



**military veterans**

Department:  
Military Veterans  
**REPUBLIC OF SOUTH AFRICA**

**ALL SUPPLIERS SEEKING REGISTRATION ON THE DATABASE OF DEPARTMENT  
MILITARY VETERANS (DMV)**

Suppliers are invited to register as preferred suppliers on the database of the department.

In order to comply with the Treasury Regulation 16A, the department developed a supplier database to be used by the Supply Chain Management Unit.

The purpose of this database is to give all prospective suppliers an equal opportunity to render services to the DMV and to enhance transparency and equality. The database will also contribute to better administration and compliance with the PFMA and legal framework effective from 07 September 2011.

**PROVIDERS THAT REPRESENT MILITARY VETERANS WILL BE GIVEN  
PREFERENCE.**

Attached is an official registration form that will assist in the creation of the departmental database.

Please note that a valid Tax Clearance Certificate must be obtained from the South African Revenue Service (SARS) where the supplier is registered for tax purposes. SARS will furnish the supplier with Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. The original Tax Clearance Certificate, Companies and Intellectual Property Commission (Cipro Certificate) and certified Identity Document of a contact person must be submitted together with the application form and bank form (entity maintenance). Failure to submit the **original and valid** Tax Clearance Certificate will invalidate the application.

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

Applications can be sent to **Acquisition Section** at **012 765 9300** during working hours.

Completed documents should be sent to:

attention: **The Supply Chain Management Unit  
Department of Military Veterans  
Private Bag X943  
Pretoria  
0001**

and delivered to:

**The Supply Chain Management Unit  
1052 Festival Street  
Hatfield  
Pretoria**



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## **: SUPPLIER CHECK LIST:**

Company Registration Certificate (Copies must be certified) <i>Compulsory</i>	
VAT Registration Certificate (If applicable, copies must be certified)	
Valid Tax Clearance Certificate (Original) <i>Compulsory</i>	
Cancelled Cheque (If applicable, copies must be certified)	
A letter from the bank confirming banking details. <i>Compulsory</i>	
Bank Statement. <i>Compulsory</i>	
Certified copy of Identity Document (For all the share holders) <i>Compulsory</i>	
Signed correspondence from the company (Letterhead). Letterhead must include the following: <i>Compulsory</i>	
<ul style="list-style-type: none"> <li>+ Company name</li> <li>+ Business address</li> <li>+ Postal address</li> <li>+ Tel/Cell numbers</li> <li>+ Fax number</li> <li>+ Email address</li> <li>+ VAT number (if applicable)</li> <li>+ Registration number</li> <li>+ Authorisation signature of a member</li> </ul>	
Proof of address from Telkom or municipality	
B-BBEE Status Level Certificate (Original/Certified copy)	
Declaration of Interest document (SBD4) completed and signed	
. Declaration of bidder's past Supply Chain Management practice (SBD8) mpleted and signed	
Company representing Military Veteran/s (attach proof)	
Certificate of Independent Bid Determination (SBD9) <i>Compulsory</i>	

- To be completed by the applicant seeking registration as an approved supplier for DMV database;
- The questionnaire must be completed in **full** and be **signed**; failure to do so will result in the application being declined;
- A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all field on application form **Must** be completed;
- Applicants **must** submit all contact details including a **fax number**, failure to do so will result in the application being excluded;
- It should be noted that **Department of Military Veterans** reserves the right to accept or reject any application **without being obliged to give any reason**;
- Applicants will **be notified** about the outcome of the application irrespective of whether it is positive or negative;
- A **maximum** of six commodities must be reflected on the application form. Reflecting more than six commodities will **Nullify the application**; and
- A company registration certificate **MUST** be included in the application package.

Company/Supplier name: .....

Street Address: ..... Postal Address: .....

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

Postal Code ..... Postal Code: .....

Telephone No: ..... Fax No: .....

Web address: .....

E-mail address: .....

