



GEMS SUPPLIER DATABASE APPLICATION INSTRUCTIONS

SUPPLIER DATABASE APPLICATION REQUIREMENTS

PURPOSE

The purpose of the Supplier Database Application Pack is to invite suppliers in a structured manner to apply for registration on the GEMS Supplier Database, which will be used mainly to invite quotations.

In accordance with the Scheme's Supply Chain Management Policy, GEMS may call upon suppliers in the Supplier Database by way of requests for quotations, requests for proposals and/or tenders but may also approach other suppliers. Importantly, the registration of a supplier on the Supplier Database does not guarantee that organisation business opportunities going forward. In addition, there is no compulsory requirement for GEMS to inform suppliers of imminent opportunities that will be advertised in the market. Under normal circumstances, the Supplier Database will not be used for commodities where a term contract has been established.

Service providers who are requested to update their outdated information and who fail to comply may be removed from the Supplier Database.

This Supplier Database Application Pack being distributed consists of four (4) documents, namely:

- Supplier Database Application Instructions
- Supplier Database Application Form
- Declaration Of Interest Form
- Declaration of Past Supply Chain Management Practices

OBJECTIVE

GEMS is committed to the principles of B-BBEE, and we adhere to all relevant legislation. The participation of B-BBEE controlled, B-BBEE owned companies, companies who are at least 51% Black-owned, companies who are at least 30% Black Women-owned, EMEs, QSEs as well as Black Designated Groups as per the Codes of Good Practice and SMMEs is encouraged.

This GEMS Supplier Database Application form caters for suppliers who do not have extensive experience as well as suppliers with extensive capacity and capability in the categories applied for section. Certain categories of services as indicated in the application form may be reserved for suppliers who do not have extensive experience.

ADHERENCE TO THE PROTECTION OF PERSONAL INFORMATION ACT

GEMS will comply with the Protection of Personal Information Act (POPIA).

The information collected from this process will be processed for the purpose of establishing a procurement database.

Information received from the applicants will from time to time be shared with third parties who will be involved in the database processes and just for the purpose that it was intended to. This includes potential independent evaluators, attorneys, auditors and those that will conduct vetting on the required applicants.

All third parties with whom some of the applicant's information will be shared, sign a Non-Disclosure Agreement prior to working on such information.

ENQUIRIES

All enquiries should be in writing and should be directed to:

database@gems.gov.za.

SUBMISSION DATE

All service providers seeking registration as an approved supplier to GEMS may complete and submit the required documentation at any time (with no cut-off date) in accordance with the submission instructions.

SUBMISSION INSTRUCTIONS

Prospective suppliers are required to complete and submit the required forms in line with the instructions below.

FORMS/ DOCUMENTS TO BE SUBMITTED	INSTRUCTIONS PERTAINING TO THE FORMS/ DOCUMENTS
Supplier Database Application Instructions	<i>This document does not need to be returned to GEMS.</i> Failure to provide the requested information and in the format required, will lead to suppliers being rejected from the GEMS database.
Supplier Database Application Form COMPULSORY	- Complete the application form electronically in full by typing the information into the document. Handwritten documents are discouraged due to illegibility, but not prohibited. You may not delete any of the fields in the application form. - The owners/ a delegated owner of the applicant must <i>sign the form</i> in order to be considered. This signed document commits the applicant to the correctness of the content of the document and information submitted. - Irrespective of which other documents are submitted, this application form MUST be completed. - Submit electronically in the following two formats: - The completed MS Word version of the form without the signature. - The PDF version of the completed form WITH the signature. - Where there are discrepancies between the Word document and the signed PDF document, the signed document will take precedence.
Declaration of Interest form COMPULSORY	Complete, sign and submit the form electronically in PDF.
Declaration of Past Supply Chain Management Practices form COMPULSORY	Complete, sign and submit the form electronically in PDF.
Tax compliance status documents COMPULSORY	Submit the proof of tax compliance status as required in the Application Form (valid Tax Compliance System PIN/ PIN document and a printout from the eFiling system or a printout from the Central Supplier Database (CSD) demonstrating the tax compliance status of the bidder; which printout must have been printed within 3 days prior the closing date of the application or

FORMS/ DOCUMENTS TO BE SUBMITTED	INSTRUCTIONS PERTAINING TO THE FORMS/ DOCUMENTS
	within 3 days prior to the date of submission of the application.)
Proof of B-BBEE contributor status COMPULSORY	Submit valid proof of B-BBEE contributor status electronically in pdf.
CIPC documents COMPULSORY IF APPLICANT HAS TO BE REGISTERED HERE	Submit CIPC document that is not older than three (3) months electronically in pdf.
Copy of Identification Document COMPULSORY IF A SOLE PROPRIETOR	Submit a copy of the South African Identification Document for the sole proprietor only. If not in possession of a South African ID document, submit alternative proof of identity for sole proprietor.
List of owners/ shareholders COMPULSORY IF APPLICANT HAS OWNERS/ SHAREHOLDERS	Submit electronically in the following two formats: • The MS Word version of the list. • The pdf version of the list. Copies of the Share Certificates/ proof of ownership may be requested.
List of partners COMPULSORY IF TABLE IN APPLICATION FORM CANNOT BE COMPLETED AND APPLICANT IS NOT REQUIRED TO BE REGISTERED WITH CIPC	Submit list electronically in the following two formats: • The MS Word version of the list. • The PDF version of the list.
Company profile NOT COMPULSORY	Only electronically submit a company profile should you wish to do so, but the form does make sufficient provision for the relevant information to be submitted.

Where and how to submit the Supplier Database Application Pack

Interested suppliers seeking registration as an approved supplier to GEMS are required to complete an application form and email the form as well as the required documentation to **database@gems.gov.za**

No hard copy versions of any documentation that is delivered, will be considered, and no application sent to another email address within GEMS will be considered or admitted for consideration.

GENERAL CONDITIONS

1. A **company profile** may accompany the application pack but will **not be accepted** as substitute for the application form. All fields on the Application Form **MUST** be completed by the applicant.
2. Where **compulsory** information is **not submitted**, the application will be **declined** and only **again be considered** once all **compulsory** information is **submitted**.
3. Suppliers must comply with all the **registration criteria** for registration to be finalised – **failure** to do so may result in the application being declined.
4. Suppliers will **be notified** whether their application was accepted or not by means of a written confirmation; with a reason indicated in the case of rejection.
5. As successful suppliers will be contacted via **e-mail** to respond to requests, applicants **must** therefore submit at least one **operating e-mail address**. Failure to comply with the email address requirement, will result in the exclusion of the supplier from the Supplier Database.
6. GEMS reserves the right to request updated information from time to time such as an updated tax clearance certificate.
7. Suppliers placed on the Supplier Database have a responsibility to inform GEMS at least annually when pertinent organisational data changes to ensure it remains valid. This pertains to at least the supplier's contact details, its tax clearance status and its B-BBEE status.
8. Suppliers placed on the Database will be removed from the Database under the following circumstances:
 - The entity ceases to exist;
 - Sole proprietor dies;
 - Liquidation/ sequestration of the entity;
 - Proven unsatisfactory service levels or quality of products;
 - Non-compliance with legislation or statutory requirements;
 - Proven fraud and/or corruption;
 - Provider's contact details are proven to be no longer valid and provider does not update its information or cannot be reached to update its information;
 - On the provider's request; or
 - By mutual agreement.
9. GEMS may remove a commodity category from the database should there no longer be a need for such a service. Suppliers in that category will be informed if the category is removed.
10. If required, any information supplied above must be substantiated by an internal auditor's certificate and/ or the relevant documentation.
11. Any applicant must be prepared to abide by GEMS' position on ethical conduct in its sourcing environment.

GEMS' POSITION ON ETHICAL CONDUCT IN ITS SOURCING ENVIRONMENT

1. All role players involved in a procurement process shall conduct business and themselves professionally, fairly, reasonably, and with integrity and shall disclose all interests of any nature and shall report all breaches as required.
1. GEMS has a zero-tolerance policy for fraud and corruption. It is therefore expected that all service providers and those doing business with GEMS will support the Scheme in the achievement of this goal and to further the protection of Scheme funds through its actions. In line with the above, GEMS has set up a Hotline whereby Whistleblowers may report their allegations or incidents of fraud and corruption immediately to GEMS. An independent third party operates the Hotline, and their contact details are noted below for ease of reference.

Ways to contact us	
 Call 0800 111 507	 Website www.whistleblowing.co.za
 SMS us from within South Africa on 33490, at a cost of R1.50	 WhatsApp Chatbot +27 31 308 4664
 Email gems@whistleblowing.co.za	 Whistle Blowers App Google Play/App Store
 Mail PO Box 51006, Musgrave, 4062	 Fax 0800 212 689

2. All bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other applicable Act.
3. GEMS shall not consider for evaluation, the response from a bidder if such bidder's name or any of its directors' names are listed on the Register for Tender Defaulters (established in terms of the Prevention and Combating of Corrupt Activities Act and maintained by the National Treasury) as an entity or persons prohibited from doing business with the public sector. GEMS shall not do business with such a bidder if such prohibition/ restriction is in force at the closing date of the bid.
4. GEMS shall not consider, for evaluation, the response from a bidder if such bidder's name or any of its directors' names are listed on any other list published by a public body (such as the List of Restricted Providers) as GEMS deems to be relevant, as an entity or persons prohibited from doing business with the public sector. GEMS shall not do business with such a bidder if such prohibition/ restriction is in force at the closing date of the bid.
5. GEMS shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act or has committed fronting in competing for the particular contract.
6. GEMS will not consider the bid of a bidder where proof exists that GEMS has instituted

litigation against one or all parties to the bid due to alleged fraud or corruption perpetrated against GEMS until such litigation is finalised. This will include bids from bidders with the same directors (all or some) as the litigated company at the time the alleged fraud or corruption was perpetrated.

7. Should the bidder or any of its directors have been 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, such information must be disclosed.
8. During a procurement process or contract negotiations, bidders are not allowed to give GEMS role players involved in the process any gift. Contractors will also be required to adhere to the GEMS Gift and Hospitality Policy.
9. Cover quoting or bid rigging shall not be tolerated and will lead to the restriction of providers who are proven to have participated therein.
10. Should it become known that any bidder or any of its directors/ shareholders/ team members or any other stakeholder in the process have acted in a corrupt or fraudulent manner during the procurement process or have colluded in competing for the business; GEMS will pursue the issue to the fullest extent of the law. This paragraph also forms part of the final agreement to be signed with the successful service provider.
11. Bidders must take note that an independent vetting process may be followed on all role players and bidders involved in a procurement process and will be followed on the potential preferred providers. Vetting may also be done on appointed service providers from time to time.