



Western Cape  
Government

BETTER TOGETHER.

# Registration User Guide: Western Cape Supplier Database (WCSD) Version 1.04 Nov 2013

Administered By



## Contents

1. Compulsory Registration on the WCSD .....	3
2. Points to remember when completing the WCSD registration form .....	3
4. Preference Points.....	5
5. Tax Clearance Certificate .....	6
6. Completing the WCSD Registration Form .....	7

## 1. Compulsory Registration on the WCSD

Ariba, on behalf of Western Cape Government, is responsible for populating and maintaining the WCSD. This supplier database serves to enable the effective implementation of the Preferential Procurement Policies. These policies are in line with the Preferential Procurement Policy Framework Act (PPFA) No. 5 of 2000, the Broad Based Black Economic Empowerment Act, (B-BBEE Act), No 53 of 2003, and the Regulations pertaining to these Acts. In terms of the latest Regulations forth-flowing from these Acts, preference points are allowed in accordance with the scores obtained for price and B-BBEE status level of companies, accompanied by an original certified copy of a signed Preference Point Claim form (WCBD 6.1).

Registration on the WCSD effective **immediately**, is a **compulsory requirement** to conduct business with **Western Cape Government (WCG)**. To this end, WCG Departments reserve the right to reject offers from businesses not registered, verified and maintained on the Western Cape Supplier Database. This includes those registered businesses whose Tax Clearance Certificates have expired and who have not submitted an original certified copy of the newly required Declaration of Interest (WCBD 4).

## 2. Points to remember when completing the WCSD registration form

1. Registrations forms are to be completed in BLACK PEN only.
2. Only original registration forms will be accepted (your completed registration form CANNOT be faxed or e-mailed)
3. Please note that that posted documents take longer for delivery than couriered or hand delivered documents
4. Please allow a minimum of 7 working days for Ariba to process COMPLETED, COMPLIANT registration forms – please take this into account when registering prior to quote / bid submission.
5. Queries – Should you have any related queries or if you require assistance completing the registration form, please contact:

### **Western Cape Supplier Database Helpdesk:**

**Tel: 021 – 6804666 or 0861 CALLSS (0861 22 5577)**

**Fax: 086 132 9873**

**Email: [supplierdatabase@ariba.com](mailto:supplierdatabase@ariba.com)**

**[www.Ariba.com](http://www.Ariba.com)**

**Postal Address: Ariba, PO Box 1207, Cape Town, 8000**

**Physical Address: SAP Africa, 4 Waterford Place, 2nd Floor, Century City, Cape Town, 7441**

6. **Required documentation** – Please refer to table on page 6 to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies and originals, where applicable) are attached. If a field is not applicable to your business type, clearly mark it as N/A and supply applicable documentation, or proof of exemption.
7. **Sequence of gathering supporting documentation** – Ariba recommends that the following sequence is adhered to when gathering documents: (1) Company Registration - CIPC (2) Proof of Banking - original page 5 of the registration document (3) Department of Labour documents (Workman's Compensation, UIF) (4) SARS documents (VAT, PAYE, Income Tax Registration) (5) SARS – Tax Clearance Certificate (6) B-BBEE Rating Certificate including a Preference Points Claim form (WCBD 6.1), (7) Declaration of Interest (WCBD 4)
8. **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
9. **Certified Documents** – Please ensure that a Person of Authority i.e. Commissioner of Oaths has certified your documents as outlined in the table below and the sample registration form. **Original Certified Documents.** Please ensure that a Person of Authority i.e. Commissioner

of Oaths has certified your B-BBEE Rating Certificate and Declaration of Interest. This document can only be posted, couriered or hand delivered as the original certified and completed documents are required.

- 10. An original completed WCBD 6.1 form should be completed and submitted with your original registration form.**
- 11. An original valid Tax Clearance Certificate is to be submitted.** The validity period of a Tax Clearance Certificate is 12 months from date of issue. To maintain a verified status on the WCSD, please ensure that Ariba is always in possession of a valid Tax Clearance Certificate.
- 12. Please ensure that all other taxes that you are registered for are specified on your Tax Clearance Certificate. No other proof of VAT, UIF or PAYE will be accepted.**
- 13. Co-operatives** – The Co-operatives Act of 2005 makes allowances for co-operatives to engage in transactions as a legal body, in the same way as companies and other kinds of business enterprises do. Various levels and types of co-operatives exist and the Act requires all Co-operatives to be registered with the Registrar of Co-operatives. These include Agricultural, Consumer, Marketing & Supply, Housing, Financial, Social, Burial, Service, and Worker Co-operatives. Only certified registration certificates with an official seal of the Registrar of Co-operatives must be submitted.
- 14. Certificates of Registration** – Include certified copies of either your Contractors Registration Certificate, as issued by the Construction Industry Development Board (CIDB) – (If Applicable); or the Security Officer's Board – Certificate of Registration, QMS Certificate, e.g., ISO 9000:2000; or Environmental Management System, e.g., ISO 14001 or Safety Management System, e.g., OSHA 18001; Attach certificates (if Applicable).
- 15. Certificate of Correctness (page 7)** – Please ensure that you complete and submit the Certificate of Correctness with every submission of new and banking amended information and documents. The Certificate of Correctness must be signed and dated by a person of authority within your company i.e. CEO, Director or shareholder. and an original certified copy of the identity document of the signatory must be submitted.
- 16. Proof of Banking** - Ensure that your page 5 of the registration form is stamped and completed by your banking institution as confirmation of your banking details.
- 17. Processing of registration** – Your **COMPLETED** registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with all of the above role players, including responses to Requests for Quotes and formal tenders. This letter of verification will be dispatched to the correspondence details supplied on the third page. **Please note that this administration process of COMPLETED registration forms will take up to 7 working days.** Once your registration has been included on the Western Cape Supplier Database your details will be accessible to procurement officials in Western Cape Government.
- 18. Copies of Documents** – Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.

**Amendments** – Please notify the Western Cape Supplier Database Helpdesk immediately of any changes to the verified information submitted. **Suspension on the Western Cape Supplier Database – Please note that your company will be suspended on the Western Cape Supplier Database should the validity of your Tax Clearance Certificate, and Declaration of Interest expire. Both these documents are only valid for 12 months; Ariba will send you prior notification 30 days prior to expiry and suspension notification upon expiry.**

### 3. Documents required for Various Business Types

Western Cape Supplier Database										
DOCUMENTS REQUIRED FOR VARIOUS BUSINESS TYPES										
BUSINESS TYPE (Western Cape Based Details)										
DOCUMENTS REQUIRED	Sole Proprietor	Co-operatives	Close Corporations and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisations (NPO)	Where to get documents	Address	Telephone
Company Registration (Certified Copy)	NA	Registration Certificate	Certificate of Incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CMS	Letter of Authority / Trust agreement	Certificate of Incorporation Section 21	Registrar of Close Corporations & Companies	The DTI Campus Block F (Enfufukweni) 77 Meintjies Street Sunnyside, Pretoria	012-310 8789 Customer Care 086 184 3384
Identity Document for Certificate of Correctness Signatory (Original Certified Copy)	Page 7 Signatory	Page 7 Signatory	Page 7 Signatory	Page 7 Signatory	Page 7 Signatory	Page 7 Signatory	Page 7 Signatory			
Proof of Banking	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Bank Stamp and signature on (Pg 5).	Branch of bank where account is held		
An Original valid Tax Clearance Certificate	For the owner and the trade name should be specified.	For the co-operative and the trade name should be specified if different to the registered name of the Co-Operative	For the Close Corporation an the trade name should be specified if different to the registered name of the company.	For each individual partner and the trade name should be specified for each individual shareholder.	For the company and the trade name should be specified if different to the registered name of the company	For the trust and have the trade name specified if different to the registered name of the trust	For the company and the trade name should be specified if different to the registered name of the NPO	Receiver of Revenue (SARS)	17 Lower Long Street, Cape Town	086 0121 218
B-BBEE Rating Certificate (Original Certified copy)	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the Co-Operative	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the company / CC	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the Partnership	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the company	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the Trust	BBBEE Rating Certificate or EME Certificate if annual turnover is <R5m for the NPO	SANAS Approved Rating Agencies		
Declaration of Interest WCBD 4 (Original)	For the owner of the business	For the Co-Operative	For the company / CC	For the Partnership	For the company	For the Trust	For the NPO			
Preference Points Claim Form WCBD 6.1 (Original)	For the owner of the business	For the Co-Operative	For the company / CC	For the Partnership	For the company	For the Trust	For the NPO			
VAT Registration number to appear on the TCC	Yes, if applicable. If VAT registered must be indicated on Tax Clearance Certificate	Based on turnover exceeding R1 000 000. If not indicated on Tax Clearance Certificate	If not indicated on Tax Clearance Certificate	If not indicated on Tax Clearance Certificate	If not indicated on Tax Clearance Certificate	If not indicated on Tax Clearance Certificate	If not indicated on Tax Clearance Certificate	Receiver of Revenue (SARS)	OR: Teddington Road, Bellville	086 0121 218
U.I.F Registration number to appear on the TCC	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Do you have staff working for more than 24 hours per week, if YES, please indicated this number on the Tax Clearance Certificate	Department of Labour (sole proprietors)	c/o Parade & Barrack Street, Thomas Boydell Building, Cape Town	021-460 5103
Security Officer's Board Certificate (Certified Copy)	If applicable – for Security Industry	If applicable – for Security Industry	If applicable – for Security Industry	If applicable – for Security Industry	If applicable – for Security Industry	If applicable – for Security Industry	If applicable – for Security Industry			
Contractors Registration Certificate (Issued by the CIDB) (Certified Copy)	Applicable to construction industry only	Applicable to construction industry only	Applicable to construction industry only	Applicable to construction industry only	Applicable to construction industry only	Applicable to construction industry only	Applicable to construction industry only			
Deliver documents to:	Physical Address: 1st Floor Liesbeeck House, Liesbeeck Parkway, Mowbray									
	Postal Address: P.O Box 1207, Cape Town 8000									

### 4. Preference Points

Should you wish to claim Preference Points, kindly submit an original certified copy of your valid B-BBEE Rating certificate or EME letter, if applicable (fax or email copy will not be accepted). When you submit a valid B-BBEE, an original signed Preference Point Claim form (WCBD 6.1) is also required (fax or email copy will not be accepted). Should you require a WCBD 6.1 form, please contact the Western Cape Supplier Database Helpdesk.

Should your BEE status change following submission of your B-BBEE Rating Certificate and WCBD 6.1 form, the onus is on the supplier to notify the Western Cape Supplier Database of these changes.

When submitting a B-BBEE certificate or an Emerging Micro Enterprise (EME) letter, applicable to entities with an annual average turnover below R 5 million, please take note of the following:

- The verification agency used must be accredited by the South African National Accreditation System (SANAS) or;

- Registered Auditors issuing an EME letter must be approved by the Independent Regulatory Board of Auditors (IRBA) in accordance with the approval granted by the Department of Trade and Industry (the dti).
  - Should you require a sample template of the format in which the EME letter should be drafted, please contact the Western Cape Supplier Database Helpdesk
- An original certified copy of either the B-BBEE certificate or the EME letter, if applicable, must be submitted.

In line with the Preferential Procurement Policy Framework Regulations, (issued in terms of Act No. 5 of 2000), effective 7 December 2011, only bidders with B-BBEE rating certificates issued by a verification agency accredited by South African Accreditation System (SANAS) or EME letters issued by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA), accompanied by an original, signed Preference Point Claim form (WCBD 6.1), will be eligible to claim preference points.

## **5. Tax Clearance Certificate**

This document is only valid for a twelve-month period from date of issue; an original valid Tax Clearance Certificate is to be submitted upon or before expiry of the one submitted to avoid suspension on the WCSD. You can apply for an updated TCC from SARS 1 month prior to the expiry of the current one. Have you attached an original valid Tax Clearance Certificate? Upon submitting an updated Tax Clearance Certificate please ensure you have included a WCBD4 form (required each time your Tax Clearance Certificate expires), obtainable from Ariba, as well as any other information that has changed in your company, so your profile can be updated.



1. COMPANY REGISTRATION DOCUMENTS

NB. DOCUMENTARY PROOF MUST BE PROVIDED WHERE APPLICABLE (Please mark N/A if not applicable.)

1.1 COMPANY TYPE (NB Documentary Proof of registration must be provided)

PUBLIC COMPANY LTD	
PRIVATE COMPANY (PTY) LTD	
CO-OPERATIVE	
CLOSE CORPORATION CC	X
SOLE PROPRIETOR	
PARTNERSHIP	
BUSINESS TRUST	
OTHER _____	

Please specify your business type

This number appears on your company registration document, but is not applicable to sole proprietors and partnerships

1.2 Company, CK Number

2	0	1	1	2	3	4	5	6	7	2	3			
---	---	---	---	---	---	---	---	---	---	---	---	--	--	--

Not applicable to all companies, please specify if N/A

Have you attached a Certified copy of your Company Registration document or other applicable documentation if N/A? (see attached table)

Y	N	NA
X		

1.3 VERIFICATION OF BANKING

Bank stamp and signature (page 5)

Has the bank stamped and signed page 5 of this document?

Original stamp and signature is required from your bank on this document

Y
X

1.4 VAT REGISTRATION

VAT Registration No. as reflected on TCC certificate

4	4	4	3	3	3	1	0	2	3			
---	---	---	---	---	---	---	---	---	---	--	--	--

This reference number must appear on your TCC if your company is VAT registered

Y	NA
X	

1.5 TAX CLEARANCE CERTIFICATE

Income Tax Registration number as reflected on TCC certificate

9	1	2	3	4	5	6	7	8	9				
---	---	---	---	---	---	---	---	---	---	--	--	--	--

An original valid Tax Clearance Certificate must be supplied

As this is only valid for a twelve-month period from date of issue, an original valid Tax Clearance Certificate is to be submitted upon or before expiry of the one submitted to avoid suspension on the WCSD. You can apply for an updated TCC from SARS 1 month prior to the expiry of the current one. Have you attached an original valid Tax Clearance Certificate?

Y	NA
X	

1.6 UNEMPLOYMENT INSURANCE FUND

Unemployment Insurance fund No.

As reflected on TCC certificate

This reference number must appear on your TCC if you have staff working more than 24 hours per week

U	9	9	9	9	9	9	9	9	9				
---	---	---	---	---	---	---	---	---	---	--	--	--	--

1.7 SECURITY OFFICERS BOARD REGISTRATION NO (MANDATORY, IF APPLICABLE)

Security officers board registration No.

Applicable to security industry only, please specify if N/A

Have you attached a certified copy of your Security Officers Board Registration document?

7	2	3	4	9								
---	---	---	---	---	--	--	--	--	--	--	--	--

This reference number will appear on your SOB certificate obtainable from Security Officers Board

Y	NA
X	

1.8 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) REGISTRATION (MANDATORY, IF APPLICABLE)

CIDB Contractors registration No.

Applicable to Construction Industry only, please specify if N/A

Have you attached your CIDB Contractors Registration Certificate?

4	7	8	1	5	6						
---	---	---	---	---	---	--	--	--	--	--	--

This reference number will appear on your CIDB certificate obtainable from CIDB

Y	NA
X	

1.9 CO-OPERATIVES

T = Tertiary, S= Secondary or P = Primary

Indicate which Co-operative level your company is registered under?

T	S	P
X		
Y	N	
X		

This document is obtainable from CIPC

Have you attached a certified copy of your Co-operative registration document?



1.10 B-BBEE RATING CERTIFICATE

This document is obtainable from a SANAS accredited agency verification

Please note – Should you not submit this document, your registration will be processed BUT you WILL NOT be allocated any preference points when quoting. Similarly preference points will not be allocated if not accompanied by a WCBD 6.1

Y	N
X	

Have you attached an ORIGINAL CERTIFIED COPY of the B-BBEE Rating Certificate?

Please select the relevant status below and attach the relevant document:

Valid BEE Certificate		EME Certificate	X	Letter / proof from agency that application has been submitted to BEE verification agency (no preference points allocated)		Letter from agency that the supplier is in process of BEE verification (no preference points allocated)	
		This document is obtainable from a SANAS accredited verification agency or an accredited accountant or auditor					

1.11 Preference Points Claim Form (WCBD 6.1)

Have you completed and attached an ORIGINAL Preference Points Claim form?

This is a mandatory document and is required along with your B-BBEE certificate to be eligible to claim your preference points. Validity of this document is aligned with the expiry of your B-BBEE certificate.

Y
X

1.11.1 Will you be claiming preference points for every RFQ and formal bid submitted to WCG for the duration of the validity period of the signed WCBD 6.1?

Please select your response in order to be awarded your preference points in line with your B-BBEE Certificate submitted

Y	N
X	

1.12 DECLARATION OF INTEREST (WCBD 4)

Have you completed and attached the ORIGINAL Declaration of Interest Form?

This is a mandatory document and is attached to this registration form. Validity of this document is aligned with expiry of TCC and thereafter valid for 12 months

Y
X

1.12 IDENTITY DOCUMENT

Have you attached an original certified copy of the ID of the authorised signatory who signed the Certificate of Correctness (Page 7)?

An original certified copy of ID of the authorised signatory

Y
X

This is mandatory information;  
ALL fields must be completed with  
one letter per block please

2. BUSINESS PARTICULARS

2.1 Name of Business

A	B	C		S	U	P	P	L	I	E	S		C	C											
---	---	---	--	---	---	---	---	---	---	---	---	--	---	---	--	--	--	--	--	--	--	--	--	--	--

2.1.1 Business Trading Name

A	B	C																							
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.1.2 Head Office

Postal address	P	O		B	O	X		1	2	0	7														
City	C	A	P	E		T	O	W	N												Code	8	0	0	0
Province	W	E	S	T	E	R	N		C	A	P	E													

2.1.3 Head Office

Physical address	1		K	O	E	K	E	M	O	E	R		S	T	R	E	E	T							
City	C	A	P	E		T	O	W	N												Code	8	0	0	1
Province	W	E	S	T	E	R	N		C	A	P	E													
Municipal Area	C	A	P	E		M	E	T	R	O	P	O	L												

2.1.4 Head Office Telephone No.

0	2	1	1	2	3	4	5	6	7																
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.1.5 Head Office Fax No.

0	2	1	7	6	5	4	3	2	1																
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.1.6 Head Office E-mail Address

A	B	C	@	G	M	A	I	L	.	C	O	M													
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

2.1.7 Contact Person for correspondence

Title	M	R			First Name	I	A	N																	
Surname	P	A	L	M	E	R																			
Telephone	0	2	1	1	2	3	4	5	6	7															
E-mail Address	A	B	C	@	G	M	A	I	L	.	C	O	M												
Fax Number	0	2	1	7	6	5	4	3	2	1															
Cell No.	0	8	4	1	2	3	4	5	6	7															

2.1.8 Correspondence Method

Please select your preferred method of correspondence. All correspondence will be sent using the method you select below.

Explanation of abbreviations used in the following table

Capacity		
Fax	F	
E-mail	E	X

This is mandatory information;  
 ALL fields must be completed with  
 one letter per block please

3. BRANCHES, SALES AND ACCOUNTS DEPARTMENTS

3.1 Sales Department

Contact Name	I	A	N		P	A	L	M	E	R												
Telephone	0	2	1	1	2	3	4	5	6	7												
Email Address	A	B	C	@	G	M	A	I	L	.	C	O	M									
Fax No.	0	2	1	1	2	3	4	5	6	7		Cell No	0	8	4	1	2	3	4	5	6	7

3.2 Accounts Department

Contact Name	J	O	E		S	O	A	P														
Telephone	0	2	1	1	2	3	4	5	6	7												
Email Address	J	O	E	@	G	M	A	I	L	.	C	O	M									
Fax No.	0	2	1	2	2	2	3	3	3	3		Cell No	0	7	3	2	3	4	5	6	7	8

3.3 Branches

Do you have any other branches in this region?

Y	N
	X

If yes, kindly complete 3.3 below, if no, indicate not applicable

Multiple copies of this page may be submitted if required.

Name / Area	A	B	C		S	U	P	P	L	I	E	S		C	C							
Physical Address	2	0		M	A	I	N		R	O	A	D										
	R	A	N	D	B	U	R	G														
City	J	O	H	A	N	N	E	S	B	U	R	G					Code	7	0	0	0	
Province	G	A	U	T	E	N	G															
Telephone	0	1	1	2	3	4	5	6	7			Fax	0	1	1	2	3	4	0	0	0	

Name / Area	N	O	T		A	P	P	L	I	C	A	B	L	E								
Physical Address																						
City																	Code					
Province																						
Telephone												Fax										

Name / Area	N	O	T		A	P	P	L	I	C	A	B	L	E								
Physical Address																						
City																	Code					
Province																						
Telephone												Fax										

Name / Area	N	O	T		A	P	P	L	I	C	A	B	L	E								
Physical Address																						
City																	Code					
Province																						
Telephone												Fax										

Please specify your field of business.

**4.1 CORE BUSINESS OPERATION (MANDATORY FIELD)\* \***

*(Mark with X in applicable fields)*

Prime Contractor		Sub-Contractor (less than 25 % generated turnover as prime contractor)		Labour-only Contractor	
Supplier		Manufacturer		Legal Service Provider	
Professional Services BUILT Environment*		Education, Training and Development Service Provider (ETD)		Other	

\*\*Other, please specify \_\_\_\_\_

**For more detail relating to your classification on the WCSD and commodity grouping, pages 8 and 9A, B and C of this registration form must also be completed.**

**5.1 ANNUAL AVERAGE TURNOVER**

Indicate annual average turnover excluding Value Added Tax during the past three years (if applicable):

1 \_\_\_\_\_ R \_\_\_\_\_      2 \_\_\_\_\_ R \_\_\_\_\_      3 \_\_\_\_\_ R \_\_\_\_\_

Should your company have been in existence for less than 3 years, only complete the information for the relevant years. These fields are not applicable if your company was registered with SARS or CIPC in the last 12 months

**5.2 FINANCIAL DETAILS (BANKING)**

Banking institution name	F	N	B																				
Branch	M	O	W	B	R	A	Y																
Branch Code	0	2	0	0	1																		
Town / City	C	A	P	E		T	O	W	N														
Banking account number	1	2	3	4	5	6	6	7															
Account holders name	A	B	C			S	U	P	P	L	I	E	S										
Account Type	C	H	E	Q	U	E																	

**NB. MANDATORY REQUIREMENT**

The template below must be completed, signed and stamped by your Bank to validate the financial data above.

This info is mandatory and serves as verification of your banking details by your bank

<b><u>DATE STAMP OF BANK</u></b>	<b><u>FOR COMPLETION BY BANK OFFICIAL</u></b>
	<p><b><u>Bank Official's Detail</u></b></p> <p>Name _____</p> <p>ID _____</p> <p>Number _____</p> <p>Signature _____</p> <p>Branch _____</p> <p>Tel Nr _____</p> <p><b><u>Supplier's Detail</u></b></p> <p>Account nr _____</p> <p>Branch Code _____</p>

Please ensure that ALL shareholders are listed below. NB- the total shares must be 100%

**6.1 OWNERS AND SHAREHOLDERS**

List all persons who are shareholders/owners in the business  
Multiple copies of this page may be submitted, as needed.

Name of Holding company/trust																		
Percentage Share																	%	
First Name																		
Surname																		
Identification Number																		
Percentage Share																	%	
Gender															M	F		
Race Group															A	C	I	W
Disabled															Y	N		

  

First Name																		
Surname																		
Identification Number																		
Percentage Share																	%	
Gender															M	F		
Race Group															A	C	I	W
Disabled															Y	N		

**Explanation of abbreviations:**

Race Group	
African	A
Coloured	C
Indian	I
White	W

A permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered normal for a human being

**6.2 PARTICULARS OF EMPLOYEES**

State the total number of permanent and temporary staff employed.

	MALE		FEMALE	
	Permanent	Temporary	Permanent	Temporary
AFRICAN				
COLOURED				
INDIAN				
WHITE				
DISABLED				

7. CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WHO WARRANTS THAT I AM DULY AUTHORISED ON BEHALF OF THE SUPPLIER TO CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IN ITS SEMI-COMPLETE, COMPLETE AND AMENDED STATES, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE WITH THE DATE OF VERIFICATION DATE AS THE EFFECTIVE DATE AND ACKNOWLEDGES THAT: -

- 1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
- 2. If the information supplied is found to be incorrect then the client (Western Cape Government) may, in addition to any remedies it may have: -
  - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
  - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or
  - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_\_\_\_

AT \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
IN HIS /HER CAPACITY AS

\_\_\_\_\_  
(PRINT NAME)

ON BEHALF OF THE  
(SUPPLIER'SNAME)\_\_\_\_\_

NB- this is mandatory information and must be completed by a person with signing authority within your company and must be supported by an original certified copy of the signatory's ID. Please note that should your bank details in future change you will be required to submit an updated Certificate of Correctness with a duly completed page 5.

**IMPORTANT NOTICE**

Your Tax Clearance Certificate and B-BBEE Rating Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate and an original valid certified copy of the B-BBEE Rating Certificate on or before the expiry of the currently housed Certificates, as well as an updated Declaration of Interest (WCBD 4) and Preference Points Claim Form (WCBD 6.1)

As a valid Tax Clearance Certificate and Declaration of Interest (WCBD 4) are mandatory requirements to conduct business with the Western Cape Government, failure to submit these will result in your immediate suspension on the WCSD, only to be lifted when the relevant valid documentation are submitted. Whilst in suspension, companies will be regarded as non-compliant and no quotes or tenders of such companies will be considered.

Please complete these fields with a detailed description of goods and/or services provided by your company. This will aid Ariba in linking your company to the correct commodities you provide

8. CLASSIFICATION ON WESTERN CAPE SUPPLIER DATABASE

**IN ORDER TO BE IDENTIFIED / SOURCED AS A POTENTIAL SERVICE PROVIDER, YOUR BUSINESS NEEDS TO BE CLASSIFIED CORRECTLY.**

Tick the appropriate block to indicate the correct classification of your company as a service provider:

Goods & Services	<input type="checkbox"/>	Engineering & Construction	<input type="checkbox"/>	Built Environment Consultant / Professional Service Provider	<input type="checkbox"/>	Education, Training & Development	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>
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**To assist us in the categorization process and to ensure that your company is correctly classified, we require a short summary of your core business, key words that best describe your business operations and any specialisations.**

**Our core business is:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Words:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specializations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commodity Group	Description of Commodity Group	Tick the applicable block/s	Commodity Group	Description of Commodity Group	Tick the applicable block/s
10000000	Live Plant and Animal Material and Accessories and Supplies		50000000	Food Beverage and Tobacco Products	
11000000	Mineral and Textile and Inedible Plant and Animal Materials		51000000	Drugs and Pharmaceutical Products	
12000000	Chemicals including Bio Chemicals and Gas Materials		52000000	Domestic Appliances and Supplies and Consumer Electronic Products	
13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials		53000000	Apparel and Luggage and Personal Care Products	
14000000	Paper Materials and Products		54000000	Timepieces and Jewelry and Gemstone Products	
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		55000000	Published Products	
20000000	Mining and Well Drilling Machinery and Accessories		56000000	Furniture and Furnishings	
21000000	Farming and Fishing and Forestry and Wildlife Machinery and Accessories		60000000	Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies	
22000000	Building and Construction Machinery and Accessories		70000000	Farming and Fishing and Forestry and Wildlife Contracting Services	
23000000	Industrial Manufacturing and Processing Machinery and Accessories		71000000	Mining and oil and gas services	
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies		72000000	Building and Facility Construction and Maintenance Services	
25000000	Commercial and Military and Private Vehicles and their Accessories and Components		73000000	Industrial Production and Manufacturing Services	
26000000	Power Generation and Distribution Machinery and Accessories		76000000	Industrial Cleaning Services	
27000000	Tools and General Machinery		77000000	Environmental Services	
30000000	Structures and Building and Construction and Manufacturing Components and Supplies		78000000	Transportation and Storage and Mail Services	
31000000	Manufacturing Components and Supplies		80000000	Management and Business Professionals and Administrative Services	
32000000	Electronic Components and Supplies		81000000	Engineering and Research and Technology Based Services	
39000000	Electrical Systems and Lighting and Components and Accessories and Supplies		82000000	Editorial and Design and Graphic and Fine Art Services	
40000000	Distribution and Conditioning Systems and Equipment and Components		83000000	Public Utilities and Public Sector Related Services	
41000000	Laboratory and Measuring and Observing and Testing Equipment		84000000	Financial and Insurance Services	
42000000	Medical Equipment and Accessories and Supplies		85000000	Healthcare Services	
43000000	Information Technology Broadcasting and Telecommunications		86000000	Education and Training Services	
44000000	Office Equipment and Accessories and Supplies		90000000	Travel and Food and Lodging and Entertainment Services	
45000000	Printing and Photographic and Audio and Visual Equipment and Supplies		91000000	Personal and Domestic Services	
46000000	Defense and Law Enforcement and Security and Safety Equipment and Supplies		92000000	National Defense and Public Order and Security and Safety Services	
47000000	Cleaning Equipment and Supplies		93000000	Politics and Civic Affairs Services	
48000000	Service Industry Machinery and Equipment and Supplies		94000000	Organizations and Clubs	
49000000	Sports and Recreational Equipment and Supplies and Accessories		95000000	Land and Buildings and Structures and Thoroughfares	



# Application for Registration on the Western Cape Supplier Database (WCSD)

Ariba, on behalf of the Western Cape Government, is responsible for populating and maintaining the WCSD. This supplier database serves to enable the effective implementation of Preferential Procurement Policies. These policies are in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, the Broad Based Black Economic Empowerment Act, (B-BBEE Act), No 53 of 2003, and the Regulations pertaining to these Acts. In terms of the latest Regulations forth-flowing from these Acts, preference points are allowed in accordance with the scores obtained for price and B-BBEE status level of companies, accompanied by an original signed Preference Point Claim form (WCBD 6.1).

The **original**, duly completed, registration form with accompanying documentation must be submitted to:

<b>Ariba</b> SAP Africa, 4 Waterford Place, 2nd Floor, Century City, Cape Town <b>Ariba</b> PO Box 1207, Cape Town, 8000
--

**Direct enquiries to the Western Cape Supplier Database Helpdesk - Tel: 0861 – 225577 or 021 – 680 4666 Email: [supplierdatabase@ariba.com](mailto:supplierdatabase@ariba.com) Fax: 021 – 441 1288**

**PLEASE KEEP COPIES OF THIS REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS**

Name of Business


Trading Name

	Y	N	N/A
Company Registration Document (Certified Copy)			
An Original Valid Tax Clearance Certificate (TCC)			
VAT Registration number to appear on the TCC if VAT registered			
U.I.F Registration number to appear on the TCC if registered for U.I.F			
Security Officer's Board Certificate (applicable to security services only) (Copy)			
Contractors Registration Certificate (applicable to construction industry only)(Copy)			
Co-Operatives – Registration Certificate (Certified Copy)			
B-BBEE Rating Certificate (Original Certified copy)			
Declaration of Interest – WCBD 4 (Original)			
Identity Document for Certificate of Correctness Signatory (Original Certified Copy)			
Preference Point Claim Form - WCBD 6.1 (Original)			

**1. COMPANY REGISTRATION DOCUMENTS**  
NB. DOCUMENTARY PROOF MUST BE PROVIDED WHERE APPLICABLE (Please mark N/A if not applicable.)

**1.1 COMPANYTYPE (NB Documentary Proof of registration must be provided)**

PUBLIC COMPANY LTD		
PRIVATE COMPANY (PTY) LTD		
CO-OPERATIVE		
CLOSE CORPORATION CC		
SOLE PROPRIETOR		
PARTNERSHIP		
BUSINESS TRUST		
OTHER _____		


**1.2 COMPANY, CK NUMBER**

Not applicable to all companies, please specify if N/A

Have you attached a Certified copy of your Company Registration document or other applicable documentation if N/A? (see attached table)

Y	N	NA

**1.3 VERIFICATION OF BANKING**

Bank Stamp and signature (Pg 5)

Has the bank stamped and signed page 5 of this document?

Y

**1.4 VAT REGISTRATION**

**VAT Registration No.** as reflected on the Tax Clearance Certificate

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**1.5 TAX CLEARANCE CERTIFICATE**

**Income Tax Registration number** as reflected on the Tax Clearance Certificate

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**An original valid Tax Clearance Certificate must be supplied**

As this is only valid for a twelve-month period from date of issue, an original valid Tax Clearance Certificate is to be submitted upon or before expiry to avoid suspension on the WCSD. Have you attached an original valid Tax Clearance Certificate?

Y

**1.6 UNEMPLOYMENT INSURANCE FUND**

**Unemployment Insurance fund No.**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**1.7 SECURITY OFFICERS BOARD REGISTRATION NO(MANDATORY, IF APPLICABLE)**

**Security officers board registration No.**

Applicable to security industry only, please specify if N/A

Have you attached your Security Officers Board Registration document?


**1.8 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) REGISTRATION (MANDATORY, IF APPLICABLE)**

**CIDB Contractors registration No.**

Applicable to Construction industry only, please specify if N/A

Have you attached your CIDB Contractors Registration Certificate?


**1.9 CO-OPERATIVES**

**T = Tertiary, S = Secondary or P = Primary**

Indicate which Co-operative level your company is registered under

T	S	P

Have you attached a certified copy of your Co-operative registration document?

Y	N

**1.10 B-BBEE RATING CERTIFICATE**

Have you attached an **Original Valid Certified Copy** of the B-BBEE Rating Certificate?

Y	N

Please select the relevant status below and attach the relevant document:

Valid BEE Certificate		EME Certificate		Letter / proof from agency that application has been submitted to BEE verification agency (no preference points allocated)		Letter from agency that the supplier is in process of BEE verification (no preference points allocated)

**1.11 Preference Points Claim Form (WCBD 6.1)**

Have you completed and attached an ORIGINAL Preference Points Claim form?

Y

**1.11.1**

Will you be claiming preference points for every RFQ and formal bid submitted to WCG for the duration of the validity period of the signed WCBD 6.1?

Y	N

**1.12 DECLARATION OF INTEREST (WCBD 4)**

Have you completed and attached an ORIGINAL Declaration of Interest form?

Y

**1.13 IDENTITY DOCUMENT**

Have you attached an original certified copy of the ID of the authorised signatory who signed the Certificate of Correctness (Page 7)?

Y

**2. BUSINESS PARTICULARS**

**2.1 Name of Business**

--

**2.1.1 Business Trading Name**

--

**2.1.2 Head Office**

Postal address

--

City

Code

Province

**2.1.3 Head Office**

Physical address

--

City

Code

Province

Municipal Area

**2.1.4 Head Office Telephone No.**

--

**2.1.5 Head Office Fax No.**

--

**2.1.6 Head Office E-mail Address**

--

**2.1.7 Contact Person for correspondence**

Title		First Name													
Surname															

Telephone

--

E-mail Address

--

Fax Number

--

Cell No.

--

**2.1.8 Correspondence Method**

Please select your preferred method of correspondence. All correspondence will be sent using the method you select below.

**Explanation of abbreviations used in the following table**

<b>Capacity</b>		
Fax	<b>F</b>	
E-mail	<b>E</b>	

**3. BRANCHES, SALES AND ACCOUNTS DEPARTMENTS**

**3.1 Sales Department**

Contact Name																					
Telephone																					
Email Address																					
Fax No.											Cell No										

**3.2 Accounts Department**

Contact Name																					
Telephone																					
Email Address																					
Fax No.											Cell No										

**3.3 Branches**

<b>Y</b>	<b>N</b>

Do you have any other branches in this region?

If yes, kindly complete the under-mentioned fields

Multiple copies of this page may be submitted if required.

Name / Area																					
Physical Address																					
City											Code										
Province																					
Telephone											Fax										

Name / Area																					
Physical Address																					
City											Code										
Province																					
Telephone											Fax										

Name / Area																					
Physical Address																					
City											Code										
Province																					
Telephone											Fax										

Name / Area																					
Physical Address																					
City											Code										
Province																					
Telephone											Fax										

**4.1 CORE BUSINESS OPERATION (MANDATORY FIELD) \* \***

*(Mark with X in applicable fields)*

Prime Contractor	<input type="checkbox"/>	Sub-Contractor (less than 25 % generated turnover as prime contractor)	<input type="checkbox"/>	Labour-only Contractor	<input type="checkbox"/>
Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Legal Service Provider*	<input type="checkbox"/>
Professional Services BUILT Environment	<input type="checkbox"/>	Education, Training and Development Service Provider (ETD)	<input type="checkbox"/>	Other**	<input type="checkbox"/>

\*\*Other, please specify \_\_\_\_\_

**For more detail relating to your classification on the WCSD and commodity grouping, pages 8 and 9A, B and C of this registration form must also be completed.**

**5.1 ANNUAL AVERAGE TURNOVER\***

Indicate annual average turnover excluding Value Added Tax during the past three years (If applicable):

1	R	2	R	3	R
---	---	---	---	---	---

**5.2 FINANCIAL DETAILS (BANKING)**

Banking institution name	
Branch	
Branch Code	
Town / City	
Banking account number	
Account holders name	
Account Type	

**NB. MANDATORY REQUIREMENT**

**The template below must be completed, signed and stamped by your Bank to validate the financial data above.**

<b><u>DATE STAMP OF BANK</u></b>	<b><u>FOR COMPLETION BY BANK OFFICIAL</u></b>	
	<b><u>Bank Official's Detail</u></b>	
	<i>Name</i>	
	<i>ID Number</i>	
	<i>Signature</i>	
	<i>Branch</i>	
	<i>Tel Nr</i>	
	<b><u>Supplier's Detail</u></b>	
	<i>Account nr</i>	
<i>Branch Code</i>		

**6.1 OWNERS AND SHAREHOLDERS**

List all persons who are shareholders/owners in the business  
 Multiple copies of this page may be submitted, as needed.

Name of Holding company/trust		
Percentage Share		%

First Name		
Surname		
Identification Number		
Percentage Share		%
Gender		M F
Race Group		A C I W
Disabled		Y N

First Name		
Surname		
Identification Number		
Percentage Share		%
Gender		M F
Race Group		A C I W
Disabled		Y N

**6.2 PARTICULARS OF EMPLOYEES**

State the total number of permanent and temporary staff employed.

	MALE	
	Permanent	Temporary
AFRICAN		
COLOURED		
INDIAN		
WHITE		
DISABLED		

	FEMALE	
	Permanent	Temporary

**7. CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

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1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
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  - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
  - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or
  - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

**SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_ AT \_\_\_\_\_**

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**IN HIS /HER CAPACITY AS**

\_\_\_\_\_  
**(PRINT NAME)**

**ON BEHALF OF THE (SUPPLIER'S NAME) \_\_\_\_\_**

**IMPORTANT NOTICE**

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Tick the appropriate block to indicate the correct classification of your company as a service provider:

Goods & Services	<input type="checkbox"/>	Engineering & Construction	<input type="checkbox"/>	Built Environment Consultant / Professional Service Provider	<input type="checkbox"/>	Education, Training & Development	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>
------------------	--------------------------	----------------------------	--------------------------	--	--------------------------	-----------------------------------	--------------------------	----------------	--------------------------

To assist us in the categorization process and to ensure that your company is correctly classified, we require a short summary of your core business and key words that best describe your business operations and any specialisations.

**Our core business is:**

.....

.....

.....

.....

**Key Words:**

.....

.....

.....

.....

**Specializations:**

.....

.....

.....

.....



Trade Name:

Legal Name:

Co. Registered Code:

Please tick the appropriate block (s) applicable to your core business

Commodity list	Tick Block	Commodity list	Tick Block
Live Plant and Animal Material and Accessories and Supplies		Accessories and Supplies	
Live animals	1010	Material handling machinery and equipment	2410
Domestic pet products	1011	Containers and storage	2411
Animal feed	1012	Packaging materials	2412
Animal containment and habitats	1013	Industrial refrigeration	2413
Saddlery and harness goods	1014	Packing supplies	2414
Seeds and bulbs and seedlings and cuttings	1015	Components	
Floriculture and silviculture products	1016	Motor vehicles	2510
Fertilizers and plant nutrients and herbicides	1017	Marine transport	2511
Pest control products	1019	Railway and tramway machinery and equipment	2512
Mineral and Textile and Inedible Plant and Animal Materials		Aircraft	2513
Minerals and ores and metals	1110	Spacecraft	2515
Earth and stone	1111	Non motorized cycles	2516
Non edible plant and forestry products	1112	Transportation components and systems	2517
Non edible animal products	1113	Vehicle bodies and trailers	2518
Scrap and waste materials	1114	Transportation services equipment	2519
Fibers and threads and yarns	1115	Aerospace systems and components and equipment	2520
Fabrics and leather materials	1116	Power Generation and Distribution Machinery and Accessories	
Alloys	1117	Power sources	2610
Metal oxide	1118	Batteries and generators and kinetic power transmission	2611
Metal waste and scrap	1119	Electrical wire and cable and harness	2612
Chemicals including Bio Chemicals and Gas Materials		Power generation	2613
Explosive materials	1213	Atomic and nuclear energy machinery and equipment	2614
Elements and gases	1214	Tools and General Machinery	
Additives	1216	Hand tools	2711
Colorants	1217	Hydraulic machinery and equipment	2712
Waxes and oils	1218	Pneumatic machinery and equipment	2713
Solvents	1219	Automotive specialty tools	2714
Compounds and mixtures	1235	Supplies	
Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials		Structural materials and basic shapes	3010
Rubber and elastomers	1310	Concrete and cement and plaster	3011
Resins and rosins and other resin derived materials	1311	Roads and landscape	3012
Paper Materials and Products		Structural building products	3013
Paper materials	1410	Insulation	3014
Paper products	1411	Exterior finishing materials	3015
Industrial use papers	1412	Interior finishing materials	3016
Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		Doors and windows and glass	3017
Fuels	1510	Plumbing fixtures	3018
Gaseous fuels and additives	1511	Construction and maintenance support equipment	3019
Lubricants and oils and greases and anti corrosives	1512	Prefabricated structures	3020
Fuel for nuclear reactors	1513	Permanent structures	3022
Mining and Well Drilling Machinery and Accessories		Portable Structures	3023
Mining and quarrying machinery and equipment	2010	Portable Structure Building Components	3024
Well drilling and operation equipment	2011	Manufacturing Components and Supplies	
Oil and gas drilling and exploration equipment	2012	Castings	3110
Oil and gas drilling and operation materials	2013	Extrusions	3111
Oil and gas operating and production equipment	2014	Machined castings	3112
Farming and Fishing and Forestry and Wildlife Machinery and Accessories		Forgings	3113
Agricultural and forestry and landscape machinery and equipment	2110	Moldings	3114
Fishing and aquaculture equipment	2111	Rope and chain and cable and wire and strap	3115
Building and Construction Machinery and Accessories		Hardware	3116
Heavy construction machinery and equipment	2210	Bearings and bushings and wheels and gears	3117
Industrial Manufacturing and Processing Machinery and Accessories		Gaskets and seals	3118
Raw materials processing machinery	2310	Grinding and polishing and smoothing materials	3119
Petroleum processing machinery	2311	Adhesives and sealants	3120
Textile and fabric machinery and accessories	2312	Paints and primers and finishes	3121
Lapidary machinery and equipment	2313	Dyeing and tanning extracts	3122
Leatherworking repairing machinery and equipment	2314	Machined raw stock	3123
Industrial process machinery and equipment and supplies	2315	Industrial optics	3124
Foundry machines and equipment and supplies	2316	Pneumatic and hydraulic and electric control systems	3125
Industrial food and beverage equipment	2318	Housings and cabinets and casings	3126
Mixers and their parts and accessories	2319	Machine made parts	3127
Mass transfer equipment	2320	Stampings and sheet components	3128
Electronic manufacturing machinery and equipment and accessories	2321	Machined extrusions	3129
Chicken processing machinery and equipment	2322	Machined forgings	3130
Saw milling and lumber processing machinery and equipment	2323	Fabricated pipe assemblies	3131
Metal cutting machinery and accessories	2324	Fabricated bar stock assemblies	3132
Metal forming machinery and accessories	2325	Fabricated structural assemblies	3133
Rapid prototyping machinery and accessories	2326	Fabricated sheet assemblies	3134
Welding and soldering and brazing machinery and accessories and supplies	2327	Fabricated tube assemblies	3135
Metal treatment machinery	2328	Fabricated plate assemblies	3136
		Refractories	3137
		Magnets and magnetic materials	3138

Commodity list	Tick Block	Commodity list	Tick Block
Electronic Components and Supplies		Sports and Recreational Equipment and Supplies and Accessories	
Printed circuits and integrated circuits and microassemblies	3210	Collectibles and awards	4910
Discrete semiconductor devices	3211	Camping and outdoor equipment and accessories	4912
Passive discrete components	3212	Fishing and hunting equipment	4913
Electronic hardware and component parts and accessories	3213	Watersports equipment	4914
Electron tube devices and accessories	3214	Winter sports equipment	4915
Automation control devices and components and accessories	3215	Field and court sports equipment	4916
Supplies		Gymnastics and boxing equipment	4917
Lamps and lightbulbs and lamp components	3910	Target and table games and equipment	4918
Lighting Fixtures and Accessories	3911	Fitness equipment	4920
Electrical equipment and components and supplies	3912	Other sports	4921
Electrical wire management devices and accessories and supplies	3913	Sports equipment and accessories	4922
Distribution and Conditioning Systems and Equipment and Components		Recreation and playground and swimming and spa equipment and supplies	4924
Heating and ventilation and air circulation	4010	Food Beverage and Tobacco Products	
Fluid and gas distribution	4014	Fruits and vegetables and nuts and seeds	5010
Industrial pumps and compressors	4015	Meat and poultry products	5011
Industrial filtering and purification	4016	Seafood	5012
Laboratory and Measuring and Observing and Testing Equipment		Dairy products and eggs	5013
Laboratory and scientific equipment	4110	Edible oils and fats	5015
Measuring and observing and testing instruments	4111	Chocolate and sugars and sweeteners and confectionary products	5016
Laboratory supplies and fixtures	4112	Seasonings and preservatives	5017
Medical Equipment and Accessories and Supplies		Bread and bakery products	5018
Veterinary equipment and supplies	4212	Prepared and preserved foods	5019
Medical apparel and textiles	4213	Beverages	5020
Patient care and treatment products and supplies	4214	Tobacco and smoking products and substitutes	5021
Dental equipment and supplies	4215	Cereal and pulse products	5022
Dialysis equipment and supplies	4216	Drugs and Pharmaceutical Products	
Emergency and field medical services products	4217	Anti infective drugs	5110
Patient exam and monitoring products	4218	Antineoplastic agents	5111
Medical facility products	4219	Cardiovascular drugs	5112
Medical diagnostic imaging and nuclear medicine products	4220	Hematologic drugs	5113
Independent living aids for the physically challenged	4221	Central nervous system drugs	5114
Intravenous and arterial administration products	4222	Autonomic nervous system drugs	5115
Clinical nutrition	4223	Drugs affecting the respiratory tract	5116
Orthopedic and prosthetic and sports medicine products	4224	Drugs affecting the gastrointestinal system	5117
Physical and occupational therapy and rehabilitation products	4225	Hormones and hormone antagonists	5118
Postmortem and mortuary equipment and supplies	4226	Agents affecting water and electrolytes	5119
Respiratory and anesthesia and resuscitation products	4227	Immunomodulating drugs	5120
Medical sterilization products	4228	Miscellaneous drug categories	5121
Surgical products	4229	Drugs affecting the ears, eye, nose and skin	5124
Medical training and education supplies	4230	Veterinary nutritional supplement	5125
Wound care products	4231	Domestic Appliances and Supplies and Consumer Electronic Products	
Information Technology Broadcasting and Telecommunications		Floor coverings	5210
Communications Devices and Accessories	4319	Bedclothes and table and kitchen linen and towels	5212
Components for information technology or broadcasting or telecommunications	4320	Window treatments	5213
Computer Equipment and Accessories	4321	Domestic appliances	5214
Data Voice or Multimedia Network Equipment or Platforms and Accessories	4322	Domestic kitchenware	5215
Software	4323	Consumer electronics	5216
Office Equipment and Accessories and Supplies		Domestic wall treatments	5217
Office machines and their supplies and accessories	4410	Apparel and Luggage and Personal Care Products	
Office and desk accessories	4411	Clothing	5310
Office supplies	4412	Footwear	5311
Printing and Photographic and Audio and Visual Equipment and Supplies		Luggage and handbags and packs and cases	5312
Printing and publishing equipment	4510	Personal care products	5313
Audio and visual presentation and composing equipment	4511	Sewing supplies and accessories	5314
Photographic or filming or video equipment	4512	Timepieces and Jewelry and Gemstone Products	
Photographic and recording media	4513	Jewelry	5410
Photographic filmmaking supplies	4514	Timepieces	5411
Defense and Law Enforcement and Security and Safety Equipment and Supplies		Gemstones	5412
Light weapons and ammunition	4610	Published Products	
Conventional warfare weapons	4611	Printed media	5510
Missiles	4612	Electronic reference material	5511
Rockets and subsystems	4613	Signage and accessories	5512
Launchers	4614	Furniture and Furnishings	
Law enforcement	4615	Accommodation furniture	5610
Public safety and control	4616	Commercial and industrial furniture	5611
Security surveillance and detection	4617	Classroom and instructional and institutional furniture and fixtures	5612
Personal safety and protection	4618	Merchandising furniture and accessories	5613
Fire protection	4619		

Commodity list		Tick Block	Commodity list		Tick Block
Cleaning Equipment and Supplies			Educational Equipment and Materials and Accessories and Supplies		
Water and wastewater treatment supply and disposal	4710		Developmental and professional teaching aids and materials and accessories and supplies	6010	
Industrial laundry and dry cleaning equipment	4711		Classroom decoratives and supplies	6011	
Janitorial equipment	4712		Arts and crafts equipment and accessories and supplies	6012	
Cleaning and janitorial supplies	4713		Musical Instruments and parts and accessories	6013	
			Toys and games	6014	
Service Industry Machinery and Equipment and Supplies			Editorial and Design and Graphic and Fine Art Services		
Institutional food services equipment	4810		Advertising	8210	
Vending machines	4811		Writing and translations	8211	
Gambling or wagering equipment	4812		Reproduction services	8212	
Farming and Fishing and Forestry and Wildlife Contracting Services			Photographic services		
Fisheries and aquaculture	7010		Graphic design	8214	
Horticulture	7011		Professional artists and performers	8215	
Livestock services	7012		Public Utilities and Public Sector Related Services		
Land and soil preparation and management and protection	7013		Utilities	8310	
Crop production and management and protection	7014		Telecommunications media services	8311	
Forestry	7015		Information services	8312	
Wildlife and flora	7016		Financial and Insurance Services		
Water resources development and oversight	7017		Development finance	8410	
Mining and oil and gas services			Accounting and auditing		
Mining services	7110		Banking and investment	8412	
Oil and gas exploration services	7111		Insurance and retirement services	8413	
Well drilling and construction services	7112		Credit agencies	8414	
Oil and gas extraction and production enhancement services	7113		Healthcare Services		
Oil and gas restoration and reclamation services	7114		Comprehensive health services	8510	
Oil and gas data management and processing services	7115		Disease prevention and control	8511	
Oil and gas well project management services	7116		Medical practice	8512	
Building and Construction and Maintenance Services			Medical science research and experimentation		
Building construction and support and maintenance and repair services	7210		Alternative and holistic medicine	8514	
General building construction	7213		Food and nutrition services	8515	
Industrial Production and Manufacturing Services			Medical Surgical Equipment Maintenance Refurbishment and Repair Services		
Plastic and chemical industries	7310		Education and Training Services		
Wood and paper industries	7311		Vocational training	8610	
Metal and mineral industries	7312		Alternative educational systems	8611	
Food and beverage industries	7313		Educational institutions	8612	
Fibers and textiles and fabric industries	7314		Specialized educational services	8613	
Manufacturing support services	7315		Educational facilities	8614	
Machinery and transport equipment manufacture	7316		Travel and Food and Lodging and Entertainment Services		
Manufacture of electrical goods and precision instruments	7317		Restaurants and catering	9010	
Machining and processing services	7318		Hotels and lodging and meeting facilities	9011	
Industrial Cleaning Services			Travel facilitation		
Decontamination services	7610		Performing arts	9013	
Cleaning and janitorial services	7611		Commercial sports	9014	
Refuse disposal and treatment	7612		Entertainment services	9015	
Toxic and hazardous waste cleanup	7613		Personal and Domestic Services		
Environmental Services			Personal appearance		
Environmental management	7710		Domestic and personal assistance	9111	
Environmental protection	7711		National Defense and Public Order and Security and Safety Services		
Pollution tracking and monitoring and rehabilitation	7712		Public order and safety	9210	
Pollutants tracking and monitoring and rehabilitation services	7713		Military services and national defense	9211	
Transportation and Storage and Mail Services			Security and personal safety		
Mail and cargo transport	7810		Politics and Civic Affairs Services		
Passenger transport	7811		Political systems and institutions	9310	
Material packing and handling	7812		Socio political conditions	9311	
Storage	7813		International relations	9312	
Transport operations	7814		Humanitarian aid and relief	9313	
Transportation repair or maintenance services	7818		Community and social services	9314	
Management and Business Professionals and Administrative Services			Public administration and finance services		
Management advisory services	8010		Taxation	9316	
Human resources services	8011		Trade policy and regulation	9317	
Legal services	8012		Organizations and Clubs		
Real estate services	8013		Work related organizations	9410	
Marketing and distribution	8014		Religious organizations	9411	
Trade policy and services	8015		Clubs	9412	
Business administration services	8016		Civic organizations and associations and movements	9413	
Engineering and Research and Technology Based Services					
Professional engineering services	8110				
Computer services	8111				
Economics	8112				
Statistics	8113				
Manufacturing technologies	8114				
Earth science services	8115				
Information Technology Service Delivery	8116				

## PROVINCIAL GOVERNMENT OF WESTERN CAPE

### DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2012: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with the Institution must be registered on the central supplier database.
3. **Definitions**

“**Bid**” includes a price quotation, advertised competitive bid, limited bid or proposal

“**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

“**business interest**” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“**Consortium or Joint Venture**” 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;

“**employee**” means a person employed by the Provincial Government or a provincial public entity, whether permanently or temporarily, including –

- (a) an employee as contemplated in section 8 of the Public Service Act, 1994 (Proclamation 103 of 1994);

1

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- (b) a person appointed in terms of section 12A of the Public Service Act;
- (c) a person transferred or seconded to the Provincial Government or a provincial public entity in terms of section 15 of the Public Service Act; and
- (d) an educator as defined in the *Employment of Educators Act, 1998* (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

**“entity”** means any —

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province

**“Family member”** means a person's —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption;

**“intermediary”** means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and
- (b) a representative or agent;

**“Institution”** means —

Provincial Government of the Western Cape

**“Provincial Government Western Cape (PGWC)”** means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

**“RWOPS”** means —

Remunerative Work Outside the Public Service

**“spouse”** means a person's —

- (a) partner in marriage;
- (b) partner in a customary union according to indigenous law; or
- (c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Any legal person, including persons employed by the Institution, or their family members, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the

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PG, or to their family member, 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 Institution; and/or

5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. 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). Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding
8. 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.

<b>SECTION A: DETAILS OF THE ENTITY</b>	
<b>A1.</b>	<i>Name of the Entity</i>
<b>A2.</b>	<i>Entity registration Number (where applicable)</i>
<b>A3.</b>	<i>Entity Type</i>
<b>A4.</b>	<i>Tax Reference Number</i>
<b>A5.</b> <i>Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.</i>	

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**TABLE A**

FULL NAME	DESIGNATION <i>(Where a director is a shareholder, both should be confirmed.)</i>	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

**SECTION B: DECLARATION OF THE BIDDER'S INTEREST**

*To disclose relationships between the bidding entity and persons listed in Table A and any employees of the Institution; and to restrict business interest of Institution employees' according to paragraph 3.8 of the Western Cape Provincial Treasury Instruction 2012, (Supply Chain Management Goods and Services), bidding entity must give the following details. An Institution employee taking remunerative work outside public enterprise should first obtain necessary approval (RWOP), failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.*

<b>B1.</b>	Are any persons listed in Table A employees of the Institution? <b>(If yes, complete Table B and attach "RWOP")</b>	<table border="1"> <tr> <td>NO</td> <td>YES</td> </tr> </table>	NO	YES
NO	YES			
<b>B2.</b>	Are any employees of the entity also employees of the Institution? <b>(If yes complete Table B and attach "RWOP")</b>	<table border="1"> <tr> <td>NO</td> <td>YES</td> </tr> </table>	NO	YES
NO	YES			
<b>B3.</b>	Are any family members of the persons listed in Table A employees of the Institution? <b>(If yes complete Table B)</b>	<table border="1"> <tr> <td>NO</td> <td>YES</td> </tr> </table>	NO	YES
NO	YES			

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**TABLE B**

Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.

FULL NAME OF INSTITUTION EMPLOYEE	IDENTITY NUMBER	PROVINCIAL DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. (Indicate if not known)

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.

Did the entity conduct business with the Institution in the last twelve months?  
(If yes complete Table C)

NO	YES
----	-----

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**C2. Table C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

**C3.** Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?  NO  YES

**C4.** Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?  NO  YES  
*(To access this Register enter the National Treasury’s website, [www.treasury.gov.za](http://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.)*

**C5.** If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?  NO  YES

**C6.** Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?  NO  YES

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**  
*The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.*

I, ..... hereby swear/affirm;

***If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701***

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- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be 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 the Institution.
- iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

\_\_\_\_\_  
DULY AUTHORISED REPRESENTATIVE'S  
SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?

ANSWER: .....

1.2 Do you have any objection to taking the prescribed oath?

ANSWER: .....

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER: .....

1.4 Do you want to make an affirmation?

ANSWER: .....

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....  
SIGNATURE FULL NAMES

Commissioner of Oaths

Designation (rank) .....ex officio: Republic of South Africa

Date: .....Place .....

Business Address: .....

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## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.**

### 1. GENERAL CONDITIONS

1.1 The following preference point system is applicable to this bid:

- 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to **not exceed R1 000 000** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in, sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 If the contributor status level of a bidder changes after the closing date of the tender, the bidder must notify the Department of ..... (***Insert name of Department***), and such tender will not be eligible for any change in preference points, based on the changed status.

### 2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” 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;

- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less.
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 7 of the Act, the bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

##### 4.1 THE 80/20 PREFERENCE POINT SYSTEM

A maximum of 80 points is allocated for price on the following basis:

##### 80/20

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

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

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

- 5.1 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)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 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.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

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 5.1 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).*

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? **YES / NO** *(delete which is not applicable)*

8.1.1 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? **YES / NO** *(delete which is not applicable)*

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm: .....

9.2 VAT registration number: .....

9.3 Company registration number: .....

## 9.4 TYPE OF COMPANY/ FIRM

*[TICK APPLICABLE BOX]*

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

## 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

## 9.6 COMPANY CLASSIFICATION

*[TICK APPLICABLE BOX]*

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

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.**

### 1. GENERAL CONDITIONS

1.1 The following preference point system is applicable to this bid:

- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to **exceed R1 000 000** (all applicable taxes included) and therefore the 90/10 points system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>90</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>10</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in, sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 If the contributor status level of a bidder changes after the closing date of the tender, the bidder must notify the Department of ..... (**insert name of Department**), and such tender will not be eligible for any change in preference points, based on the changed status.

### 2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” 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;

- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 7 of the Act, the bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

##### 4.1 THE 90/10 PREFERENCE POINT SYSTEM

A maximum of 90 points is allocated for price on the following basis:

##### 90/10

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

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

- 5.1 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 (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 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.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 points)

*(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 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).*

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? **YES / NO** (*delete which is not applicable*)

8.1.1 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? **YES / NO** (*delete which is not applicable*)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number :.....

9.3 Company registration number .....

:

9.4 TYPE OF COMPANY/ FIRM  
**[TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION  
**[TICK APPLICABLE BOX]**

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

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE: .....

ADDRESS:.....

.....

.....

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**INSERT ON AUDITOR / ACCOUNTANT / VERIFICATION  
AGENCY LETTERHEAD WITH  
PRACTICE NUMBER AND CONTACT NUMBER**

Date of Issue:

TO WHOM IT MAY CONCERN

**ENTITY REGISTERED NAME:**

**TRADING AS:**

**REGISTRATION NUMBER:**

**VAT NUMBER:**

**ENTITY (Company/ Close Corporation/ Partnership/ Trust/ Sole Trader):**

**COMPANY REGISTERED ADDRESS & PROVINCE:**

**B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES:**

We confirm that we are the duly appointed auditors/accounting officers of the above-mentioned business entity.

We hereby confirm that the annual turnover of the above-mentioned entity was less than or equal to R5,000,000-00 (Five Million Rand) in terms of the most recent audited financial statements.

We also confirm that the company has a black shareholding as follows:

Total Black Shareholding: \_\_\_\_\_ %

Total Black Female Shareholding: \_\_\_\_\_ %

The entity is / is not a Value-Adding supplier in terms of the dti Codes of Good Practice.

The entity is a Level Four (4) Contributor, and has 100% B-BBEE procurement recognition

**OR**

The entity is a Level Three (3) Contributor, and has 110% B-BBEE procurement recognition

Yours Faithfully,

**Auditor/Accounting Officer Signature**  
**Auditor/Accounting Officer Name**  
**Professional designation (if applicable)**  
**Registered Auditor (if applicable)**

**NOTES**

**1) VALUE-ADDING SUPPLIER - CALCULATE THE NET PROFIT + LABOUR COST, IF GREATER THAN 25% OF ANNUAL TURNOVER THEN ENTITY IS A VALUE ADDED SUPPLIER.**

**2) IF BLACK OWNERSHIP < 50%, THEN ENTITY IS LEVEL 4 WITH 100% RECOGNITION. IF BLACK OWNERSHIP >50%, THEN ENTITY IS LEVEL 3 WITH 110% RECOGNITION.**