

# CACADU DEVELOPMENT AGENCY

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32 Govan Mbeki Avenue · Port Elizabeth · 6001

Tel: +27 41 508 7106 · Fax: +27 86 522 7231

## APPLICATION FOR REGISTRATION

### CACADU DEVELOPMENT AGENCY SUPPLIER DATABASE (CDASD)

THE COMPLETED APPLICATION FORM MUST EITHER BE DELIVERED TO:

**ROOM 110  
1<sup>ST</sup> FLOOR  
STANDARD BANK BUILDING  
32 GOVAN MBEKI AVENUE  
PORT ELIZABETH**

OR POSTED TO:

**CACADU DEVELOPMENT AGENCY  
PO BOX 318  
PORT ELIZABETH  
6000**

ENQUIRIES:

TELEPHONE:      (041) 508 7055      (041) 508 7247

**FOR OFFICIAL USE**

**NAME OF SUPPLIER:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

## **INTRODUCTION**

This supplier database is being populated to enable the effective implementation of the Cacadu Development Agency (CDA) Preferential Procurement Policy. This policy is in line with the Preferential Procurement Policy Frame Work Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act.

## **GUIDELINES FOR COMPLETING THE CDASD REGISTRATION FORM**

- **Required documentation** - Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached if a field is not applicable to your business type clearly mark it as N/A and supply applicable documentation, or proof of exemption.
- **Completion of Questions** - Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **An original valid Tax Clearance Certificate to be submitted.** This is to be updated on expiry and submitted for inclusion in the CDASD Supplier Database.
- **Copies of Documents** - Please keep copies of the registration form and all supporting documentation submitted, for your own records, and to ensure that all data is maintained and up to date on a continual basis.
- **Owners, Shareholders** - Please ensure that the percentages of ownership of the individual shareholders amount to 100%. That is, provide details of all shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Certification of Correctness** - Please ensure that the Certification of Correctness is signed and dated.
- **Processing of registration** - Your completed registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with the CDA. A letter of verification will be dispatched upon registration, provided that all the requirements are met. Once your registration has been included on the CDA Supplier Database your details will be accessible to the CDA Supply Chain Management Unit.
- **Business opportunities** - Please note that registration on the CDA Supplier Database does not guarantee business opportunities.
- **Amendments** - Please notify the CDA Supply Chain Management Unit immediately of any changes to the verified information submitted. Submit a Certification of Correctness with the amended data.
- **Queries** - Should you have any queries or if you require assistance completing the registration form, please contact Cacadu Development Agency.

**APPLICATION FOR REGISTRATION ON CADADU DEVELOPMENT AGENCY'S SUPPLIERS DATABASE (CDASD)**

*(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant business)*

**1. BUSINESS PARTICULARS:**

1.1 Name of Business as registered with the Registrar of Companies/Close Corporations

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1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar

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1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable):

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1.4 Postal address

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Postal Code: \_\_\_\_\_

Physical address

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Telephone no. : (\_\_\_\_\_) \_\_\_\_\_ Fax no.: (\_\_\_\_\_) \_\_\_\_\_

Cell. no. : \_\_\_\_\_

E-mail address (if available):

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1.5 Contact person :

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1.6 Physical location of Head Office (if applicable)

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1.7 Registration Details (where applicable)

|   | Registration Number | Certificates Attached<br>Yes / Not applicable |
|---|---------------------|---|
| Company/CC Registration                                     |                     |   |
| Proof of Shareholding/Ownership                             |                     |   |
| Billing Clearance Certificate                               |                     |   |
| Proof of banking  |                     |   |
| Income Tax  |                     |   |
| Tax Clearance Certificate*                                  |                     |   |
| P.A.Y.E.  |                     |   |
| VAT   |                     |   |
| UIF   |                     |   |
| Compensation Commissioner                                   |                     |   |
| Construction Industry Development Board (CIDB) Registration |                     |   |
| B-BBEE Status Level Certificate                             |                     |   |
| Security Officers Board                                     |                     |   |
| Disability Documents  |                     |   |

\* An original Tax Clearance Certificate must be supplied.

