

Application for Registration on the Western Cape Provincial Parliament (WCPP) Supplier Database

WCPP, is responsible for populating and maintaining the WCPPD. 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 (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 signed Preference Point Claim form (WCBD 6.1).

WCPP
7 Wale Street
Legislature Building
Cape Town
Attn: Nadeem Diedericks

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

Direct enquiries to the Western Cape Provincial Parliament:

**Tel: 021- 4871737 (Nadeem Diedericks – ndiedericks@wcpp.gov.za, 021 — 4871603
(Yolanda Koni – ykoni@wcpp.gov.za or Email: supplierdatabase@wcpp.gov.za**

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 | | | |
| B-BBEE Rating Certificate (Original Certified copy) | | | |
| Declaration of Interest — WCPP 4 (Original) | | | |
| Identity Document for Certificate of Correctness Signatory (Original Certified Copy) | | | |

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 organization’s regulations.

SIGNED ON THIS DAY _____ OF _____ AT _____

IN HIS /HER CAPACITY AS

(SIGNATURE)

(PRINT NAME)

ON BEHALF OF THE (SUPPLIER'S NAME)

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 (WCPP 4) and Preference Points Claim Form (WCBD 6.1)

As a valid Tax Clearance Certificate and Declaration of Interest (WCPP 4) are mandatory requirements to conduct business with the Western Cape Government, failure to submit these will result in your immediate suspension on the WCPPD, 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.

CLASSIFICATION ON WESTERN CAPE PROVINCIAL PARLIAMENTSUPPLIER DATABASE

In order to be identified or 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:

| | | | | | | | | | |
|---------------------------|--------------------------|-------------------------------|--------------------------|--|--------------------------|----------------|--------------------------|---|--------------------------|
| Catering (SAPS clearance) | <input type="checkbox"/> | Audio-Visual (SAPS clearance) | <input type="checkbox"/> | Travel (flights, accommodation, conference and Road transport) | <input type="checkbox"/> | Advertisements | <input type="checkbox"/> | Interpreting (language & sign language) | <input type="checkbox"/> |
|---------------------------|--------------------------|-------------------------------|--------------------------|--|--------------------------|----------------|--------------------------|---|--------------------------|

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

1. To give effect to the requirements of FMPPLA (Act 10 of 2009) Section 46 (b) with specific reference to the Western Cape Provincial Parliament, the Western Cape Procurement (Business Interest of Employees) Act No 8 of 2010, Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices- (WCPP 4), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management WCPP 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices, 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 or IPS (ARIBA).

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;

“ a person in the employ of the state” means

- (a) a member of the board of directors of any municipal entity;
- (b) an official of any municipality or municipal entity;
- (c) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act;
- (d) a member of the accounting authority of any national or provincial public entity; or
- (e) an employee of Parliament or a provincial legislature

“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 —

Western Cape Provincial Parliament (WCPP)

Western Cape Provincial Parliament (WCPP) means - the legislature of the Western Cape

“Private work” means —

Remunerative Work Outside the WCPP

“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 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 *pe 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.

| SECTION A: DETAILS OF THE ENTITY | |
|--|--|
| A1. | <i>Name of the Entity</i> |
| A2. | <i>Entity registration Number (where applicable)</i> |
| A3. | <i>Entity Type</i> |
| A4. | <i>Tax Reference Number</i> |
| <p>A5. <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></p> | |

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 in line with **FMPPLA Regulation 5 (5) (b)**? 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) and further read with **FMPPLA Regulation 5 (5) (b)**? NO YES
(To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)

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;

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 placed thereon in my presence.

.....

SIGNATURE

FULL NAMES

Commissioner of Oaths

Designation (rank)ex officio: Republic of South Africa

Date:Place

Business Address: