The Supply Database Administrator (SCM Unit)
15 Sherborne Road
Parktown
2193
Telephone: +27(11) 276 9600
Email Address: procurement@serviceseta.org.za

SERVICES SETA SUPPLIER REGISTRATION APPLICATION FORM

Attention:	Supply Chain Division	
Name of the Applicant:		**Vendor No.**
SSETA Physical Address:	15 Sherborne Road Parktown 2193	
Closing Date:	03 March 2016	
Closing Time:	11:00 Telkom time	
Description:	INVITATION FROM SERVICES SECTOR EDUCATION AND TRAINING AUTHORTY (Services SETA) TO ALL SERVICES AND PRODUCTS SUPPLIERS TO REGISTER ON ITS DATABASE AS APPROVED VENDORS	
Delivery Address:	**SERVICES SECTOR EDUCATION AND TRAINING AUTHORTY** **The Supply Database Administrator (SCM Unit)** **15 Sherborne Road** **Parktown** **2193**	

Qualification Requirement for Supplier Registration Application

DOCUMENT REQUIRED	CATEGORY OF SUPPLIER	TICK BOX BELOW FOR REQUIRED DOCUMENTS	
		YES	No
Provide and attach a valid and original tax clearance certificate	All Suppliers		
Attach copy of your business registration documents if you are incorporated as a partnership, close corporation or a company and attach Certified copies of the ID documents of directors and shareholders / partners / members / sole proprietor. (Certified copies MUST not be older than 3 months).	All Suppliers		
Original cancelled cheque or stamped letter from the bank, verifying the banking details of your business	All Suppliers		
The applicant must complete and submit **one** original Services Seta Supplier Registration application Form in full and duly complete all standard bidding documents (SBD's).	All Suppliers (the form must be submitted in *Original Services Seta* original format)		

The applicant must comply with the aforementioned qualification requirements above. Failure to abide by any of the requirements will lead to automatic disqualification.

Other Supplier Registration Application Requirement

DOCUMENT REQUIRED	CATEGORY OF SUPPLIER	TICK BOX BELOW FOR REQUIRED DOCUMENTS	
		YES	No
1. Original or Certified copy of the BBBEE Certificate **PLEASE NOTE:** Service providers who claim points in respect of B-BBEE Status Level of Contribution must submit the required certificate. Service providers who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. The bidder will score points for price only and zero (0) for B-BBEE.	-Exempted Micro Enterprises (SME)-must submit a Certified Copy of BBBEE Verification Letter from registered auditor, Accounting Officer or Accredited Verification agency (where applicable) -Non Exempted Micro Enterprise- must submit a Original or Certified copy of BBBEE verification certificate.		
Proof of registration with the UIF (i.e. reference number issued by the UIF)	All suppliers who are employers in terms of the Unemployment Insurance Act 63 of 2001 as amended (if applicable)		
A potential supplier must tick in this form, at least a minimum of **4 Services SETA commodities and services**.	All suppliers (must tick only four (4) commodities and services and only those first four (4) shall be accepted in chronological and descending order of the supplier ticking)		
Latest verified annual financial statements confirming annual turnover, Net Profit Before Tax (NPBT) and total cost of labour NB: Financial statements must be verified by an auditor for a company or a certified accounting officer for a close corporation, partnership or sole proprietorship.	All Suppliers except (for new companies, a letter signed off by an auditor or a certified accounting officer confirming the entity has been newly formed or never been in business operation before and where the company is unable to produce Financial statements.)		
Proof of professional registration, accreditation or a copy of any other registration certificate pertaining to your relevant industry, e.g. ECB (Electrical Contractors Board)	All suppliers (where applicable)		
Certified copies of the ID documents of directors and shareholders / partners / members / sole proprietor. (Certified copies MUST not be older than 3 months)	All Suppliers		
Supplier must attach An Affidavit from the Police Confirming disability	Disabled Shareholders/members (where Applicable)		
A current copy of the CIDB (Construction Industry Development Board) certificate NB: You can contact the CIDB on +27 12 482 7200 or +27 086 100 CIDB, or visit www.cidb.org.za for information and registration. You are also required to obtain the document entitled "Code of Conduct for all parties engaged in construction procurement" from the CIDB.	All suppliers whose services constitute construction and /or engineering works in terms of the Construction Industry Development Board Act 38 of 2000 and its Procurement Regulations		

The above "other Supplier Registration Application requirement" not for qualification criteria

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RE: REQUEST FOR REGISTRATION AS AN APPROVED SUPPLIER ON SUPPLIER DATABASE OF SERVICES SETA

Prospective suppliers are herewith invited to register as approved suppliers on the official Supplier Database of the Services Seta. In order to comply with the processes and procedures set out in the Supply Chain Management Policy; Services Seta developed a Supplier database to register all suppliers providing goods, works and services to the organization. The purpose of the database is to give all prospective suppliers a fair and equal opportunity to submit **quotations** for goods, works and services to **Services SETA.**

Preference will be given to the registered suppliers. However, it does not necessarily follow that those potential suppliers which are not yet registered will be totally exempt from quoting for the goods or services to Services Seta. It is imagined that the Supplier Database will contribute to efficient administration and compliance with the Preferential Finance Management Act (PFMA).

SUPPLIER DATABASE REGISTRATION FORM

IMPORTANT NOTES – Please read carefully

- To be completed by **all** vendors seeking registration on Services Seta Prospective Supplier Database;
- **Services Seta *Supplier Registration Application*** must be completed in full and signed by applicant;
- A company profile ***will not be accepted*** as a substitute for the Supplier registration application;
- All applicants may be subjected to audit vetting process by SSETA, should any discrepancies arise and the application will not be registered, until matter is settled between Services Seta and the Supplier.
- If a supplier or training provider is accredited with any SETA, the accreditation must be submitted;
- **Registered companies with (CIPRO) -** certified copies of **CK 1&2 or CM 2 & 29 documents must be submitted and certified ID copies of company owners**;
- Suppliers will be informed of the outcome and will be provided with a supplier vendor number;
- Supplier must comply with all the **registration-criteria** for registration to be finalised –failure to do so may result in the application being declined;
- Applicant must comply with all registration criteria, and contact details are important e.g. telephone or mobile or via Electronic Mail; therefore failure to submit correct information may result to your application being declined.
- The onus shall rest with vendor to inform Services Seta of any changes to the status of supplier, in which case a certified proof of documents together with a new database registration application will be required in order to effect changes;
- Only successful suppliers will be notified in writing on their application been accepted.

The completed application for registration can be hand delivered or posted to:

For attention: The Supply Database Administrator (SCM Unit)

15 Sherborne Road, Parktown, 2193

Or alternatively posted to:

P O Box 3322, Parktown, JHB, 2041

SECTION 2 (CONTINUE): TAX INFORMATION TO BE COMPLETED

(Tick the relevant box (s) below)

2.1 Is your Entity registered for Income Tax? ☐ Yes No ☐

Reference Number: (*Only if yes above*)

2.2 Is your company registered for VAT? ☐ Yes No ☐

Reference Number: (*Only if yes above*)

2.3 Is your business registered for PAYE? ☐ Yes No ☐

Reference Number: (*Only if yes above*)

2.4 Is your business registered for SDL? ☐ Yes ☐
No

Reference Number: (*Only if yes above*)

2.5 Is your business registered for UIF? ☐ Yes ☐
No

Reference Number: (*Only if yes above*)

3. Tax Clearance Certificate Number:

3.1 Tax Clearance approved date:

ddd	**mmm**	**yyyy**

Tax Clearance Expirer Date:

ddd	**mmm**	**yyyy**

Total Annual Turnover

SECTION 2 (CONTINUE): SUPPLIER DETAILS

Supplier Grouping Details – Type of Firm: (please tick the relevant box)

No.	Entity Type	Business Registration Document (s) Required	Tick box

1	Public Company (Ltd)	Certified copy of CMI (Certificate of Incorporation), CM22, CM29/ CM29/2.	
2	Private Company(Pty)Ltd	Certified copy of CMI/CM3 (Certificate of Incorporation), CM22, CM29/ CM29/2.	
3	Closed Corporation(cc)	Certified copy of CK1 and CK2 (if applicable)	
4	Co-operative	Certified copy of company registration with Directorate Co- operatives.	
5	Joint Venture/ Consortium	Certified copy of the Joint Venture Agreement and companies' registration documents with CIPC (where applicable).	
6	Sole Proprietor	Certified copy of Identity Document.	
7	Foreign Company	Certified copy of company registration documents (for specific foreign country).	
8	Partnership	Certified copy of partnership agreement and members Identity Documents.	
9	Trust	Certified copy of Trust Deed.	
10	Section 21 Company	CM5, CM22, CM29, CM31, Power of Attorney, CM51.	

Company / Supplier Name	
Trading As' Name Of Business	
Full Names And Surname of Sole Proprietor	
Company / Close Corporation Registration Number	
Sole Proprietor/Partnership/Trust Id Number	
VAT registration number (if applicable)	
Skills Development Levy Registration number	
Company UIF number:	
Company PAYE number:	
Income tax reference number	
Web Address	
E- Mail Address	
Telephone Number	
Fax Number	
Toll-Free Number	
Number of full-time employees	

Postal Address: (compulsory)	**Physical Address:**

Postal code						**Code**				

Geographical Coverage (Please tick the province/s where you conduct your business provide proof of physical presence e.g. Rental or Lease agreement/Municipal statement if building is owned).

Gauteng	Free State	West Cape	Northern Cape
KwaZulu-Natal	Limpopo	Eastern Cape	Mpumalanga
North West			

Contact person (s) in your company:

Name of Primary Contact													
Capacity													
Telephone Number													
Cell phone number													
E-mail address													
Name of Alternative Contact													
Capacity													
Telephone Number													
E-mail address													

List all partners, proprietors and shareholders (Compulsory)

Initials and Surname	Position occupied in the company	Citizenship	ID number	Physical address

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified

SECTION 3: BUSINESS BANKING DETAILS

Name of Account Holder																					
Bank Name																					
Branch Name																					
Branch Code																					
Account Number																					

Account Type	Cheque	Savings	Transmission

Authorisation of electronic transfer of Funds (EFT) to supplier's bank account

I, the undersigned, hereby authorise **Services SETA** to credit my business account via Electronic Fund Transfer as aforementioned with the amount payable / due to specified beneficiary for goods and services rendered.

Signature _____

Name _____

Capacity _____

Date _____

For Completion by your Bank

Bank Stamp

I certify that I am duly authorised by (Bank Name) _____ to give such information and that such information is correct.

Signature _____

Name of Authorised Official _____

Date _____

SECTION 4: BBBEE INFORMATION TO BE COMPLETED

(Tick the relevant box (s) below)

4.1 Is your business a Qualifying Exempted Micro Enterprise? Yes ☐ No ☐

4.2 If YES in (4.1) above, did you submit a certificate from a registered auditor, accounting officer or accredited verification agency?

Yes ☐ No ☐

4.3 If NO in (4.2) above, did you submit a valid BBBEE certificate issued by an accredited verification agency?

Yes ☐ No ☐

4.4 BBBEE Certificate Expirer Date

Year ☐☐☐ Month ☐☐ Day ☐☐

4.5 Procurement Recognition Level ☐☐☐ %

4.6 Business Ownership in Terms of Percentages

% African Male	% Colored Male	% Indian Male	% White Male	% Women	% Youth	% Disabled	% Co-Operative	% Other

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

Company Turnover	Tick relevant Box Below
Annual turnover of R5m an below	
More than R5m, but less than R35m	
More than R35m	

4.8 Total Annual Turnover (R)

4.9 Number of Permanent Employed Paid Employees

SECTION 5: BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) COMPLIANCE

Please attach the B-BBEE certificate issued by Verification Agency accredited by SANAS:

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:

Tick Box Your B-BBEE Status	B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
	1	20	10
	2	18	9
	3	16	8
	4	12	5
	5	8	4
	6	6	3
	7	4	2
	8	2	1
	Non-compliant contributor	**0**	0

Please **attach** the B-BBEE certificate issued by Verification Agency accredited by **SANAS**:

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 **Close Corporation Act (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.