## 2. BANKING DETAILS

2.1 Name of banking institution: \_\_\_\_\_

2.2 Branch Name: \_\_\_\_\_

2.3 Branch Code: \_\_\_\_\_

2.4 Town/City: \_\_\_\_\_

2.5 Banking account number: \_\_\_\_\_

2.6 Account Type: \_\_\_\_\_

2.7 Account Holder (Name under which account is operated):

\_\_\_\_\_  
N. B. A COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 60 DAYS, OR A CANCELLED CHEQUE MUST BE SUPPLIED. ALSO THE ACCOUNT HOLDER MUST MATCH THE TRADING NAME OF THE ORGANISATION.

## 3. TYPE OF BUSINESS

3. Tick whichever block is applicable to your business or firm and attach the relevant certified copy.

|                           |  |  |
|---------------------------|--|--|
| Public Company Ltd        |  | Certified copy of Certificate of Incorporation (CM 3)                      |
| Private Company (Pty) Ltd |  | Certified copy of Certificate of Incorporation (CM 3)                      |
| Close Corporation cc      |  | Copy of CK 1 Document and CK 2 if applicable                               |
| Sole Proprietor           |  | Certified copy of I.D. document  |
| Partnership               |  | Certified copy of Partnership Agreement                                    |
| Trust                     |  | Certified copy of Trust Document   |
| Co-operative              |  | Certified copy of Proof of Registration with the Directorate Co-operatives |
| Voluntary Associations    |  | Certified copy of Constitution   |
| Other (specify)           |  |  |





**6. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) AND HDI PROGRAMS**

- 6.1 Does the organisation have an employment equity programme? YES/NO
  - 6.2 Number of HDI people (as per the definition of the Preferential Procurement Regulations, 2000) \_\_\_\_\_
  - 6.3 Total number of people in workforce. \_\_\_\_\_
  - 6.4 Skills development expenditure for the last 12 months. R\_\_\_\_\_
  - 6.5 Total payroll expenditure for the last 12 months. R\_\_\_\_\_
  - 6.6 Number of HDI employees engaged in a management/professional capacity. \_\_\_\_\_
  - 6.7 Total number of employees engaged in a management/professional. \_\_\_\_\_
  - 6.8 Has the organisation obtained a valid B-BBEE certificate? YES/NO
  - 6.9 If “YES”
    - 6.9.1 Who has provided this BEE classification for the organisation?  
\_\_\_\_\_
    - 6.9.2 What is the level certified: \_\_\_\_\_
    - 6.9.3 Expiry date of certification: \_\_\_\_\_
- Please attach proof of certification.

**7. BRANCHES, SALES AND ACCOUNTS DEPARTMENTS**

- 7.1 Sales Department**
  - Contact Name: \_\_\_\_\_
  - Cell Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Telephone: (\_\_\_\_\_) \_\_\_\_\_
- 7.2 Accounts Department**
  - Contact Name: \_\_\_\_\_
  - Cell Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Telephone: (\_\_\_\_\_) \_\_\_\_\_
- 7.3 Branches in Eastern Cape**
  - Branch Name: \_\_\_\_\_
  - Area/Town/City: \_\_\_\_\_
  - Physical Address: \_\_\_\_\_



Telephone: ( ) \_\_\_\_\_

Branch Name: \_\_\_\_\_

Area/Town/City: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Branch Name: \_\_\_\_\_

Area/Town/City: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

**8. PREVIOUS EXPERIENCE (IF APPLICABLE)**

List at least the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

| EMPLOYER/DEPARTMENT | CONTACT PERSON | CONTACT TELEPHONE | CONTRACT VALUE R | COMPLETED SUCCESSFULLY YES/NO | YEAR |
|---------------------|----------------|-------------------|------------------|-------------------------------|------|
|                     |                |                   |                  |                               |      |
|                     |                |                   |                  |                               |      |
|                     |                |                   |                  |                               |      |
|                     |                |                   |                  |                               |      |
|                     |                |                   |                  |                               |      |

**8.1** Have you or your organisation during the last five years failed to perform satisfactory on a previous contract with this Municipality or any other organ of state. YES/NO

If "YES", please supply details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **9.COMMODITIES AND SERVICES**

In order to identify your organization as a potential service provider, types of commodities or services rendered have to be classified.

Please tick the appropriate commodity or service (**maximum 5 items**) that your organization provides as well as the area of supply.

| Details                                | Area of Supply |  |  |
|--|----------------|--|--|
|  | Port Elizabeth | Centres within the CDM area (specify Town/s) |  |
| <b>1. COMMODITIES</b>                  |                |  |  |
| Audio Visual Aids & Equipment          |                |  |  |
| Bags Conference / Travel / Promotional |                |  |  |
| Food: Beverages & Alcohol              |                |  |  |
| Food: Prepared Meals                   |                |  |  |
| Food: Perishables                      |                |  |  |
| Blinds, Awnings                        |                |  |  |
| Building Materials & Hardware          |                |  |  |
| Cartridges                             |                |  |  |
| Catering Equipment & Equipment Hire    |                |  |  |
| Cleaning Chemicals                     |                |  |  |
| Clothing General/Protective & Uniforms |                |  |  |
| Computer Components                    |                |  |  |
| Computer Consumables                   |                |  |  |
| Computer Hardware & Printers           |                |  |  |
| Computer Networking                    |                |  |  |
| Computer Software                      |                |  |  |
| Conference Accessories                 |                |  |  |
| Conferencing Systems                   |                |  |  |
| Corporate Gifts & Products             |                |  |  |
| Crockery & Cutlery                     |                |  |  |
| Curtaining, Rails & Accessories        |                |  |  |
| Food: Dairy & Related Products         |                |  |  |
| Electrical Appliances                  |                |  |  |
| Electrical Components & Equipment      |                |  |  |
| Electronic Appliances                  |                |  |  |
| Electronic Components & Equipment      |                |  |  |
| Fire Extinguishing                     |                |  |  |
| Furniture                              |                |  |  |
| Gifts Promotional                      |                |  |  |
| Logo : Printing                        |                |  |  |
| Logo : Embroidery Services             |                |  |  |
| Logo : Engraving                       |                |  |  |
| Medical Equipment And Consumables      |                |  |  |
| Details                                | Area of Supply |  |  |
|  | Port Elizabeth | Centres within the CDM area (specify Town/s) |  |
| Medical Supplies                       |                |  |  |

|                                       |                |  |  |  |
|---------------------------------------|----------------|--|--|--|
| Office Consumables                    |                |  |  |  |
| Office Equipment                      |                |  |  |  |
| Office Furniture                      |                |  |  |  |
| Paint Supplies                        |                |  |  |  |
| Perishables Suppliers                 |                |  |  |  |
| Photography Equipment                 |                |  |  |  |
| Printing Consumables                  |                |  |  |  |
| Recreational Supplies                 |                |  |  |  |
| Refrigeration & Air Conditioning      |                |  |  |  |
| Sanitaryware                          |                |  |  |  |
| Security & Access Control Equipment   |                |  |  |  |
| Sound & Music Systems/Equipment       |                |  |  |  |
| Stationery Office Basic               |                |  |  |  |
| Storage Systems (Document & Computer) |                |  |  |  |
| Telecommunication Equipment           |                |  |  |  |
| Training Materials & Software         |                |  |  |  |
| Vehicles                              |                |  |  |  |
| Vehicles - Accessories And Parts      |                |  |  |  |
| Other : Specify                       |                |  |  |  |
|                                       |                |  |  |  |
|                                       |                |  |  |  |
|                                       |                |  |  |  |
| <b>2. SERVICES BY TYPE</b>            |                |  |  |  |
|                                       |                |  |  |  |
| Assurance Companies                   |                |  |  |  |
| Banks & Financial Institutions        |                |  |  |  |
| Brokers Finance                       |                |  |  |  |
| Brokers Insurance                     |                |  |  |  |
| Computer Repairs                      |                |  |  |  |
| Brokers Labour                        |                |  |  |  |
| Colleges                              |                |  |  |  |
| Conference Centres & Facilities       |                |  |  |  |
| Catering                              |                |  |  |  |
| Entertainment Facilities              |                |  |  |  |
| Estate Agencies & Consultants         |                |  |  |  |
| Vehicle - Repair                      |                |  |  |  |
| Exhibition Centres                    |                |  |  |  |
| Florists                              |                |  |  |  |
| Government Services                   |                |  |  |  |
| Guesthouse & Lodges                   |                |  |  |  |
| Hotels                                |                |  |  |  |
| Institutes                            |                |  |  |  |
| Details                               | Area of Supply |  |  |  |
|                                       | Port Elizabeth | Centres within the CDM area (specify Town/s) |  |  |
| Libraries                             |                |  |  |  |
| Medical Practitioners                 |                |  |  |  |
| Pharmaceuticals                       |                |  |  |  |
| Publications                          |                |  |  |  |
| Publishers                            |                |  |  |  |

|   |                |  |  |  |
|---|----------------|--|--|--|
| Quantity Surveyers                      |                |  |  |  |
| Recruitment Agents                      |                |  |  |  |
| Restaurants                             |                |  |  |  |
| Teachers & Educators                    |                |  |  |  |
| Technikons                              |                |  |  |  |
| Tours And Tourism                       |                |  |  |  |
| Universities                            |                |  |  |  |
| Document Binding Services               |                |  |  |  |
| Document Duplicating Services           |                |  |  |  |
| Draughting Services                     |                |  |  |  |
| Dry Cleaning Services                   |                |  |  |  |
| Editing Services                        |                |  |  |  |
| Entertainment Services (Tourists)       |                |  |  |  |
| Environmental Services                  |                |  |  |  |
| Framing Services                        |                |  |  |  |
| Freight Services (Air, Land, Sea)       |                |  |  |  |
| Furniture Removals (Office Furniture)   |                |  |  |  |
| Gardening Services                      |                |  |  |  |
| Graphic Design Services                 |                |  |  |  |
| Imaging Services                        |                |  |  |  |
| Import & Export Services                |                |  |  |  |
| Information Services                    |                |  |  |  |
| Inspection Services                     |                |  |  |  |
| Valuators                               |                |  |  |  |
| Labels & Labeling Services              |                |  |  |  |
| Legal Services                          |                |  |  |  |
| Manufacturing Service                   |                |  |  |  |
| Medical Equipment Maintenance & Repairs |                |  |  |  |
| Pest Control Services                   |                |  |  |  |
| Photography Service                     |                |  |  |  |
| Plotting Services                       |                |  |  |  |
| Printing & Design Services              |                |  |  |  |
| Programming                             |                |  |  |  |
| Recycling Services                      |                |  |  |  |
| Removal Services Furniture              |                |  |  |  |
| Renovation Services                     |                |  |  |  |
| Security & Access Control Systems       |                |  |  |  |
| Shuttle Services                        |                |  |  |  |
| Details                                 | Area of Supply |  |  |  |
|   | Port Elizabeth | Centres within the CDM area (specify Town/s) |  |  |
| Telecommunications Systems              |                |  |  |  |
| Transport Services (Goods)              |                |  |  |  |
| Vehicle Hiring                          |                |  |  |  |
| Waste Disposal                          |                |  |  |  |
| Web Pages & Design                      |                |  |  |  |
| Web Solutions Design & Maintenance      |                |  |  |  |
| Workshop Facilitations                  |                |  |  |  |
| Air Conditioning Systems                |                |  |  |  |
| Blasting Contractors                    |                |  |  |  |

|                                     |                |  |  |  |
|-------------------------------------|----------------|--|--|--|
| Boilers                             |                |  |  |  |
| Building Contractors                |                |  |  |  |
| Cabinet Makers                      |                |  |  |  |
| Carpenters * Carpentry              |                |  |  |  |
| Ceiling Contractors                 |                |  |  |  |
| Concrete Products                   |                |  |  |  |
| Construction Contractors            |                |  |  |  |
| Cupboards Built In                  |                |  |  |  |
| Electrical Contractors              |                |  |  |  |
| Elevators & Conveyors               |                |  |  |  |
| Evacuation Systems                  |                |  |  |  |
| Glazing Contractors                 |                |  |  |  |
| Hardware & Building Supplies        |                |  |  |  |
| Consultants : Financial             |                |  |  |  |
| Consultants : Engineering           |                |  |  |  |
| Irrigation Contractors              |                |  |  |  |
| Landscaping / Earthworking          |                |  |  |  |
| Lighting Contractors                |                |  |  |  |
| Loaders & Lifts                     |                |  |  |  |
| Locksmiths                          |                |  |  |  |
| Painting Contractors                |                |  |  |  |
| Partitioning Contractors            |                |  |  |  |
| Paving Contractors                  |                |  |  |  |
| Plumbing Contractors                |                |  |  |  |
| Power Tools                         |                |  |  |  |
| Road Construction                   |                |  |  |  |
| Roofing Contractors                 |                |  |  |  |
| Tiling Contractors                  |                |  |  |  |
| Water Installations / Reticulations |                |  |  |  |
| Water Pumps                         |                |  |  |  |
| Waterproofing Contractors           |                |  |  |  |
| Window Fittings & Glass             |                |  |  |  |
| Workshop Equipment                  |                |  |  |  |
| Training Centres                    |                |  |  |  |
| Details                             | Area of Supply |  |  |  |
|                                     | Port Elizabeth | Centres within the CDM area (specify Town/s) |  |  |
| Actuaries & Remuneration Service    |                |  |  |  |
| Chemical Engineers                  |                |  |  |  |
| Civil Engineering                   |                |  |  |  |
| Community Services                  |                |  |  |  |
| Computer Programming/Software       |                |  |  |  |
| Computer System & Solutions         |                |  |  |  |
| Conference & Events                 |                |  |  |  |
| Construction Engineers              |                |  |  |  |
| Design Services                     |                |  |  |  |
| Economics                           |                |  |  |  |
| Eco-Tourism                         |                |  |  |  |
| Electrical Engineers                |                |  |  |  |
| Electronics Engineers               |                |  |  |  |

