



INVITATION TO REGISTER ON THE COMMUNITY WORK PROGRAMME SUPPLIER DATABASE

Southern African Youth Movement (SAYM) hereby invites all interested prospective suppliers and service providers to submit their applications for registration on the SAYM Supplier Database for the supply of goods and services to the Community Work Programme (CWP). Registration to the database is compulsory for all suppliers intending to do business with the SAYM during the 2018/19 Financial Period.

The Community Work Programme (CWP) is a community-driven government programme, funded by the National Department of Cooperative Governance and Traditional Affairs (CoGTA), the primary purpose of which is to create access to a minimum level of regular and predictable work for the unemployed / under-employed and Marginalised people. It also aims to contribute to the development of community assets and services, to strengthen community development approaches, and the economic 'agency' of people in marginalised economic areas, enhancing dignity and promoting social and economic inclusion.

Supplier registration form can be downloaded from the SAYM website www.saym.co.za or obtained from the CWP Office listed below:

Baviaans local Municipal 2 Ferreira Street, Willow more, 6445	Blue Crane Local Municipality 20 Mayila Street New Brighton Somerset East, 5850	Camdeboo Local Municipality/ Dr Beyers Naude Local Municipality 2D North Street, Graaf – reniet, 6280	Koukamma Local Municipality New Rest Hall Karredouw, 6400
Ikwezi Local Municipality/ Beyers Naude Municipality 77 main Street Janesville, 6265	Sunday River Valley Municipality 7D Voohrekker Street, Kirkwood, 6120	Makana Local Municipality 5 Bathurse Street Grahams town 6139	Ndlambe Local Municipality Office 8 Led Office Voortrekker Road, Alexandria, 6158
Nelson Mandela Local Municipality Second Floor, Labour Building Ponana Tini Road Uitenhage, 6242	Nelson Mandela Local Municipality Kwazakhele Hostel, Corner Mavuso 4, Njali Road, Port Elizabeth, 6201	Kouga Local Municipality Heugh Street (Traffic Dept) Humansdorp, 6300	Walter Sisulu Local Municipality/Gariep Local Municipality Thusong Centre Burgersdorp, 9744
Engcobo Local Municipality No:04 union Street, Ngcobo (next to garage) 5050	Enoch Mgijima Local Municipality/ Former Tsolwana LM 12 Murray Street, Tarkastad, 5370	Enoch Mgijima Local Municipality/ Former Lukhanji LM 5 Hopely Street Sterkstroom, 5425	Intsika Yethu Local Municipality Old Education Building Corner High street & Bellia Cofimvaba, 5380
Sakhisizwe Local Municipality Old Municipal Building Cala Town hall, (Opposite Cala Police Station Cala, 5455	Inxuba Yethemba Local Municipality Community Buildings High Street, Cradock, 5880	Emalahleni Local Municipality Cacadu Stadium, Cacadu/ Lady Frere 5410	Enoch Mgijima Local Municipality Former Lukhanji LM, Gardens Clinic Complex, Shepstone Road, Queenstown, 5320
Senqu Local Municipality Thusong Service Centre Main Street Sterkspruit, 9762	Elundini Local Municipality 530 Van Dyk Drive, Ugie, 5470	Walter Sisulu Local Municipality/ Maletswai Local Municipality, No 8 Murray Street, Aliwal North, 9750	

In addition to the minimum requirements stated in the supplier database form, Interested suppliers must also be registered on the Central Supplier Database (CSD) by National Treasury. Only suppliers meeting the minimum requirements as stated in the database registration form will be registered.

Enquiries and completed forms should be forwarded to: procurement@saym.co.za

Closing date: 21 September 2018



SUPPLIER DATABASE REGISTRATION

Community Work Programme

NAME OF SERVICE PROVIDER : _____

CENTRAL SUPPLIER DATABASE UNIQUE REGISTRATION REFERENCE NUMBER:

FOR OFFICIAL PURPOSES:

APPLICATION ACCEPTED		APPLICATION REJECTED	
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Capturing:

Captured by : _____

Signature : _____ Date: _____

Verification:

Captured by : _____

Signature : _____ Date: _____



SAYM
Expanding a world of possibilities for young people

SUPPLIER DATABASE REGISTRATION FORM

IMPORTANT NOTES

Please read carefully before completion of registration form

1. To be completed by **all** vendors seeking registration as an approved supplier.
2. This is just a registration form for database and it does not guarantee any award of bid /contract.
3. The supplier registration form must be completed in **full** and be **signed** with all supporting documentation.
4. A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on the application form **MUST** be completed by the applicant.
5. Request for quotations will be communicated via fax and/or email. The applicant **must** therefore submit an **operating fax number and/or email address**.

Information Checklist	Submitted	
	Yes	No
Telephone / Cell number as contact		
Physical address and Postal address		
Fax number or E-mail address		
Valid and Original SARS Tax Clearance Certificate and Tax Clearance Verification Pin		
Valid (Original or certified copy) of B-BBEE certificate		
Original latest Bank Statement or Bank Letter with a bank stamp		
Company / CC Registration Certificate (Issued by CIPC)		
Certified copy of identity documents (ID) of all shareholders/members/Directors or sole traders		
A Business profile of not more than five (5) pages		
Commodity listed only four (4) may be selected		
Location where goods and/or services may be required		
SBD Forms completed		
Fill all forms completely		
Sign all forms		

1. SUPPLIER DETAILS (All fields are mandatory)**Company details:**

Legal Name

Trading Name

Registration Number

CSD Supplier Number

VAT Number

Income Tax Number

Company Contacts

Telephone Number

Fax Number

E-mail Address

Website Address

Postal Address

Physical Address

Main Contact:

Name

Surname

Position

Telephone Number

Facsimile Number

Cellular Number

E-mail Address

2. SUPPLIER GROUPING DETAILS (Please mark with an X the relevant box)

1. Public Company	<input type="checkbox"/>	7. Foreign Company	<input type="checkbox"/>
2. Private Company	<input type="checkbox"/>	8. Joint Venture / Consortium	<input type="checkbox"/>
3. Closed Corporation (CC)	<input type="checkbox"/>	9. Section 21 Company	<input type="checkbox"/>
4. Sole Proprietor	<input type="checkbox"/>	10. Government / Parastatals	<input type="checkbox"/>
5. Partnership	<input type="checkbox"/>	11. Co-operative	<input type="checkbox"/>
6. Trust	<input type="checkbox"/>	12. Other (Please specify)	<input type="checkbox"/>

3. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VENDOR PROFILE

Full details of partners/directors/members/trustees/shareholders (

Name and Surname	Identity number	Personal Income Tax Reference Number	Position	Citizenship

Note: Certified ID copies of partners, directors, members, trustees, shareholders or owners must be attached.

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) INFORMATION

Please mark your B-BBEE Status credentials with an (X)

B-BBEE Status	Mark with an (X)
Level 1 Contributor	<input type="checkbox"/>
Level 2 Contributor	<input type="checkbox"/>
Level 3 Contributor	<input type="checkbox"/>
Level 4 Contributor	<input type="checkbox"/>
Level 5 Contributor	<input type="checkbox"/>
Level 6 Contributor	<input type="checkbox"/>
Level 7 Contributor	<input type="checkbox"/>
Level 8 Contributor	<input type="checkbox"/>
Non-Compliant Contributor	<input type="checkbox"/>

4. DECLARATION

Verification of information supplied in this document, including attached documents:

I/We, the undersigned, warrant that he / she is duly authorised to do so on behalf of the supplier, certifies that the information supplied including the annexures, is correct and accurate and acknowledge that:

If I found that the information supplied is incorrect Southern African Youth Movement will disqualify and remove the supplier from the database.

TERMS AND CONDITIONS

- Southern African Youth Movement cannot guarantee business opportunities. All procurement will be subject to the Supply Chain Management Policies of the Department of Cooperative Governance, Southern African Youth Movement, the general conditions of contract, and applicable legislation.
- All suppliers will be subjected to regular performance service review and could be deregistered if service standards are not maintained.
- The validity period of service offer or quotation must be at least 30 (thirty) days.
- Certified documents: Please ensure that The Commissioner of Oath has certified your company registration documents, Identity Documents and other copies.
- The supplier agrees that verification of information supplied may be undertaken against third party sources such as SARS, CIPC, CSD, etc.
- Please notify Southern African Youth Movement immediately of any change to the provided information.
- Please ensure all fields are completed. Incomplete application forms will not be processed.

Supplier Name: _____

Signature of Authorised Representative

Signatory Name in Print

Signatory Position:

Signatory ID Number:

Signed at _____ on this _____ day of _____ 20_____

5. LOCATION WHERE GOODS AND/OR SERVICES MAY BE REQUIRED

PROSPECTIVE SERVICE PROVIDERS MUST INDICATE BY MEANS OF AN X WHERE GOODS AND SERVICE CAN BE PROVIDED BASED ON THE LOCATION OF THEIR ENTITY. FAILING TO COMPLY WITH THIS CONDITION WILL INVALIDATE THE PROSPECTIVE SUPPLIERS APPLICATION.

EASTERN CAPE:

Location	Mark with X
Beyers Naude (Camdebo, Baviaans, Ikhwezi)	
Blue Crane	
Ndlambe	
Makana	
Nelson Mandela Bay Metro	
Kouga	
Koukamma	
Walter Sisulu (Gariep, Maletswai)	
Siyazenzela	
Senqu	
Enoch Mgijima (Tsolwana, Nkwanca, Lukhanji)	
Engcobo	
Inxhuba Yethemba	
Insika Yethu	
Emalahleni	
Sakhisizwe	

6. LIST OF COMMODITIES

All suppliers must select a maximum of four (4) categories for their respective service/goods for consideration and inclusion into the database. Should more than 4 categories be selected, only the first 4 will be considered.

Name	Select (X)	Name	Select (X)
Personal Protective Equipment			
Conti-suits/overalls/dust coats		Rain coats	
T-Shirts		Safety boots	
Caps/Hats		Gumboots/Water boots	
Other: (describe)			
Tools and Materials			
Picks & heads		Brooms	
Hoes & heads		Jeyes fluid	
Shovels		Pine gel	
Forks		Degreaser	
Rakes		Bleach	
Lawn Mowers		Handy Andy	
Bush cutters		Sanitizers	
Tree cutters		Toilet papers	
Saws		Disposable nappies	
Wheel barrows		Vaseline	
Watering cans		Soap/liquid	
Water tanks			
Other: (describe)			

Training and Technical Support			
Home-based Care (HBC)			Agriculture
Health and safety			Supply-chain
Handyman			Infrastructure
First Aid			
Other (describe):			
Catering			
Standard Catering (including meat and vegetables)			Kosher
Vegetarian			Halaal
Vegan			

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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, shareholder²):

2.4 Company Registration Number:

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.

¹“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.

²”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 attached 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 employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....
.....

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Number	Employee / Persal Number

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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 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 or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted

by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p>
--

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 <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) 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	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	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

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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

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

Js914w 2