



**TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE DATABASE OF THE NATIONAL TREASURY**

All suppliers are invited to register as a preferred supplier on the database of the CETA. In order to comply with Treasury Regulations 16A, the CETA developed a supplier database to be used by the Supply Chain Management Unit.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to the CETA and to enhance transparency and equality. The database will also contribute to better administration and compliance with the PFMA and legal framework effective from 7 December 2011.

Preference will be given to registered suppliers and in cases where suitable suppliers are not available on the registered database, CETA reserves the right to source quotations of the supply of goods and services outside the database.

Attached is an official registration form that will assist in updating the CETA database.

Please note that a valid tax clearance certificate must be obtained from the South African Revenue Services (SARS) where the bidder is registered for tax purposes. SARS will furnish the bidder with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. The original Tax Clearance Certificate, Cipro certificate and certified I.D of a contact person must be submitted together with the application form and bank form (entity maintenance). Failure to submit the **original and valid** Tax Clearance Certificate **will** invalidate the application.

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.**

Completed documents should be sent to:

**For attention: Supply Chain Officer  
Supply Chain Management unit  
Construction Education and Training Authority  
PO Box 1955  
Halfway House  
1685**

**Or hand delivered to:**

**For attention: The Supply Chain Officer  
2<sup>nd</sup> Floor  
Building No. 5  
Midrand Business Park  
Main Road  
Midrand 1685**

<p style="text-align: center;"><b>SUPPLIER APPLICATION FORM</b></p>
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**IMPORTANT NOTES**  
**Please read carefully**

- To be completed by the applicant seeking registration as an approved supplier;
- Applicants **must** submit all contact details including a **fax number**, failure to do so will result in the application being excluded;
- It should be noted that **CETA** reserves the right to accept or reject any application **without being obliged to give any reasons**;
- Applicants will **be notified** about the outcome of their application irrespective of whether it is positive or negative;
- A **maximum** of ten commodities must be reflected on the application form. Reflecting more than ten commodities will **nullify** the application; and
- All the required and supporting documentations must be submitted jointly with the Form
- Failure to submit supporting and requested information will lead to your application not being considered.
  
- A duly completed Form together with supporting documentation must be submitted to the address indicated on the front page. The CETA will not accept electronically sent forms or faxes.
- Declaration of Interest section is compulsory and must be completed in full. Failure to complete this section will lead to your application not being considered.
- Declaration by Business under Oath is compulsory and must be completed in full by all suppliers. Failure to comply with this requirement will lead to you company not being registered.

KINDLY ATTACH THE SUPPORTING DOCUMENTS ON THE TABLE BELOW:

DOCUMENTS ATTACHED	
<b>MANDANTORY DOCUMENTS</b>	
1.	Original Valid Tax Clearance
2.	Company Registration Documents (Certified Copies)
3.	Bank Statement/ Letter from the bank confirming banking details
4.	Certified ID Copies Of All Shareholders
5.	Completed Declarations Of Interest/SBD4 Forms
6.	Proof of Registration to a Professional Body Regulating your Industry
7.	Completed Declaration Of Business Under Oath
8.	Company Profile
9.	BBBEE Scorecard

**Supplier detail:**

**Company / Supplier name:**

Company / Close Corporation Registration Number																												
VAT registration number (if applicable):																												
Income tax reference number:																												
Web address:																												
E-mail address:																												
Telephone number:																												
<b>Fax number:</b> (compulsory)																												
Number of full time employees:																												

Postal Address: (compulsory)

Physical Address:

Postal code																												
														Postal code														

**Company/Supplier Classification:** (Please ✓ the relevant box or boxes)

ISO	Importer	Services	Manufacturer	Repairer	Distributor	Exporter	Sales
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Listed							
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(Please ✓ the relevant box)

<b>Tax Clearance Certificate Attached</b>	yes	No
Expiry date:		

**Supplier Grouping Detail: Type of Firm:** (Please ✓ the relevant box)

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Close Corporation (cc)	
4	Other (specify	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Partnership	
11	Section 21 Company	
12	Government / Parastatal	

**Main contact person in your organisation:**

Name:																
Company Position:																
Cell phone Number:																
Fax Number:																
E-mail address:																

**Contact person (responsible for sales) in your organisation:**

Name:																
Company Position:																
Cell phone Number:																
Fax Number:																
E-mail address:																

<b>Provincial Offices (Branches)</b>	Does Entity also has Provincial Offices (Branches)											Yes		No				
	EC		FS		GP		KZN		LP		MP		NC		NW		WC	
	ALL PROVINCES																	
	<i>(If Yes, please tick in which province(s) the Entity has offices/branches/chapters)</i>																	

**BANKING DETAILS:**

Account holder																		
Bank name																		
Account type																		
Account number																		
Branch name																		
Branch code																		
Number of years at this bank																		

**Authorisation for electronic transfer of funds (EFT) to supplier's bank account**

I, the undersigned hereby authorize CETA to credit my/the company account via Electronic Funds Transfer as afore mentioned with the amount payable/due to specified beneficiary for goods and services rendered.

Please note: If the letter from the bank is not attached, attach stamped bank statement to confirm the information given above.

\_\_\_\_\_

**Full Name**

\_\_\_\_\_

**Capacity**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**Trade names:** Maximum of five will be registered

Trade names of commodities (Example: HP or Dell)	Description of commodities (Example: cartridge)

**SMME status of your enterprise:**

- Please use this table to determine the SMME status of your enterprise
- Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

**SMME status of your enterprise:** (Please ✓ the relevant box)  
 (According to SMME table) (compulsory)

Micro	
Very small	
Small	
Medium	
Large	

**COMPANY CORE BUSINESS**

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**TRADE REFERENCES (MIN OF 2)**

1. REFERENCES:

Company name																			
Type of service offered																			
Contact Person																			
Telephone number																			
Mobile number																			
E-mail Address																			

2. REFERENCES:

Company name																			
Type of service offered																			
Contact Person																			
Telephone number																			
Mobile number																			
E-mail Address																			

I,..... hereby certify that the information contained in this application is true and correct and fully understood by me. Thus done and signed at \_\_\_\_\_  
 on this, the \_\_\_ day of \_\_\_\_\_ 20\_\_

.....  
Signature

**COMMODITIES: (PRINCIPAL BUSINESS OR SERVICES )**

- (Maximum of 10 commodities will be registered)
- (Failure to complete this section will result in the application being declined)

(Please ✓ the relevant box)

	COMMODITY	✓		COMMODITY	✓
<b>1.</b>	<b>Administration</b>	<input type="checkbox"/>	<b>2.</b>	<b>Building Maintenance</b>	<input type="checkbox"/>
1.1	Catering Services	<input type="checkbox"/>	2.1	Office Renovations	<input type="checkbox"/>
1.2	Stationery	<input type="checkbox"/>	2.2	Plumbing Services	<input type="checkbox"/>
1.3	Office Equipment	<input type="checkbox"/>	2.3	Partitioning	<input type="checkbox"/>
1.4	Cleaning Material	<input type="checkbox"/>	2.4	Painting	<input type="checkbox"/>
1.5	Groceries	<input type="checkbox"/>	2.4	Blinds (installation and repairs)	<input type="checkbox"/>
1.6	Kitchen Appliance (supply)	<input type="checkbox"/>	2.6	Electrical Spares supply	<input type="checkbox"/>
1.7	Kitchen Appliance (repairs)	<input type="checkbox"/>			<input type="checkbox"/>
1.8	Lock Smith services	<input type="checkbox"/>	<b>3.</b>	<b>Travel</b>	<input type="checkbox"/>
1.9	Office furniture (supply)	<input type="checkbox"/>	3.1	Accommodations	<input type="checkbox"/>
1.10	Office plants	<input type="checkbox"/>	3.2	Travel Agent	<input type="checkbox"/>
1.11	Security services / systems	<input type="checkbox"/>	3.3	Conference facilities & venues	<input type="checkbox"/>
1.12	Courier Services	<input type="checkbox"/>	3.4	Car hire	<input type="checkbox"/>
1.13	Hygiene Services	<input type="checkbox"/>	3.5	Flight bookings	<input type="checkbox"/>
1.14	Office furniture removal	<input type="checkbox"/>			<input type="checkbox"/>
1.15	Interior Designer & Decor	<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
<b>4.</b>	<b>Consulting Services</b>	<input type="checkbox"/>	<b>5.</b>	<b>IT Services</b>	<input type="checkbox"/>
4.1	Legal Services	<input type="checkbox"/>	5.1	Internet hosting	<input type="checkbox"/>
4.2	Accounting and Auditing Services	<input type="checkbox"/>	5.2	Storage and backup	<input type="checkbox"/>
4.3	Labour Relation Consultants	<input type="checkbox"/>	5.3	Servers (supply, installation and removal)	<input type="checkbox"/>
4.4	Translation	<input type="checkbox"/>	5.4	Network Security	<input type="checkbox"/>
4.5	Design of Office space	<input type="checkbox"/>	5.5	IT Solution	<input type="checkbox"/>
4.6	Architectural	<input type="checkbox"/>	5.6	IT hardware	<input type="checkbox"/>
		<input type="checkbox"/>	5.7	IT Software	<input type="checkbox"/>
<b>6.</b>	<b>HR Services</b>	<input type="checkbox"/>	5.8	IT Consumables	<input type="checkbox"/>
6.1	Recruitment Services	<input type="checkbox"/>	5.9	IT Support and Maintenance	<input type="checkbox"/>
6.2	HR Consulting Services	<input type="checkbox"/>	5.10	PA System	<input type="checkbox"/>
6.3	Team Building	<input type="checkbox"/>	5.11	PABX System	<input type="checkbox"/>
6.4	HR Training & Development	<input type="checkbox"/>	5.12	Photocopier Machines	<input type="checkbox"/>
6.5	Recruitment Training for line Managers	<input type="checkbox"/>	5.13	Telecommunication services	<input type="checkbox"/>
6.6	HR Wellness Solution	<input type="checkbox"/>	5.14	Printer Repairs and Maintenance	<input type="checkbox"/>
6.7	Executive Training & Mentorship	<input type="checkbox"/>			<input type="checkbox"/>
6.8	Remuneration Consulting	<input type="checkbox"/>			<input type="checkbox"/>
6.9	Payroll Outsource	<input type="checkbox"/>			<input type="checkbox"/>
6.10	Employee Benefit Consulting	<input type="checkbox"/>			<input type="checkbox"/>
6.11	Organisational Development	<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>



