



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

NATIONAL FILM AND VIDEO FOUNDATION

REQUEST FOR INFORMATION (RFI)

DATE OF ISSUE: 12 MARCH 2025

YOU ARE HEREBY INVITED TO RESPOND FOR THE REQUIREMENTS OF THE NATIONAL FILM AND VIDEO FOUNDATION

RFP REFERENCE NUMBER: RFI 01 2024-2025

BRIEFING SESSION: 18 MARCH 2025 **(NON-COMPULSORY)**

BRIEFING TIME: 11:00

BRIEFING VENUE: MICROSOFT TEAMS ([Join the meeting now](#))

CLOSING DATE: 24 MARCH 2025

CLOSING TIME: 11:00

DESCRIPTION: REQUEST FOR INFORMATION (RFI) ON THE SUPPLY, HOST, SUPPORT, AND MAINTENANCE OF THE GRANT MANAGEMENT SYSTEM.

RFI SUBMISSION REQUIREMENTS: SUBMISSIONS MUST BE EMAILED TO: nfvftenders@nfvf.co.za

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MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
SBD 1 (Invitation to bid)	Make sure it is signed	
SBD 4 (Declaration of interest)	Make sure it is fully signed	
SBD 8 (Declaration of Bidder's past supply chain management practices)	Make sure it is fully completed and signed	
SBD 9 (Certificate of Independent Bid Determination)	Make sure it is fully completed and signed	
Total Price	Bidders to complete price schedule or provide a separate financial proposal	
Company Profile	Include structure of the company	
CSD Registration	Proof of CSD registration	

IF ANY OF THE ABOVEMENTIONED CONDITIONS IS NOT MET AND/OR ANY OF THE REQUESTED DOCUMENTS ARE NOT SUBMITTED AS PRESCRIBED, THE BID EVALUATION COMMITTEE SHALL HAVE THE DISCRETION TO DISQUALIFY THE BID

1. All changes must be scratched out and a signature appended next to each change. No tippex is allowed.
2. All certified documents must be within the current six (6) months. Copies of previously certified documents will not be accepted and may result in automatic disqualification.
3. Bid documents must be secured together preferably bound or contained in a lever arch file as National Film and Video Foundation will not take any responsibility for any loss of documents as a result of not being properly secured upon submission.

PART A

YOU ARE HEREBY INVITED TO RESPOND FOR THE REQUIREMENTS OF NATIONAL FILM AND VIDEO FOUNDATION

BID NUMBER: RFI 01 2024-2025

BRIEFING SESSION: 18 MARCH 2025 (Non-compulsory)

CLOSING DATE: 24 MARCH 2025

CLOSING TIME: 11:00

DESCRIPTION: REQUEST FOR INFORMATION (RFI) ON THE SUPPLY, HOST, SUPPORT, AND MAINTAINANCE OF THE GRANT MANAGEMENT SYSTEM.

BID DOCUMENTS MUST BE EMAILED TO nvftenders@nfvf.co.za

Bidders should ensure that bids are delivered timeously to the correct email address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE..... NUMBER.....

CELL PHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

VAT REGISTRATION NUMBER.....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER: DATE:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

A.1.1. CONDITIONS OF BIDDING

1 Proprietary Information

- 1.1 National Film and Video Foundation considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NFVF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of NFVF.

2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFI should be in writing and channeled to: Email address: Akhonam@nfvf.co.za.
- 2.2 *Bidders may not contact any other NFVF employee besides contact person mentioned on Paragraph 2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is closed. Any effort by a bidder to influence bid evaluation, bid comparisons in any manner, may result in rejection of the bid concerned.*
- 2.3 All the documentation submitted in response to this RFI must be in English.
- 2.4 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by NFVF regarding anything arising from the fact that pages are missing or duplicated.

3 Validity Period

- 3.1 Responses to this RFI received from suppliers will be valid for a period of **90 days** counted from the closing date of the tender.

4 Submission of RFI

- 4.1 The proposals received by the deadline of 24 March 2025 at 11h00 will be reviewed by the NFVF.
- 4.2 The response to RFI should be submitted by email to nfvftenders@nfvf.co.za by no later than 11h00 on the 24 March 2025.
- 4.1. Late bids will not be considered.
- 4.3 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.

- 4.4 **NFVF** will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.
- 4.5 This RFI will not result to any award of business but rather gather information to decide on the best procurement method, thereby promoting fair, open, and transparent competition.
- 4.6 Respondents in this process will receive no preference in any subsequent open tender process, apart from their information being utilized in preparing the **NFVF's** scope/specification.
- 4.7 Respondents are to note that no business will be awarded on this RFI. The information requested will merely be used to determine what is available in the market. Should **NFVF** decide to pursue this acquisition further, it will be on the basis of a totally separate Open RFP/T Process to which anyone can respond.
- 4.8 Respondents in this process will receive no preference in any subsequent open tender process, apart from their information being utilized in preparing the **NFVF** Open RFP/T.
- 4.9 Kindly note that **NFVF** is entitled to amend any bid conditions, validity period, or specifications or extend the closing date of bids before the closing date. All bidders to whom the bid documents have been issued will be advised in writing of such amendments in good time.

RFI SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Film and Video Foundation (NFVF) is an agency of the Department of Sport, Arts, and Culture created to ensure the equitable growth of South Africa's film and video industry. We do this by providing funding for film development, production, marketing, distribution, and filmmaker training and development. The NFVF also commissions, researches, and produces industry statistics that provide stakeholders with valuable insights into the South African film industry.

As part of managing the grants it disburses to its filmmakers, the NFVF currently has a service provider to supply, host, support, and maintain the Grant Management System (GMS). The NFVF now seeks to gather information regarding suitable products and services available in the market to streamline the grant management system requirements for purposes of administering grant disbursement to film and video players and to decide on the best procurement method, thereby promoting fair, open, and transparent competition from as wide a range of suppliers as is practically possible.

2. OBJECTIVE OF THE SYSTEM REQUIREMENTS

The type of the system the NFVF seeks to procure:

- It should be aligned with recent technological advancements, including web-based or cloud-based software to manage film grant applications, disbursements, and back-office administration processes.
- It is expected to be the central repository for detailed and summarized information about all film funding, providing consolidated real-time data, reporting, and history for audit trail purposes.
- It should be specifically designed to meet the needs of the NFVF and be an enabler of its funding value chain.
- There should be modules for multiple applications and reviews with access rights given to different users based on what they need to use the system for, i.e., applicant site, panel reviewer site, internal reviewer site, etc. Approval meetings are tracked, granted amounts are reflected, and functionality for instalments and requisitions are also available in the system. Emails can also be automatically or semi-automatically sent from the system, and there is a document management repository for all uploaded documents from the applicants and grantees.
- It should have functionalities to interface and be compatible with our internal financial accounting systems (SAGE) to enable better financial year-end accounting and reporting processes.

- It should have the functionalities to administer the functions across the funding application process, i.e., Applications, Compliance Checking Upload Section, Adjudication Moderation, Contracting, and Payment Processing.
- It should be enabled for filing and archiving the applications database and provide fast, secured, transparent, fair, and paperless processing of applications. The system should be able to manage large volumes (up to 2000 applications per funding cycle).
- It should also have other value-added functionalities enabling applicants to send and respond to queries.
- Provide technological options and products available in the market that perform or meet the required need.

The NFVF staff are responsible for the following:

- The administration, timing, and design of funding calls must be programmed into the system according to their varied requirements.
- The system should allow applicants to complete online forms and upload all the supporting documents the NFVF requires for each funding call.
- The system should automatically be able to close all applications precisely on the agreed closing date and time and allow the NFVF staff to use it as a communication tool to reach the applicants, i.e., announce the calls on the landing page, create overall spreadsheets for each call, load details of the advisory panels, allocate projects to the evaluating panel, including chairpersons of the panel meetings, who are members of the NFVF Council.
- The system should enable panellists to evaluate all applications that have met compliance with the system, write notes, and make funding recommendations (all on the online system). All records and uploaded documents should be kept for at least five years (archiving functionality).

Additional Requirements

The NFVF needs to use the Grant Management System to reduce paperwork and spreadsheet records and enhance automation.

i. Applications:

- Information Processing Panel assessment scores and reports (spreadsheet), as most panellists score at the last minute, negatively affecting the compilation of panel packs and preparation for panel meetings.

- All NFVF funding caps are to be programmed so the system can easily flag and notify any applications with amounts exceeding the caps.
- System to flag/prohibit beneficiaries from re-applying for funding when they fail to honour past contractual obligations.
- The system will flag repeat applications from the same applicants. The System should allow a mandatory field to input applicant nationality, ID no. or passport, and home address. Province/region.

ii. Contracting:

- The system should integrate with the document management and approval system, automatically sending the contract to the next signatory and notifying them of each stage.
- Ability to create and sign (by all parties) all beneficiary contracts online and to include the date of signature by each party.
- Ability to monitor contract duration with reminders on all milestones (start date, tranche payment dates, expiry dates).
- The system should be able to accept and give feedback on reports from filmmakers following contract milestones or trench payments.
- Ability to send reminders/notifications to staff on above contract milestones.