Small, Medium and Micro Enterprise (SMME) status of your enterprise: Please use this table to determine the SMME status of your enterprise (Please tick the relevant box in each column)

A. **Sector**	***B.*** **Full-time paid employees**				***C.*** **Annual Turn-over(millions**				***D.*** **Total Gross Asset value (property excluded) (millions)**			
	Medium	Small	Very small	Micro	Medium	Small	Very small	Micro	Medium	Small	Very small	micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering & accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport and storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finances and business services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/allied services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communication	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise (Compulsory) (according to SMME table above)

Please tick the relevant box

Micro		Very small		Small		Medium		Large	

SECTION 6: DECLARATION OF INTEREST SBD 4

1. Any legal person, including persons employed by the state[1], 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:
……

Identity Number:……...

Position occupied in the Company (director, trustee, shareholder[2], member):
……

Registration number of company, enterprise, close corporation, partnership agreement or trust:
……

Tax Reference Number: ……

VAT Registration Number: ……...

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

[1]"State" means –

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

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

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

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:
……
……
……

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

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.

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

…….
…….
…….

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

If so, furnish particulars:
……
……
……...

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

2.9.1 If so, furnish particulars.
……...
……..…
……

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

2.10.1 If so, furnish particulars.
……
……
……

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

2.11.1 If so, furnish particulars:
…….
…….
…….

Full details of directors / trustees / members / shareholders

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

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

1 SECTION 7: DECLARATION OF BIDDERS'S PAST SCM PRACTICES SBD 8

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? **(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).** The Database of Restricted Suppliers now resides on the National Treasury's website (**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)……
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……..	……..
Signature	**Date**
…….	……..
Position	**Name of Bidder**

SECTION 8: CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

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

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

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

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

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

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

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

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

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

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

……	……
Signature	Date
……	……
Position	Name of Bidder

SECTION 9: AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

" By resolution of the board of directors passed on _____20_____

Mr _____has been duly authorized to sign all documents in connection with the Tender for Contract _____

No_____ and any Contract, which may arise there from on behalf of

_____

SIGNED ON BEHALF OF THE COMPANY:_____

IN HIS CAPACITY AS:_____

DATE:_____

SIGNATURE OF SIGNATORY:_____

AS WITNESSES: 1_____

2_____

SECTION 10: PRICES, TRADE REFERENCES AND PRODUCT AND SERVICES

Attach a separate **Detailed Price Listing** for the commodities and services you listed or ticked above.

-Provide trade references on table below for each commodity/ service your company have applied for, and not applicable for newly established companies (refer list of commodities and services you ticked above):					
Contact person	Contact details	Company Name	Description of Product/Services rendered	Start date	End Date

For Internal Use Only (PLEASE CIRCLE THE RELEVANT STATUS)	
Aligned	Not Aligned

SECTION 10 (CONTINUED) PRODUCTS AND SERVICES

Services SETA will only register a maximum of **first four (4) commodities and services** per application refer to below schedule and as per the tick box.

SERVICES SETA LIST OF COMMODITIES AND SERVICES (PRODUCTS AND SERVICES)