	COMMODITY	<input type="checkbox"/>		COMMODITY	<input type="checkbox"/>
<b>7.</b>	<b>Marketing and Communications</b>				<input type="checkbox"/>
7.1	Graphic Design	<input type="checkbox"/>	7.15	Event Management	<input type="checkbox"/>
7.2	Advertising and Placements	<input type="checkbox"/>	7.16	Database Management	<input type="checkbox"/>
7.3	Communication Activation	<input type="checkbox"/>	7.17	Exhibitions	<input type="checkbox"/>
7.4	Branding and Corporate Identity	<input type="checkbox"/>	7.18	Branding and Displays	<input type="checkbox"/>
7.5	Brochures	<input type="checkbox"/>	7.19	Promotional gifts	<input type="checkbox"/>
7.6	Posters and Flyers	<input type="checkbox"/>	7.20	Audio-visual	<input type="checkbox"/>
7.7	Annual Report	<input type="checkbox"/>	7.21	On – premises display	<input type="checkbox"/>
7.8	Logo Design	<input type="checkbox"/>	7.22	Television and Radio	<input type="checkbox"/>
7.9	Signage	<input type="checkbox"/>	7.23	Social Media	<input type="checkbox"/>
7.10	Catalogues	<input type="checkbox"/>	7.24	Web Management	<input type="checkbox"/>
7.11	Business cards printing	<input type="checkbox"/>	7.25	Market Research	<input type="checkbox"/>
7.12	Newsletter	<input type="checkbox"/>	7.26	Media Tracking services	<input type="checkbox"/>
7.13	Folders	<input type="checkbox"/>			<input type="checkbox"/>
7.14	Branded Corporate Clothing	<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

#### Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

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 subcontractor 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.

**BID DECLARATION**

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**SUB-CONTRACTING**

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)  
If yes, indicate:

- (i) what percentage of the contract will be subcontracted?.....%
- (ii) the name of the sub-contractor?.....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**Broad-Based Black Economic Empowerment B-BBEE Status:** Please read notes below very carefully before completing.

## Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the department.
- **Trade Names:** The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the department.
- **Owned:** Having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **B-BBEE Status Level of Contribution:** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- **B-BBEE Status Level of Contribution:** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- **EME:** means any enterprise with an annual total revenue of R5 million or less.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors/ trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number/Persal Number</b>

**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
 DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SBD 8**

## **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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <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)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <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



## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
- b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**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

## **SBD 9**

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 consortium<sup>3</sup> will not be construed as collusive bidding.

6. 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.
7. 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.
8. 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.

<sup>3</sup> 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

**DECLARATION BY BUSINESS UNDER OATH**

I/We declare that the above particulars and information furnished to CETA for the purposes of registering our organization on the supplier database are true in substance and in fact and that I/We fully understand the meaning thereof.

Name:.....

Signature:.....

Date:.....

Designation:.....

Name:.....

Signature:.....

Date:.....

Designation:.....

Signed and sworn before me at..... on the.....day of..... 20.....by the Deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

.....

**COMMISSIONER OF OATHS**

**NOTE: SUPPLIERS PROVIDING FALSE OR FRAUDULANT INFORMATION OR DOCUMENTATION SHALL SUBJECT THEMSELVES TO IMMEDIATE DISQUALIFICATION. INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. THIS INCLUDES THE SUPPORTING DOCUMENTATION AS STIPULATED ON THE ABOVE PAGES.**

## CHECK LIST FOR THE NEW DATABASE REGISTRATION FORMS

		Y	N	NA	Comments
<b>DOCUMENTS ATTACHED</b>					
<b>MANDANTORY DOCUMENTS</b>					
1.	Original Valid Tax Clearance				
2.	Company Registration Documents (Certified Copies)				
3.	Bank Statement/ Letter from the bank confirming banking				
4.	Certified ID Copies Of All Shareholders				
5.	Completed Declarations Of Interest/SBD4 Forms				
6.	Proof of Registration to a Professional Body Regulating your Industry				
7.	Completed Declaration Of Business Under Oath				
8.	Company Profile				
9.	BBBEE Scorecard				

### For CETA Office Use Only

Required documents attached	Yes	No	If no state		
Checked by (SCM Administrator)	Name		Signature	Date	
Supported by (SCM Specialist)	Name		Signature	Date	
Supported by (CFO)	Name		Signature	Date	
Banking Details loaded by (Systems Accountant)	Name		Signature	PASTEL Customer Code	Date Acc Opened