iii. Sage Integration:

- The GMS is to be integrated with Sage 2000 for efficiency, transparency, and clear audit trails (when payments are made on Sage, Praxis can be automatically updated).
- Identify and mitigate all related risks, especially over or under-payments.
- Ability to pull out expenditure reports across all funding sectors per period (month/ quarter/ year/ 3 years) and by any inputted demographics.

iv. KPI (this information is available, but it's not up to date):

- Number of projects funded by year, by sector (Industry Development, Training, Marketing & Distribution, PESP Streams 1 (Production), Stream 2 (Training), Stream 3 (Marketing & Distribution)).
- Grant values by year, by quarter, by sector (Industry Development, Training, Marketing & Distribution, PESP Streams 1 (Production), Stream 2 (Training), Stream 3 (Marketing & Distribution)).
- Statistics on the number of applications received/ submitted, rejected, and approved.
- Grant amount of application received/submitted, rejected, and approved.
- Programme Statistics.
- Geographic statistics.
- Sector and/or sub-sector statistics.
- Ability to pull out databases of beneficiaries across all funding sectors per period (month/ quarter/ year/ 3 years), also by any of inputted demographics.

3. HOSTING SPECIFICATION

3.1. SQL maintenance, off-site backup:

- SQL transactional backup twice daily.
- SQL full backup weekly.
- Periodic schedule of database table re-indexing.
- Transactional backup and truncation on-demand based on server usage and performance.

3.2. Server and software specifications

- Microsoft Windows Server 2019
- SQL 2019
- 4 Core
- CPU @ 2.10GHz
- 20 GB RAM

4. SUPPORT AND MAINTENANCE

- Ensure access to the GMS and maintain its functionality.
- Provide continued support to NFVF users of the GMS when requested.
- Make changes to or create new applications as per the foundation's needs.
- Set up CFP (CALL FOR PROJECTS).
- Change required document uploads as required.
- Set up evaluation forms for calls.
- Make changes to evaluation forms if required.
- Create new letter templates for emails if required.
- Make changes to or create further queries and reports in line with the NFVF's information and data needs.
- Add reviewers, remove inactive users/ reviewers.
- Provide training.
- Troubleshoot applicant issues during an open call.

5. FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS

Suppliers are expected to provide an estimated cost breakdown. The cost will only be used for budgeting purposes. Please ensure the below is completed in South African Rands (R's).

5.1. Hosting Costs

Description	Cost Per Month	Cost Per Year	Total Cost for three (3) years (VAT Inc)
System host for three (3) years.) Specify cloud or SQL server			
User and organization licenses			
System upgrades – regular software updates and new features			

Custom integrations			
Data migration			
Additional features (list if more than one)			
Mobile app access for applicants and reviewers.			
Enhanced reporting and analytics tools			
Transactional costs – payment processing fees (fees for handling grant disbursement)			

5.2. Maintenance and Support Costs

Activity/ Deliverable	Estimated Number of hours p.a	Rate per hour	Estimated Number of hours per Month	Monthly Cost (VAT Inc)	Annual Cost (Vat Inc)	Total Cost for three (3) years (VAT Inc)
Maintenance and support	420 hours		35			

5.3. Total Bid Price

Activity/ Deliverable	Amount
6.1 Total Hosting Cost for three (3) years (VAT Inc.)	
6.2 Total Maintenance and Support Costs for three (3) years (VAT Inc.)	
6.3 Total Bid Price (VAT Inc.)	

PART B

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

2.2 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

..... Signature

Date

.....

.....

Position

Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder 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).	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder 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) 3265445.	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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 bidder 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"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

D2: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit, a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature	Date
Position	Name of Bidder

NAME OF YOUR COMPANY (IN BLOCK LETTERS)

SIGNATURE(S) OF THE BIDDER OR ASSIGNEE(S)

DATE

NAME OF PERSON SIGNING (IN BLOCK LETTERS)

CAPACITY

ARE YOU DULY AUTHORISED TO SIGN THIS BID?

COMPANY REGISTRATION NUMBER _____

VAT REGISTRATION NUMBER _____

POSTAL ADDRESS (IN BLOCK LETTERS)

PHYSICAL ADDRESS (IN BLCOK LETTERS)

CONTACT PERSON

TELEPHONE NUMBER _____ **FAX NUMBER** _____

CELLPHONE NUMBER _____

E-MAIL _____

TYPES OF BUSINESS _____

PRINCIPAL BUSINESS ACTIVITIES _____