### Specific Information

Company/ Close Corporation Registration Number	
VAT Registration Number (if applicable)	
Income Tax Reference Number	
Number of personnel in your database	

Company Type or Firm		(please x the relevant box)
	Public Company (Ltd)	
	Private Company (Pty)Ltd	
	Close Corporation (cc)	
	Other (specify)	
	Joint Venture	
	Consortium	
	Sole Proprietor	
	Foreign Company	
	Partnership	
	Trust	
	Section 21 Company	
	Government / Parastatal	

re:	
pany Position:	
phone Number:	
Number:	
ail address:	

Position in Company:	
Phone Number:	
Number:	
Mail address:	

[illegible]





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## ENTITY MAINTENANCE

BAS ☐

LOGIS ☐

For Office Use Only:

Requested by : \_\_\_\_\_

Approved by : \_\_\_\_\_

Captured by : \_\_\_\_\_

Date captured : \_\_\_\_\_

Authorized by : \_\_\_\_\_

Date authorized : \_\_\_\_\_

Captured on Safety web:

☐ Yes

☐ No

### The Director General: DEPARTMENT OF MILITARY VETERANS

1. I/ We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.
2. I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as ACB – Electronic Fund Transfer Service, and I/We understand that no additional advice of payment will be provided by my /our bank, but that the details of each payment will be printed on my/our statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
3. I/We understand that the Department will a payment advice in the normal way, and it will indicate the date the date on which the funds will be made available on my/ our account.
4. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.
5. Information must be validated as per required bank screens.
6. I/We understand that the bank details provided should be exactly as per records held by the bank.
7. I/We understand that the department will not assume responsibility for any delayed payments due to incorrect information supplied.

#### Company/ personal details

Registered name

Trading hours

Tax Number

VAT Number

Title

Initials

First Name

Surname

#### Address detail

Payment Address

Postal Code

Entity Number Type			
New entity information <input type="checkbox"/>		Update entity information <input type="checkbox"/>	
Entity Type	<input type="checkbox"/> Individual <input type="checkbox"/> Supplier <input type="checkbox"/> Foreign Supplier	<input type="checkbox"/> Department (Nat) <input type="checkbox"/> Department (Prov) <input type="checkbox"/> Prov Gov (CG)	<input type="checkbox"/> Prov Gov (ES) <input type="checkbox"/> Loc Authorities <input type="checkbox"/> Other
Department Number	<input type="text"/>	Logs Supplier Number	<input type="text"/>

Entity Bank Account Details	
Please note that this account MUST be in the name of the entity. No 3 <sup>rd</sup> party payments allowed	
Account Name	<input type="text"/>
Name of bank	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Number	<input type="text"/>
Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other ( Please specify) <input type="text"/>
ID Number	<input type="text"/>
Passport number	<input type="text"/>
Persal Number	<input type="text"/>
Company Registration Number	<input type="text"/>
CC Registration*	<input type="text"/>
Practice Number	<input type="text"/>
*Please include CC/BK where Applicable	
Bank Date Stamp	

Please confirm that the above details have been verified against the following screens:

ABSA – CIF Screen  
 FNB – Hogans system on the CIS 4  
 Standard Bank- Look-up-screen  
 Nedbank- Banking Platform under the client details tab.

Contact Details

Bussiness

Home

FAX

Cellular Phone

E-mail Address

Contact Person

Entity Signature

Print Name

Date

Please return to the following address:

Department of Military veterans  
Supply Chain Management Unit  
1052 Festival Street  
Hatfield  
Pretoria

Enquiries: Mr Zwakele Mbata  
Contact no: 012 765 9412

NB: All relevant fields must be completed.

## SBD 4

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

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

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



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

2.7.1 If so, furnish the following particulars:

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

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

YES/NO

.....

.....

.....

YES/NO

.....

.....

.....

[illegible]

**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

November 2011

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- 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.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

## CERTIFICATION

THE UNDERSIGNED (FULL NAME).....

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

5bW



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2