

SUPPLIER DECLARATION FORM

The South African Council for the Architectural Profession

This form must be completed and submitted with supporting documents:

South African Council for the Architectural Profession P O Box 1500 RIVONIA 2128

51 Wessel Road Rivonia SANDTON 2128

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Administrator

Tel 011 479 5039 Email: elelwani.ndou@sacapsa.com

PLEASE KEEP COPIES OF THIS FORM AND ALL SUPPORTING DOCUMENTATION SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL.

Where applicable under mentioned documents must be submitted with the form Please mark [X]

	Y	N	NA
BEE/B-BBEE Status – A valid certified B-BBEE Verification Certificate.			
Company registration documents			
Proof of ownership/ shareholder certificate			
If applicable; a Joint Venture agreement			
Valid Tax Clearance Certificate			

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SALES AND ACCOUNTS DEPARTMENTS

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NB: Proof of banking institution must be submitted confirming banking details:

- Bank confirmation letter

HDI INFORMATION

Explanation of abbreviations used in the following tables:

HDI status

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D

Capacity		HDI status	
Director	D	HDI	Н
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	0		

Disabled (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).

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

NB: Certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders/owners who are actively involved in the management and daily business operation of the business.

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CONTACTABLE REFERENCES

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PREVIOUS CONTRACT OR TENDERING EXPERIENCE [Mark with X]

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Do you have any previous contract work or tendering experience?

Yes

No

Certification of correctness of information supplied in this document

- 1. The information supplied is correct.
- 2. All copies of relevant information are attached.

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SUPPLIER QUESTIONNAIRE

In assessing company's information, SACAP will consider the information provided as outlined in all the sections of this document.

	ANNEXURE B. SERVICES	
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment via EFT?	

QUESTIONNAIRE COMPLETED BY:	
Name:	
Signature:	COMPANY STAMP