirms that the Professional Service Provider undertakes to:
  - (a) contribute positively to the well being of the community and when involved in any project or application of technology, strive to ensure that the affected parties are identified, properly informed and consulted, subject to the policy of the Department;
  - (b) take all reasonable steps to protect life and safeguard people;
  - (c) take due cognisance of the environmental impact of the service provided and give due consideration to the social and economic effects associated with the service subject to the policy of the Department; and
  - (d) maintain the accuracy of the data stored on the data base and notify the department in writing of:
    - (i) any changes in ownership or management control which will change its empowerment status;
    - (ii) any change in the particulars of a full time professional staff member registered in respect of a particular service category or having EPWP qualifications; and
    - (iii) any change in office staff that disqualifies an office from being registered in a Municipality.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Capacity: \_\_\_\_\_

Date \_\_\_\_\_