TYPE	TICK	PRODUCT AND SERVICE	TYPE	TICK	PRODUCT AND SERVICE
CHA		TRAINERS FOR VARIOUS INDUSTRY TOPICS AND SPECIALISED CONSULTANT PER INDUSTRY	**FIN**		AUDITORS AND ACCOUNTING SERVICES FIRMS
CHA		CHAMBER / INDUSTRY SERVICES AND PROJECTS	**FIN**		BANK PROVIDERS AND INSURANCE PROVIDERS
ETQA/ QMD		CONSTITUENCY MODERATORS AND ASSESSORS	**FIN**		CONSULTING: FINANCIAL SERVICES
ETQA/ QMD		DEVELOPMENT OF QUALIFICATION PROFESSIONALS AND CPD, CURRICULUM DEVELOPMENT, REGISTRATION OF QUALIFICATION AND TRAINING MATERIAL	**FIN**		CONSULTING: SUPPLY CHAIN MANAGEMENT SERVICES
ETQA/ QMD		ETQA DEVELOPMENT TOOL	**FIN**		INTERNAL AUDITORS FIRMS
ETQA/ QMD		ETQA SITE VISITS FOR ACCREDITATION AND LEARNING PROGRAMME	**FIN**		TRAINING AND APPLICATION OF GAAP, AFS
ETQA/ QMD		TRAINING OF CONSTITUENCIES INDUSTRY QCTO FACILITATORS	**FIN**		FINANCIAL SYSTEM; AX 2012 SYSTEM
ETQA/ QMD		LEARNER AND SKILLS DEVELOPMENT PROVIDER CERTIFICATE PAPER	**HR**		CONSULTING: HUMAN RESOURCE
FAC		AIRCONDITIONERS INSTALLATIONS REPAIRS AND MAINTENANCE SERVICES	**HR**		CONSULTING: SKILLS DEVELOPMENT
FAC		ALARM SYSTEMS INSTALLATION, REPAIRS, AND MAINTENANCE SERVICE	**HR**		COUNSELING CONSULTANTS
FAC		PROVISION OF APPLIANCES AND VENDING EQUIPMENT	**HR**		EMPLOYMENT EQUITY PLANNING CONSULTANT
FAC		ARCHITECT & STRUCTURAL ENGINEER SERVICES	**HR**		COMPUTER LITERACY TRAINING PROVIDER • EXCEL • MS WORD (Microsoft)
FAC		CCTV SYSTEMS INSTALLATION REPAIRS, AND MAINTENANCE SERVICE	**HR**		INDUSTRIAL RELATIONS (IR) CONSULTANTS
FAC		CLEANING SERVICES including • DEEP CLEANING SERVICES • OFFICE CLEANING SERVICES • CARPET CLEANING SERVICES • HYGINE SERVICES WINDOW CLEANING SERVICES	**HR**		LABOUR RELATIONS SERVICES
FAC		• CONSTRUCTION, REFURBISHMENT AND UPGRADES	**HR**		MEDICAL AID HEALTH SERVICES
FAC		CONTRACTOR: WASTE COLLECTION AND RECYCLING (PAPER,GLASS,TIN,PLASTICS)	**HR**		• PROJECTS MANAGEMENT TRAINING
FAC		CONTRACTORS: AUCTIONEERS	**HR**		RECRUITMENT AND PLACEMENT AGENCIES
FAC		CONTRACTORS: LANDSCAPING AND INTERIOR DESIGN SERVICES	**HR**		BOOK PROVIDERS
FAC		CONTRACTORS: PAVING	**HR**		TRANSCRIPTION SERVICES
			HR		TAX CONSULTING SERVICES

FAC		CONTRACTORS: PLUMBING	**IT**		3G DATA PROVIDERS
FAC		COURIER SERVICES	**IT**		IT DATA BACKUP/ DRP SOLUTIONS
FAC		ELEVATORS CONVEYERS AND MAINTENANCE	**IT**		SUPPLY OF IT HARDWARE AND SOFTWARE
FAC		ENERGY EFFICIENT CONSULTANTS AND INSTALLATIONS	**IT**		IT STORAGE SPECIALIST
FAC		ESTATE AGENTS IN ALL REGIONS (for office rentals/space)	**IT**		NAVISION SYSTEM CONSULTING
FAC		FINGER PRINT READER INSTALLATION AND REPAIR	**IT**		NETWORK INFRASTRUCTURE SPECIALIST
FAC		FIRST AID EQUIPMENT SUPPLIERS	**IT**		ORACLE DATABASE DESIGN, DEVELOPMENT AND MAINTENANCE
FAC		FUMIGATION SERVICES	**IT**		PROJECTS INFORMATION SYSTEM
FAC		FURNITURE REMOVAL SERVICE PROVIDERS	**IT**		SYSTEMS AND PORTALS DEVELOPMENT AND MAINTENANCE SERVICES
FIN		FURNITURE SUPPLY OF OFFICE/OUTDOOR (including INSTALLATION, FITTINGS, REPAIRS, AND MAINTENANCE SERVICES	**IT**		VOIP TELEPHONY PROVIDERS
FAC		GARDERNING SERVICES I.E TREE FELLING , PLANTS AND FLOWERS	**IT**		ADVANCE IT SUPPORT FOR HEAD OFFICE AND REGIONAL OFFICES
FAC		GENERATOR REPAIRS, SERVICE, AND MAINTENANCE INCLUDING (Fuel supply for generators)	**IT**		ANTI VIRUS SOFTWARE
FAC		IRRIGATION SERVICES AND INSTALLATION	**IT**		SUPPLY AND INSTALLATION OF DATALINES
FAC		KITCHEN INSTALLATIONS, REPAIRS AND MAINTENANCE SERVICES,	**IT**		PROVIDE IT PABX AND TELEPHONY EQUIPMENT AND NETWORK CABLING
FAC		LABOUR SAVING DEVICES SUPPLIERS, REPAIRS, INSTALLATIONS AND MAINTENANCE SERVICES	**IT**		SUPPLY AND MAINTENANCE OF OFFICE EQUIPMENT, PHOTOCOPIERS, SCANNERS AND PRINTERS ETC.
FAC		LIGHT FITTINGS INSTALLATIONS, REPAIRS, AND MAINTENANCE SERVICES	**IT**		IT WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE
FAC		LOCK SMITH SERVICES REPAIRS, SERVICES, INSTALLATIONS AND MAINTENANCE	**L & L**		ABET TRAINING PROVIDER
FAC		OCCUPATIONAL HEALTH & SAFETY CONSULTANTS to provide • AUDIT SERVICES • TRAINING • IMPLEMENTATION • COMPLIANCE CERTIFICATION	**L & L**		CONSULTANTS & BUSINESS ANALYSTS
FAC		OCCUPATIONALHEALTH AND SAFETY DISABILITY CONSULTANTS to provide • AUDIT SERVICES • TRAINING • IMPLEMENTATION • COMPLIANCE CERTIFICATION	**L & L**		IMPLEMENTATION OF HIV PROJECTS AND HIV / AIDS TRAINING SERVICE PROVIDERS
FAC		• SUPPLY OF FIRE FIGHTING EQUIPMENT AND INSTALLATIONS OF FIRE EXTINGUISHES AND MAINTAINANCE SERVICES	**L & L**		LEADERSHIP SERVICES AND PROJECTS
FAC		• CAR PANELBEATERS	**L & L**		NEW VENTURE CREATION SERVICES SETA ACCREDITED SERVICE PROVIDERS
FAC		PERIMETER FENCE INSTALLATION REPAIRS, AND MAINTENANCE SERVICES	**L & L**		PROVIDER FOR THE IMPLEMENTATION OF NGO, NPO & CBO CAPACITY BUILDING

FAC		PERSONAL PROTECTIVE EQUIPMENT SUPPLIERS, REPAIRS, AND MAINTENANCE SERVICE	**L & L**		PROVIDER FOR THE IMPLEMENTATION OF RURAL DEVELOPMENT SERVICE PROJECTS
FAC		POSTAL SERVICES (POST BOX) Including: • FRANKING SERVICES	**L & L**		PROVIDER FOR THE IMPLEMENTATION OF SCHOOL FEEDER PROJECTS
FAC		RECORDS MANAGEMENT CONSULTANT AND IMPLEMENTATION	**L & L**		SKILLS DEVELOPMENT FACILITATOR AUDITORS
FIN		SUPPLY OF REFRESHMENTS	**L & L**		ACCREDITED TRAINING PROVIDER FOR SKILLS DEVELOPMENT FACILITATORS TRAINING
FAC		ROOF REPAIRS , INSTALLATIONS AND MAINTENANCE SERVICES,	**L & L**		PROVISION OF SME TRAINING, WORKSHOPS, CONFERENCES
FAC		SECURITY SERVICES AND GUARDS	**LEG**		CONSULTING: LEGAL SERVICES
FAC		SHADED PARKING INSTALLATIONS REPAIRS, AND MAINTENANCE SERVICES,	**MARKETING & COMM**		SUPPLY OF CORPORATE GIFTS INCLUDING BRANDING
FAC		SOUND SYSTEM HIRE	**MARKETING & COMM**		DESIGN OF PROMOTIONAL MATERIAL
FAC		SPACE PLANNING	**MARKETING & COMM**		PRODUCTION OF PUBLICATIONS including INTERNAL & EXTERNAL NEWSLETTERS ANNUAL REPORT
FAC		STEEL WORKS INSTALLATION REPAIRS, AND MAINTENANCE SERVICE	**MARKETING & COMM**		MEDIA MONITORING SERVICES
FAC		STORAGE FACILITIES	**MARKETING & COMM**		PUBLIC AND MEDIA RELATIONS AND ANALYSIS AGENCY
FAC		TYRE SUPPLY AND REPAIRS	**MARKETING & COMM**		PRINTING SERVICES
FAC		VEHICLE SUPPLIERS,REPAIRS,AND MAINTENANCE SERVICE	**MARKETING & COMM**		VENUE HIRE FOR EVENTS-WHICH INCLUDES TRAINING, CONFERENCING AND WORKSHOPS ETC. (TO INCLUDE DATA PROJECTOR, SCREENS, VIDEO CONFERENCING)
FAC		VEHICLE TRACKER	**MARKETING & COMM**		CORPORATE SIGNAGE INDOOR / OUTDOOR
FAC		WEIGHTING/SCALE MACHINE SUPPLIER, REPAIRS AND MAINTENANCE SERVICE	**MARKETING & COMM**		ADVERTISING AGENCIES i.e. placement of advertisement
FAC		WINDSCREEN INSTALLATION AND REPAIRS	**MARKETING & COMM**		BULK POSTING, FAXING, SMS AND E MAILING
FAC		BUILDING MAINTENANCE & RENOVATIONS	**MARKETING & COMM**		ACCREDITED MEDIA TRAINING PROVIDERS
FAC		CATERING SERVICES	**MARKETING & COMM**		PHOTOGRAPHY-VIDEOGRAPHER SERVICES
FAC		DOCUMENTS ARCHIVING	**MARKETING & COMM**		EDITING SERVICES
FAC		ELECTRICAL INSTALLATION, REPAIRS, AND MAINTENANCE OF PLUGS, LIGHT BULBS SERVICES ETC, (ELECTRICAL COMPLIANCE CERTIFICATE REQUIRED)	**REA**		CONSULTING: RESEARCH DEVELOPMENT
TRAV		HIRE OF PASSENGER VEHICLE (MINI BUSES, BUSES, CARS including the provision of fuel/tollgate cards	**REA**		REASERCH PROVIDERS (UNIVERSITY AND PRIVATE COMPANIES)

FIN		SUPPLY OF STATIONERY including SUPPLY OF PRINTING PAPER	**REA**		PROVISION OF ECONOMIST
TRAV		SUPPLY OF TRAVEL AND ACCOMODATION SERVICES	**SCM**		DATABASE SYSTEM IMPLEMENTATION
RISK & C		CONSULTING FRAUD AND ETHICS	**SPE**		CONTENT EDITOR SPECIALING IN DISABILITY
RISK & C		CONSULTING: COMPLIANCE SERVICES	**SPE**		PROVISION OF DIVERSITY MANAGEMENT TRAINING
RISK & C		RISK MANAGEMENT SERVICES including : • CONSULTANCY • RISK THEORY TRAINING FRAUD AND ETHICS TRAINING	**SPE**		PROVISION AND IMPLEMENTATION OF FET COLLEGE PROGRAMMES
RISK & C		QUALITY MANAGEMENT TRAINING SERVICE PROVIDERS	**SPE**		PROVISION AND IMPLEMENATION OF "HOW TO TENDER" WORKSHOPS/TRAINING (SPECIAL PROJECTS)
RISK & C		CONSULTING: CORPORATE GORVENANCE	**SPE**		PROVISION OF INTERPRETING SERVICES AT EVENTS/ FACILITATION FOR DEAF LEARNERS
SPE		PROVISION AND IMPLEMENTATION UNIVERSITY PROGRAMMES	**SPE**		PROVISION OF OCCUPATIONAL THERAPISTS SUPPORT , ASSESSMENT TO PEOPLE WITH DISABILITIES
SPE		PROVISION AND IMPLEMENTATION UNIVERSITY PROGRAMMES	**SPE**		PROVISION AND IMPLEMENTATION UOT PROGRAMMES
			SPE		PROVISION AND IMPLEMENTATION UOT PROGRAMMES

DEPARTMENTAL CODES:

CHA: Chambers
ETQA/ QMD: Quality Management Development
FAC: Facilities
REG: Regions
SCM: Supplier Chain Management
SPE: Strategic Partnership & Enterprise Development
MARKETING & COMM: Marketing & Communication
RISK & C: Risk & Compliance
PROJ: Projects Office
REA: Research Department
FIN: Finance Department
L & L: Levies & Learning
IT: Information Technology
TRAV: Travel & Accommodation
LEG: Legal Services