



**NATIONAL TREASURY
REPUBLIC OF SOUTH AFRICA**

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TO ALL

ACCOUNTING OFFICERS: NATIONAL DEPARTMENTS

HEADS: PROVINCIAL TREASURIES

CHIEF FINANCIAL OFFICERS: PROVINCIAL DEPARTMENTS

**CHIEF EXECUTIVE OFFICERS / CHIEF FINANCIAL OFFICERS: CONSTITUTIONAL
INSTITUTIONS / SCHEDULE 3A AND 3C PUBLIC ENTITIES**

Supply Chain Management Office

Practice Note Number SCM 4 of 2006

**STANDARD BIDDING DOCUMENT: DECLARATION OF BIDDER'S PAST SUPPLY
CHAIN MANAGEMENT PRACTICES (SBD 8)**

This practice note is applicable to all national and provincial departments, constitutional institutions and public entities as defined in schedule 3A and 3C of the Public Finance Management Act (PFMA). All accounting officers of national departments and heads of provincial treasuries are required to disseminate the contents of this practice note to all chief financial officers of departments and public entities that fall under their jurisdiction.

1. Regulation 16A9 of the Treasury Regulations published on 15 March 2005 in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) prescribes that accounting officers or authorities are required to take all reasonable steps to prevent abuse of the institution's supply chain management system. It provides accounting officers or authorities with power to disregard the bid of any bidder 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.

- 2 In order to give effect to this provision, a new standard bidding document is provided to assist accounting officers / authorities to assess cases of abuse against the supply chain management system. This standard bidding document can be customized and provided to all potential bidders for the supply of goods and services or disposal of assets and goods that are no longer required. It must be used for all bids invited with effect from 1 April 2006.
- 3 Bidders are required to complete SBD 8, sign the declaration and submit the form with each bid. The information furnished by the bidder should be used to ensure that when goods and services are being procured or disposed of, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 4 Accounting officers or authorities are required to inform the relevant treasury of any action taken in terms of Treasury Regulation 16A9.2(a).



C.C.W. KRUGER

DEPUTY DIRECTOR-GENERAL: SPECIALIST FUNCTIONS

DATE: 30/3/06.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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)? 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder