



Reference: RCS/C.6

## TREASURY CIRCULAR NO. 28/2017 (SUPPLEMENTARY NO. 1 OF 2018)

THE PREMIER

THE MINISTER OF ECONOMIC OPPORTUNITIES

THE MINISTER OF COMMUNITY SAFETY

THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE

THE MINISTER OF HEALTH

THE MINISTER OF HUMAN SETTLEMENTS

THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

THE MINISTER OF SOCIAL DEVELOPMENT

THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT

THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER IH MEYER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)

THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER D PLATO)

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 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
 THE DEPUTY DIRECTOR GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

## **CENTRAL SUPPLIER DATABASE REQUIREMENTS FOR THE WESTERN CAPE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM**

### **1. PURPOSE**

1.1 The purpose of this communique is to advise accounting officers and accounting authorities that:

- a. The requirements of Treasury Circular No. 28/2017 (attached hereto marked Annexure A) remain in effect until further notice; and

- b. The contract with SAP South Africa Pty Ltd, for the provision of supplier management consulting services and the development of an Integrated Procurement Solution, supplier information and performance management solution, has been extended for a period of six months whilst the Provincial Treasury concludes the new bid process for the e-Procurement solution.

## **2. TO NOTE**

- 2.1 The contract with SAP South Africa Pty Ltd, for the provision of supplier management consulting services and the development of an Integrated Procurement Solution, supplier information and performance management solution, has been extended for a period of six months (1 April 2018 to 30 September 2018) whilst the Provincial Treasury concludes the new bid process for the e-Procurement solution.
- 2.2 The e-Procurement solution (currently known as the Integrated Procurement Solution) currently facilitates the procurement of goods and services between R10 000 and R500 000. The Provincial Treasury is in the process of reviewing the Western Cape Government's requirements as it relates to the e-Procurement solution including the supplier database.
- 2.3 It is envisaged that the system be utilised for informal quotations, formal quotations (as is currently the case) as well as for formal bidding. This solution, is in line with Government's overall strategy to achieve continuing improvement in value for money, enhance competitiveness of suppliers and provide business communities with a convenient and effective medium, through which companies and individuals alike could identify and exploit business opportunities.
- 2.4 A gap analysis of the current system and process is being concluded to inform the new bid requirements including the drafting of a technical specification. This is to ensure that the system meets with the necessary technical requirements and that any gaps/ deficiencies currently being experienced is improved upon.
- 2.5 The PT also invoked the optional awards for the contract management and supplier performance management modules. These modules must still be implemented and rolled out to departments.
- 2.6 The current WCSD requirements are being revised with the intention that the National Treasury's Central Supplier Database (CSD) be used as the master data of supplier information and that the current WCSD be utilised as an evidence bank for the compulsory requirements of tender and supplier information required but not catered for on the CSD so that suppliers do not have to submit certain requirements like tax clearance certificate, BBBEE certificates, WCBD 4 and WCBD 6.1 every time that a supplier tenders.

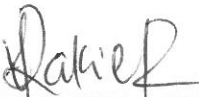
2.7 The Provincial Treasury is also in the process of conducting a full review of Chapter 16A of the Provincial Treasury Instructions, 2012 which includes the revised requirements as articulated above so that the roll-out thereof is in keeping with the policy that governs supply chain management to ensure a streamlined implementation process. Institutions will be consulted during the review process.

### **3. REQUEST**

3.1 Given the above context, accounting officers and accounting authorities are requested to continue implementing Treasury Circular No. 28/2017 until further notice and further note the process being followed by the Provincial Treasury as articulated above.

3.2 Any enquiries relating to this circular may be directed to:

SCM Helpdesk: [SupplyChainManagement.HDPFMA@westerncape.gov.za](mailto:SupplyChainManagement.HDPFMA@westerncape.gov.za)

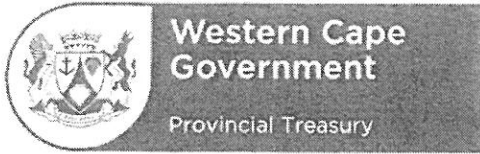


**MS TASNEEM RAKIEP**

**ACTING DIRECTOR: PROVINCIAL GOVERNMENT: SUPPLY CHAIN MANAGEMENT**

**DATE:** 28 March 2018

# Annexure A



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## **CENTRAL SUPPLIER DATABASE REQUIREMENTS FOR THE WESTERN CAPE GOVERNMENT**

### **NATIONAL TREASURY SCM INSTRUCTION NOTE 4A OF 2016/17 PERTAINING TO THE CENTRAL SUPPLIER DATABASE (CSD)**

### **NATIONAL TREASURY SCM INSTRUCTION NOTE 7 OF 2017/18 TAX COMPLIANCE STATUS**

#### **1. PURPOSE**

1.1 The purpose of this Circular is to:

- a) Retract and replace Treasury Circular 25 of 2016 as well as Supplementary 1 to 3 of Treasury Circular 25 of 2016;

- b) Advise accounting officers and accounting authorities of the registration requirements as it relates to the Central Supplier Database (CSD) (NT Instruction Note 4A of 2016/17 hereto marked Annexure A) and the Western Cape Supplier Database (WCSD); and
- c) Provide guidance to accounting officers and accounting authorities regarding the implementation of the South African Revenue Service (SARS) revised system for the management of tax compliance as per National Treasury (NT) Instruction No. 7 of 2017/18 (Annexure B) including the introduction of a revised bidding document (WCBD) 1 (Annexure C).

## **2. WCSD AND CSD REGISTRATION REQUIREMENTS**

### **2.1 Background**

- a) The exemption granted by the NT for the parallel utilisation of the Western Cape Supplier Database (WCSD) and the Central Supplier Database (CSD) was valid until 31 March 2017 and hence Treasury Circular 25 of 2016 was applicable until this date.
- b) The Provincial Treasury (PT) in liaison with the Policy Focus Group crafted a position paper on the CSD that inter alia included the risks and challenges faced by the Western Cape Government (WCG) with the CSD as well as proposals on the way forward. The position paper was discussed with the National Treasury in a meeting on 5 May 2017 in an attempt to find an amicable solution to the various risks and challenges identified. In the interim, the PT emailed all SCM Heads on 29 March 2017 advising that the requirements of Treasury Circular 25 of 2016 remains in place until further notice.
- c) The NT then agreed to visit the WCG post the engagement to discuss and respond to the position paper. However, to date the NT has cancelled the session on two occasions. Notwithstanding this, institutions face the risks and challenges as articulated in the position paper on a daily basis particularly as it relates to the integration of the CSD with LOGIS and BAS and the verification of banking details.

### **2.2 Way Forward**

- a) The National Treasury issued SCM Instruction Note 4 of 2016/17, which was subsequently repealed by Instruction Note 4A of 2016/17. This Circular has been aligned to Instruction Note 4A where applicable to the WCG.

- b) Given the above context and in the absence of agreeing on a solution with the NT, the WCG is not in a position to utilise the CSD as its primary database. The registration requirements are therefore as follows:
- i Given the integration of the CSD with LOGIS and BAS, suppliers are required to be registered on the CSD at the time of award;
  - ii Suppliers must also be registered on the WCSD at the time of award. Where a supplier is suspended on the WCSD, the institution must obtain a WCBD 4 and evidentiary proof of the tax compliance status of the bidder in order to proceed with the award. The documentation must then be submitted to the PT to uplift the suspension on the WCSD;
  - iii In the case of emergency procurement, the supplier may be requested to register on the WCSD and CSD after the award. Institutions are required to manage this process in terms of its own requirements;
  - iv Institutions are required to include the registration requirements for both the WCSD and CSD in its bid documents;
  - v Institutions are required to manage the abovementioned processes in terms of its own requirements i.e. time granted for suppliers to register, obtaining the WCBD4 and tax requirements for suspended suppliers, assistance with registration etc. These processes must be documented in the institutions Accounting Officer's System or institutional instructions;
  - vi Paragraph 3.3 of NT Instruction Note 4A states that, "*transactions concluded through petty cash, sundry payments and foreign suppliers with no local registered entity may be concluded even if the supplier is not registered on the CSD*". For the Western Cape Government:
    - The WCSD will not apply when procuring via petty cash; and
    - Foreign suppliers with a local registered entity must be registered on the WCSD, which means that foreign suppliers with no local registered entity is excluded from the compulsory registration requirement on the WCSD.
  - vii NT Instruction Note 4A of 2016/17 repeals and replaces Instruction Note 4 of 2016/17, paragraph 5 and 6 of National Treasury Practice Note 8 of 2007/08 that speaks to the compilation of the list of prospective suppliers per commodity and type of service as well as tax clearance certificates for price quotations and competitive bids.



**To note:** the list of prospective suppliers referred to in paragraph 3.2 and 3.3 of the said Instruction Note is the list of prospective suppliers established via the CSD.

### **3. NATIONAL TREASURY SCM INSTRUCTION NO. 7 OF 2017/18: TAX COMPLIANCE STATUS**

#### **3.1 Background**

- a) National Treasury Regulation 16A9.1(d) requires an accounting Officer and accounting Authority to reject any bid from a supplier who fails to provide written proof from the SARS that, that supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations.
- b) However, on 18 April 2016, SARS introduced an enhanced tax compliance status system on e-Filing aimed at improving tax compliance and making it easier for taxpayers to manage their tax affairs.
- c) It is essential to ensure that persons conducting business with the State are tax compliant at the time of award of price quotations or competitive bids as no price quotations or competitive bids may be awarded to persons who are not tax compliant.
- d) In terms of the regulatory requirements, the new tax compliance status impacts on supply chain management processes and the evidence required to support decision making as SARS is phasing-out the issuance of tax clearance certificates and is implementing an electronic verification of the tax clearance requirements via the e-filing system.
- e) The NT issued Instruction Note 7 on 24 May 2017, in respect of the implementation of the SARS revised system for the management of tax compliance including the introduction of a revised SBD 1 to give effect to the tax compliance status system.

#### **3.2 National Treasury Requirements on the Implementation of the Tax Compliance Status System**

3.2.1 The following requirements are indicated in the **NT INSTRUCTION NOTE** as it relates to the tax compliance requirements. Paragraph 3.3. below articulates how the tax compliance status system will be implemented by the WCG:

- a) The SBD 1 must be utilised when inviting bids;
- b) Employees, preferably from the Supply Chain Management Unit, must be designated to verify the tax compliance status of a taxpayer on the SARS e-Filing system, guidance to the Tax Compliance functionality on e-Filing is available on the South African Revenue Service website: [www.sars.gov.za](http://www.sars.gov.za);

- c) Include as a bid condition that bidders must register on the CSD and include in their bid a copy of their Master Registration Number (Supplier Number) in order to enable the institution to verify the bidder's tax status on the CSD;
- d) Bidder's may also be requested to provide a tax compliance status PIN in order for the institution to utilise the PIN to verify/view a bidders' tax compliance profile/ status via e-Filing. The tax compliance status screen view or letter with the result of the bidder's status at the date and time of verification must be printed and filed with the bidder's bid documents for audit purposes;
- e) Where a supplier does not submit a tax compliance status PIN but provides a CSD number, the CSD number must be utilised to view the supplier records and verify tax compliance status on the CSD. A printed screen view at the time of verification must be attached to the bidder's records for audit purposes;
- f) Print the tax compliance status screen view or letter with the result of the bidder's status at the date and time of verification to file with the bidder's bid documents for audit purposes;
- g) Printed or copies of Tax Clearance Certificates submitted by bidders must be accepted and verified by the institution on e-filing. The verification result must be filed for audit purposes;
- h) The bidder's tax compliance status must be verified prior to the finalisation of the award of the bid or price quotation;
- i) Where the recommended bidder is not tax compliant at the time of award, the bidder must be notified of their non-compliant status and be granted a reasonable timeframe to rectify their tax compliance status with SARS. The bidder must thereafter provide the procuring entity with proof of its tax compliance status which must be verified via the CSD or e-Filing. If such a bidder fails to provide proof of tax compliance status the bid must be rejected;
- j) Where goods or services have been delivered satisfactorily without any dispute, the payment process must not be delayed as a result of outstanding tax matters, unless directed otherwise by SARS;
- k) Tax certificates issued prior to the implementation of the "new" tax verification system introduced by the National Treasury, are acceptable provided that such certificates are valid at the time of award. The status of the certificates must be verified prior to the award of the bid; and
- l) The requirements for foreign suppliers are indicated in paragraph 3.6 - 3.8 of the Instruction Note.

### 3.3 Western Cape Government (WCG) Specific Tax Compliance Requirements

- a) The National Treasury Regulations have not been repealed and replaced therefore National Treasury Regulation 16A9.1(d) which requires an accounting officer and accounting authority to reject any bid from a supplier who fails to provide **written proof from the South African Revenue Service** that, that supplier either has no tax obligations or has made arrangements to meet outstanding tax obligations is still applicable.
- b) The WCG is at this stage still utilising the WCSD as its primary supplier database which is linked to the IPS as the procurement solution. SAP-ARIBA, (the service provider, currently responsible for the management of the WCSD), has been instructed to accept downloaded tax clearance certificates provided that the supplier provides a screen shot of the results summary page from its e-filing profile.
- c) Institutions are required to ensure that a bidder's tax matters are in order at the time of award. Institutions may utilise its discretion in verifying the bidder's tax compliance status, however **at the time of award an institution must have evidence in its possession that confirms the bidder's tax status**. This is critical for audit purposes.
- d) Given the various disclaimers on the CSD, institutions are required to not only rely on the tax compliance status of a bidder on the CSD but to additionally either:
  - i. Verify this information by cross-checking the tax status on the CSD to the WCSD. Should there be inconsistencies in terms of the tax compliance status on the two databases, then the bidder must be contacted to provide proof of the updated status (see attached process flow Annexure D). Institutions must utilise WCBD 1 (Option 1); or
  - ii. Exercise the option of utilising the tax status PIN to verify the CSD status. The tax status PIN must be provided by the bidder. Should institutions utilise the PIN, then the institution accepts the risk associated hereto i.e. access control, Protection of Personal Information Act etc. Institutions must utilise WCBD 1 (Option 2).

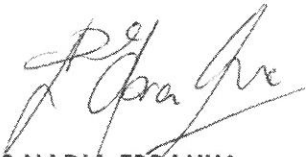
- e) The status quo in terms of the evidence required for the WCSD to support the tax status of a bidder will remain unchanged in that SAP ARIBA will still request a downloaded copy of the tax clearance certificate (available on e-filing) together with a result summary page. At this stage, SAP - ARIBA will not accept any tax status PIN numbers from suppliers.
- f) Where goods or services have been delivered satisfactorily without any dispute, the payment process must not be delayed as a result of outstanding tax matters, unless directed otherwise by SARS.
- g) Tax certificates issued prior to the implementation of the new system, are acceptable provided such certificates are valid. The status of the certificates must be verified prior to the award of the bid.
- h) The requirements for foreign suppliers as indicated in paragraph 3.6 - 3.8 of the Instruction Note must be complied with.
- i) The revised WCBD 1 (Option 1 or Option 2) must be utilised.
- j) Note that the WCBD 2 is repealed.

#### **4. REQUEST**

- 4.1 Note that this Circular supplements the Provincial Treasury Instructions, 2012 (PTIs) and where there are any conflicts the content of this Circular will apply. The Provincial Treasury (PT) is in the process of reviewing the PTIs and the content of the Circular will be taken up in the revised version of the PTIs and the pro-forma Accounting Officer's System.
- 4.2 Institutions are required to note which Practice Notes and Instruction Notes have been repealed and replaced by the NT as articulated in paragraph 7 of the Instruction Note.
- 4.3 Treasury Circular 25 of 2016 and Supplement 1 to 3 to Treasury Circular 25 of 2016 is hereby repealed and replaced with this Circular.

4.4 This Circular takes effect on 18 August 2017.

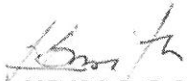
4.5 Any other enquiries relating to this circular may be directed to: SCM Helpdesk:  
[SupplyChainManagement.HDPFMA@westerncape.gov.za](mailto:SupplyChainManagement.HDPFMA@westerncape.gov.za).



**MS NADIA EBRAHIM**

**DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT**

**DATE:** 17/08/2017



**MR ISAC G SMITH**

**CHIEF DIRECTOR: ASSET MANAGEMENT**

**DATE:** 17/08/17



## **national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**TO: ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**

**ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES**

**HEAD OFFICIALS OF PROVINCIAL TREASURIES**

### **NATIONAL TREASURY SCM INSTRUCTION NO 4A OF 2016/2017 CENTRAL SUPPLIER DATABASE**

#### **1. PURPOSE**

The purpose of this *SCM Treasury Instruction* is to prescribe the utilisation of the mandatory **Central Supplier Database** (CSD) to Accounting Officers and Accounting Authorities.

#### **2. BACKGROUND**

- 2.1 The National Treasury identified the registration of prospective service providers on each and every Organ of state's individual list of prospective suppliers as one of the processes that makes it difficult for service providers to do business with the State.
- 2.2 Cabinet approved steps to accelerate the modernisation of public procurement as per a Cabinet Resolution dated 10 December 2014. Amongst the ensuing modernisation initiatives, the National Treasury established the CSD on behalf of all Departments, Constitutional Institutions and Public Entities listed in Schedule 2 and 3 of the PFMA. The CSD's purpose is to avoid the multiple registrations by prospective suppliers with each individual Organ of State they intend doing business with.
- 2.3 In terms of Section 38 (1) (a) (iii) and 51 (1) (iii) of the PFMA, the Accounting Officer of a Department or Constitutional Institution and the Accounting Authority of a Public Entity listed in Schedule 2 and 3 to the PFMA must ensure that their respective Institutions have and maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective.
- 2.4 National Treasury Circular No 3 of 2015/2016 informed Accounting Officers and Accounting Authorities of Departments, Constitutional Institutions and all Schedule 2 and 3 Public Entities of the transitional arrangements prior to the mandatory application of the CSD on 1 April 2016. Through this SCM Instruction, the date is extended to 1 July 2016.
- 2.5 The registration and verification of supplier information has not been uniform and standardised for all Organs of State, which complicated the process of doing business with the state. Therefore, the National Treasury established the CSD in

September 2015 to administer supplier registration and facilitate the verification of supplier information.

**3. ESTABLISHMENT OF THE CENTRAL SUPPLIER DATABASE**

- 3.1 In order to give effect to the mandatory requirements of this SCM Instruction, Accounting Officers and Accounting Authorities must ensure that:
- 3.1.1 The current supply chain management system and policies of their respective organs of state are aligned with the provisions of this SCM Instruction note;
  - 3.1.2 Price quotations are invited and accepted from prospective suppliers listed on the CSD; and
  - 3.1.3 Key information of prospective suppliers is verified on the CSD in line with PFMA and regulatory requirements. The following information must be verified:
    - a) Business registration, including details of directorship and membership;
    - b) Bank account holder information<sup>1</sup>;
    - c) In the service of the state status<sup>2</sup>;
    - d) Tax compliance status;
    - e) Identity number;
    - f) B-BBEE status level<sup>3</sup>;
    - g) Tender defaulting and restriction status; and
    - h) Any additional and supplementary verification information communicated by the National Treasury.
- 3.2 Accounting Officers and Accounting Authorities must not award any bid for price quotations to a bidder(s) not registered on the CSD, excluding transactions mentioned in paragraph 3.3.
- 3.3 Transactions concluded through petty cash, sundry payments and foreign suppliers with no local registered entity may be concluded even if the supplier is not registered on the CSD.
- 3.4 If it is not possible to obtain price quotations from the list of prospective suppliers listed on the CSD, organs of state must conduct a market analysis to identify possible supplier(s), record the process and submit the list of prospective suppliers obtained through market analysis to the Accounting Officer or Accounting Authority or an appropriately delegated Official for approval. The identified supplier(s) should be registered on the CSD before orders are finalised.
- 3.5 Organs of state must ensure that a supplier that has been contracted in respect of emergency procurement procedures of the organ of state and that is not registered on the CSD, is registered as soon as possible, but not later than 7 calendar days after the order was issued to the supplier.
- 3.6 With effect from 1 July 2016, organs of state may not extend any existing contracts that may be in existence for computerised systems that are used to record details of

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<sup>1</sup> Bank account information is verified for ease of transacting and complaint financial management and not as a mandatory requirement for sourcing and procurement processes.

<sup>2</sup> "In the service of the state": Please note this check is currently done on state employees who have a PERSAL number, but will be also verified for municipalities, municipal entities and public entities from 1 October 2016

<sup>3</sup> B-BBEE will only be verified from 1 October 2016

their prospective suppliers and may not institute any new computerised system for the management of their list of prospective suppliers without written approval from the National Treasury.

- 3.7 In line with paragraph 3.6 above, any computerised systems in Organs of State that are operational at the date that this Instruction takes effect, may be used up until the expiry of contracts related to such systems.
- 3.8 Organs of State must ensure that existing systems integrate with the CSD to ensure systematic verification of supplier records. In cases where system integration is not possible, Organs of State must verify supplier records through the online CSD search function and attach a copy of the verification report to the procurement transaction.
- 3.9 Organs of State must ensure that suppliers awarded business with the State, excluding instances mentioned in paragraph 3.3, are registered on the CSD prior to award letter/purchase order/signed contract being issued.

#### **4. SUBMISSION OF COMPLIANCE DOCUMENTS BY PROSPECTIVE SUPPLIERS**

- 4.1 Organs of State need to notify bidders when sourcing price quotations or bids (open tenders) that they are not required to submit hard copies of compliance information as this information can be accessed and verified on the CSD in accordance with provisions of paragraph 3.8.
- 4.2 Organs of State must indicate in their Request for Bids that prospective suppliers must be register on CSD prior to submitting bids (open tenders).
- 4.3 Proof of registration, certification or accreditation with any industry or board not provided by the CSD must be verified through the submission of physical documentation and verified through manual procedures.

#### **5. PROSPECTIVE SUPPLIERS' REGISTRATION SUPPORT**

Organs of State must provide CSD registration support to prospective suppliers who are unable to self-register or require assistance with registration.

#### **6. TAX STATUS REQUIREMENTS FOR PRICE QUOTATIONS AND COMPETITIVE BIDS**

Accounting Officers/Authority must verify the tax compliance status of bidders on the CSD for all price quotations and competitive bids.

#### **7. ACCESS TO THE CSD AS A USER BY DESIGNATED OFFICIALS**

- 7.1 The National Treasury will grant access to Organs of State and their respective designated Official(s) on the CSD to identify prospective suppliers for price quotations and/or verify supplier's key information.
- 7.2 Accounting Officers and Accounting Authorities must utilise Organ of State System Account Application Form attached as Annexure A to request access rights on the CSD.



7.3 For legibility and accuracy purposes, the form must be completed electronically. The form may be accessed under buyer's area on the OCPO website/supplier management/documents: <http://ocpo.treasury.gov.za>.

7.4 Completed forms must be forwarded to [business.support@csd.gov.za](mailto:business.support@csd.gov.za).

## **8. TRAINING AND SUPPORT REQUIREMENTS**

8.1 All Training and support requirements need to be forwarded to [business.support@csd.gov.za](mailto:business.support@csd.gov.za)

8.2 For telephonic support the OCPO call centre can be contacted on 012 406 9222.

8.3 The National Treasury will facilitate access to the system and provide training.

## **9. APPLICABILITY**

This SCM Instruction applies to all Departments, Constitutional Institutions and Public Entities listed in Schedule 2 and 3 to the PFMA.

## **10. REPEAL OF NATIONAL TREASURY PRACTICE NOTE AND REFERENCE**

10.1 This instruction repeals:

- a) National Treasury SCM Instruction 4 of 2016/2017;
- b) Paragraph 5 and 6 of National Treasury practice note no 8 of 2007/2008 on threshold values for the procurement of goods, works and services by means of petty cash, verbal/written price quotations or competitive bids dated 29 November 2007;

10.2 The list of prospective suppliers referred to in paragraph 3.2 and 3.3 of the National Treasury practice note no 8 of 2007/2008 must be regarded as the list of prospective suppliers established through the CSD.

## **11. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION**

11.1 Heads of Provincial Treasuries are requested to bring the contents of this SCM Instruction to the attention of Accounting Officers and Supply Chain Management Officials of their respective provincial departments;

11.2 Accounting Officers of National and Provincial Departments are requested to bring the contents of this SCM Instruction to the attention of Supply Chain Management Officials in their Departments and Accounting Authorities that report to the Executive Authority of their Department.

11.3 Accounting Authorities of Public Entities listed in Schedules 2 and 3 of the PFMA are requested to bring the contents of this SCM Instruction to the attention of the Supply Chain Management Officials of their Public Entities.

**12 NOTIFICATION TO THE AUDITOR-GENERAL**

The Auditor-General will be notified of the contents of this Instruction.

**13 AUTHORITY FOR THIS INSTRUCTION AND EFFECTIVE DATE**

This SCM Instruction is issued in terms of section 76(4) (c) of the PFMA takes effect from 1 July 2016. Institutions that have adopted the implementation of the CSD before 1 July 2016, may continue to utilise the CSD.

**14 CONTACT INFORMATION**

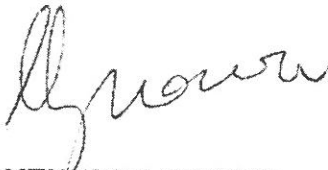
Enquiries related to this Instruction may be directed to:

Tumelo Ntlaba

Director: Central Supplier Database

Phone: 012 315 5509

Email: [tumelo.ntlaba@treasury.gov.za](mailto:tumelo.ntlaba@treasury.gov.za) or [csd@treasury.gov.za](mailto:csd@treasury.gov.za)



**KENNETH BROWN**  
**CHIEF PROCUREMENT OFFICER**

DATE: 19/5/2016.



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

- TO ALL : ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**
- : ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 AND 3 TO THE PFMA**
- : HEAD OFFICIALS OF PROVINCIAL TREASURIES**

## **NATIONAL TREASURY SCM INSTRUCTION NO. 7 OF 2017/2018**

### **TAX COMPLIANCE STATUS**

#### **1. PURPOSE**

The purpose of this Treasury Instruction is to provide guidance to Accounting Officers of departments and constitutional institutions and Accounting Authorities of public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), Act No.1 of 1999, regarding the implementation of the South African Revenue Service (SARS) revised system for the management of tax compliance including the introduction of a revised Standard Bidding Document 1 to give effect to the tax compliance status system.

#### **2. BACKGROUND**

- 2.1 Government is committed to increasing the degree of compliance with supply chain management prescripts and ensuring that persons conducting or intending to conduct business with the State are afforded no scope to abuse the Supply Chain Management system.
- 2.2 It is therefore essential to ensure that persons conducting business with the State are tax compliant at the awarding of price quotations or competitive bids as no price quotations or competitive bids may be awarded to persons who are not tax compliant.
- 2.3 On the 18<sup>th</sup> April 2016, the South African Revenue Service introduced an enhanced tax compliance status system on eFiling aimed at improving tax compliance and making it easier for taxpayers to manage their tax affairs.
- 2.4 National Treasury Regulation 16A9.1(d) requires an Accounting Officer and Accounting Authority to reject any bid from a supplier who fails to provide written proof from the South African Revenue Service that, that supplier either has no tax obligations or has made arrangements to meet outstanding tax obligations.
- 2.5 Therefore, in terms of the legislative requirements, the new tax compliance status impacts on supply chain management processes and documentation as the South African Revenue Service no longer issues tax clearance certificates.

**3. IMPLEMENTATION OF THE TAX COMPLIANCE STATUS SYSTEM**

- 3.1 In order to comply with the provisions indicated in paragraph 2 above and the condition of bid that successful bidder's taxes are in order, Accounting Officers and Accounting Authorities of all PFMA compliant institutions must:
- (a) Designate employees, preferably from the Supply Chain Management Unit, who must verify the tax compliance status of a taxpayer on the South African Revenue Service's eFiling system. *Guidance to the Tax Compliance functionality on eFiling is available on the South African Revenue Service website: [www.sars.gov.za](http://www.sars.gov.za)*
  - (b) Utilise the Standard Bid Document 1 issued with this Treasury Instruction when inviting bids;
  - (c) As a bid condition, Accounting Officers and Accounting Authorities must request bidders to register on government's Central Supplier Database and include in their bid a copy of their Master Registration Number (Supplier Number) in order to enable the institution to verify the supplier's tax status on Central Supplier Database;
  - (d) An Accounting Officer and Accounting Authority may also request a supplier to provide tax compliance status PIN when required to view a supplier's tax profile;
  - (e) Utilise the tax compliance status PIN to verify bidders' tax compliance status; and
  - (f) Print the tax compliance status screenview or letter with the result of the bidder's status at the date and time of verification to file with the bidder's bid documents for audit purposes.
- 3.2 The Central Supplier Database and the tax compliance status PIN are the approved methods that will be utilised to verify tax compliance as the South African Revenue Services does not issue Tax Clearance Certificates but has made an online provision available, via eFiling, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.
- 3.3 Accounting Officers and Accounting Authorities must therefore accept printed or copies of Tax Clearance Certificates submitted by bidders and verify them on the eFiling. The verification result recorded as per paragraph 3.1 of this Treasury Instruction must be filed for audit purposes.
- 3.4 Where a supplier does not submit a tax compliance status PIN but provides a Central Supplier Database Number, Accounting Officers and Accounting Authorities must utilise the Central Supplier Database Number via the Central Supplier Database website [www.csd.gov.za](http://www.csd.gov.za) to access the supplier records and verify tax compliance status. A printed screen view at the time of verification must be attached to the Supplier's records for audit purposes.
- 3.5 Where goods and services are procured from foreign suppliers with tax obligation in South Africa, proof of tax compliance status must be obtained from the supplier.
- 3.6 Foreign suppliers with neither South African tax obligation nor history of doing business in South Africa must complete a pre-award questionnaire on the Standard Bidding Document 1 for their tax obligation categorisation. Where a recommendation for award of a bid has been made to a bidder that responded as not being liable for taxation in South Africa, the Accounting Officers and Accounting Authorities must refer such a bidder to the South African Revenue Services on the following email address: [GovernmentInstitute@sars.gov.za](mailto:GovernmentInstitute@sars.gov.za) and provide the following information to the South African Revenue Service:

- (a) Details of the foreign entity;
  - (b) Description of goods and services being supplied by the entity; and the
  - (c) Name of the South African Government institution the bidder will be providing the goods or services to.
- 3.7 Where goods and services are procured from foreign suppliers with no tax obligation in South Africa for use by, e.g South African Embassies or any South African office outside the country, there is no need to require proof of tax compliance status.
- 3.8 Where goods and services are imported, all custom related taxes shall be applied as prescribed by South African Revenue Service.
- 3.9 Tax Compliance Certificate issued prior to the implementation of the new system, are acceptable provided such Tax Compliant Certificates are valid. Accounting Officers and Accounting Authorities must however, verify the status thereof prior to the award of the bid.

#### **4. APPLICATION DURING SUPPLY CHAIN MANAGEMENT PROCESS**

- 4.1 Designated employee(s) must verify the bidder's tax compliance status prior to the finalisation of the award of the bid or price quotation.
- 4.2 Where the recommended bidder is not tax compliant, the bidder must be notified of their non-compliant status and be granted reasonable timeframe to rectify their tax compliance status with the South African Revenue Service. The bidder must thereafter provide the procuring entity<sup>1</sup> with proof of it's tax compliance status which must be verified via the Central Supplier Database or eFiling.
- 4.3 The Accounting Officer and Accounting Authority must reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status in terms of paragraph 4.2 above.
- 4.4 Where goods or services have been delivered satisfactorily without any dispute, Accounting Officers and Accounting Authorities must not delay processing payment of invoices as a result of outstanding tax matters, unless directed otherwise by the South African Revenue Service.

#### **5. APPLICABILITY**

This Instruction applies to all National and Provincial Departments, Constitutional Institutions, Public Entities listed in Schedules 2 and 3 to the PFMA.

#### **6. EFFECTIVE DATE**

This Treasury Instruction takes effect from **01 June 2017**.

#### **7. REPEAL OF PRACTICE NOTES AND TREASURY INSTRUCTIONS**

- 7.1 This Treasury Instruction repeals the following Practice Notes and Treasury Instructions:
- (a) SCM Practice Note No. 1 of 2006 on Tax Clearance Certificates on 23 January 2006;
  - (b) SCM Practice Note No. 3 of 2006 on Tax Clearance Certificates for price quotations and competitive bids issued issued on 20 February 2006;

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<sup>1</sup> Procuring entity refers to the department, constitutional institution or the public entity procuring the good(s) or service(s)

**National Treasury Instruction No. 7 of 2017/2018  
Tax Compliance Status**

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- (c) Paragraph 5 and 6 of Practice Note No. 8 of 2007/2008 on threshold values for the procurement of goods, works and services by means of petty cash, verbal/written price quotations or competitive bids issued on 29 November 2007;
- (d) The old Standard Bidding Document 1; and
- (e) The Standard Bidding Document 2.
- (f) National Treasury SCM Instruction 3 of 2014/2015 on Tax Measures for persons conducting business with the State issued on 15 July 2014;

**8. DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION**

- 8.1 Accounting Officers of Departments and Constitutional Institutions must bring the contents of this Treasury Instruction to the attention of:
- (a) Chief Financial Officers and supply chain management officials of their respective Departments; and
  - (b) All Accounting Authorities of Public Entities reporting to the Executive Authority of their respective Departments.
- 8.2 Heads of Provincial Treasuries are requested to bring the contents of this Treasury Instruction to the attention of all Accounting Officers and supply chain management employees in their respective provincial departments.
- 8.3 Accounting Authorities of Public Entities must bring the contents of this Treasury Instruction to the attention of Chief Financial Officers and supply chain management employees of their respective Public Entities.


**9. AUTHORITY FOR THIS INSTRUCTION**

This National Treasury Instruction is Issued in terms of section 76(4)(c) of the Public Finance Management Act.

**10. CONTACT INFORMATION**

Enquiries related to this Treasury Instruction may be directed to:

Mpho Nxumalo  
Director: Supply Chain Management Policy  
Tel: (012) 315 5208  
E-mail: pumeza.tokwe@treasury.gov.za

  
**KAREN MAREE<sup>2</sup>**  
**ACTING ACCOUNTANT - GENERAL**  
DATE: 24/05/2017

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<sup>2</sup> The Accountant-General is responsible for the issuing of all Treasury Instructions at the National Treasury to ensure that such is issued from a central point. The contents of this Treasury Instruction is, however, the responsibility of the Office of the Chief Procurement Officer and is issued on behalf of that Office.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	WCSD REGISTRATION NO.		AND	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]		
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON			
CONTACT PERSON		TELEPHONE NUMBER			
TELEPHONE NUMBER		FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS			
E-MAIL ADDRESS					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED)
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTIONS.
1.4.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.3	BIDDERS MAY ALSO SUBMIT A PRINTED TCS WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID.
2.4	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS AS MENTIONED IN 2.3 ABOVE.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO PROVIDE PROOF OF TAX COMPLIANCE STATUS; NOR OBTAIN A TAX COMPLIANCE STATUS FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) IF NOT REGISTER AS PER 2.2 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**ANNEXURE C WCBD 1 OPTION 2**

**PART A  
INVITATION TO BID**

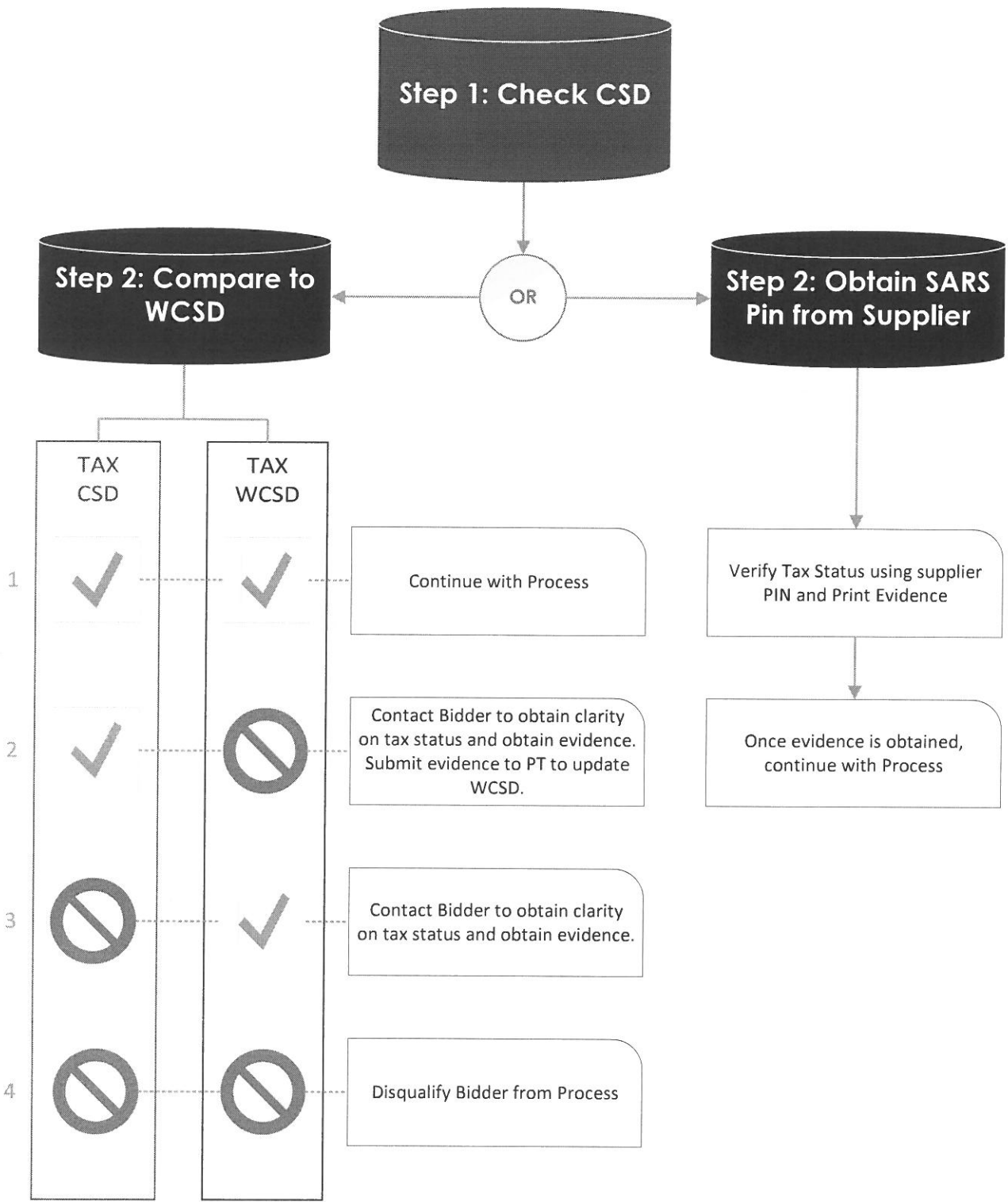
<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		AND	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED)
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTIONS.
1.4.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILE USERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

# Annexure D: Supplier Tax Verification Process



**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	CLOSING DATE:	CLOSING TIME:
-------------	---------------	---------------

DESCRIPTION
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)


**SUPPLIER INFORMATION**

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
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STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
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CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS	
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VAT REGISTRATION NUMBER	
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	WCSD REGISTRATION NO.		AND	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
--	---	---	---

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	
---	--

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]
--	--	--	---

SIGNATURE OF BIDDER .....	DATE	
------------------------------	------	--

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
---	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE (ALL INCLUSIVE)	
-------------------------------	------------------------------------	--

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
--	--

DEPARTMENT/ PUBLIC ENTITY	CONTACT PERSON	
---------------------------	----------------	--

CONTACT PERSON	TELEPHONE NUMBER	
----------------	------------------	--

TELEPHONE NUMBER	FACSIMILE NUMBER	
------------------	------------------	--

FACSIMILE NUMBER	E-MAIL ADDRESS	
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E-MAIL ADDRESS	
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**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED)
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTIONS.
1.4.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.3	BIDDERS MAY ALSO SUBMIT A PRINTED TCS WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID.
2.4	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS AS MENTIONED IN 2.3 ABOVE.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO PROVIDE PROOF OF TAX COMPLIANCE STATUS; NOR OBTAIN A TAX COMPLIANCE STATUS FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) IF NOT REGISTER AS PER 2.2 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)


**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

	TCS PIN:		<b>AND</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
---	--	--	---

SIGNATURE OF BIDDER	.....	DATE	
---------------------	-------	------	--

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
--	--	--	--

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
-------------------------------	--	---------------------------------	--

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
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1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED)
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2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILE USERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
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<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**