|                                |  |  |  |  |
|--------------------------------|--|--|--|--|
| Employee Benefit & Empowerment |  |  |  |  |
| Engineers Instrumentation      |  |  |  |  |
| Financial Administration       |  |  |  |  |
| It Consulting                  |  |  |  |  |
| Health Care                    |  |  |  |  |
| Human Resources                |  |  |  |  |
| Information Management         |  |  |  |  |
| Marketing & Advertising        |  |  |  |  |
| Project Management             |  |  |  |  |
| Other : Specify                |  |  |  |  |
|                                |  |  |  |  |
|                                |  |  |  |  |

**CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT :**

1. The supplier will be required to furnish documentary proof of the claims, if requested to do so.
2. If the information supplied is found to be incorrect then the CDA may, in addition to any remedies it may have:
  - (i) Disqualify the supplier/contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - (ii) Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the CDM as a result of breach of the contract;
  - (iii) Cancel the contract and claim any damages which the CDA may suffer by having to make less favourable arrangements after such cancellation; and/or
  - (iv) De-register the supplier registered on the Supplier Database.

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE                      NAME IN BLOCK LETTERS

\_\_\_\_\_  
IN HIS/HER CAPACITY AS

ON BEHALF OF THE (SUPPLIER'S NAME): \_\_\_\_\_

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to register. In view of possible allegations of favouritism, it is required that the supplier or their authorised representative declare their position in relation to the municipality and take an oath declaring his/her interest.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the registration.**

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Are you presently in the service of the state\* **YES / NO**

3.3.1 If “YES”, furnish particulars.

.....  
.....

3.4 Have you been in the service of the state for the past twelve months? **YES / NO**

3.4.1 If “YES”, furnish particulars.

.....  
.....

3.10 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If “YES”, furnish particulars.

.....

\_\_\_\_\_

\* MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.



3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the \*state?

YES / NO

3.11.1 If "YES", furnish particulars.

.....  
.....

**DECLARATION**

**I, THE UNDERSIGNED (NAME)**

.....

**DECLARE THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature of Deponent                      Date

.....  
Position    Name of institution

**TO BE COMPLETED BY COMMISSIONER OF OATHS**

I certify that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit, which was signed and sworn to before me at .....  
on this ..... day of ..... 20.....

.....  
**COMMISSIONER OF OATHS**

# Undertaking

by

---

( the ' Supplier ' )

vis a vis the

**Cacadu Development Agency**  
( 'CDA' )

Whereas:

- (a) the Supplier delivers or renders services to CDA;
- (b) CDA is liable to pay the Supplier for goods delivered or services rendered; and
- (c) the Supplier is liable to pay CDA or relevant Local Authority any due municipal rates and taxes or municipal service charges and any other indebtedness owed by the Supplier to the CDA or relevant Local Authority.

**Now therefore the Supplier undertakes the following:**

1. In the event of the Supplier being in arrears in respect of any municipal rates and taxes, municipal service charges, RSC levies or any other indebtedness owed by the Supplier to the relevant Local Authority; which is /are due:
  - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the CDA or relevant Local Authority for the payment thereof; and
  - 1.2 failing which, the CDA may set-off any such due indebtedness owed by the Supplier to the CDA, from any amount owed by the CDA to the Supplier;
2. To co-operate with the CDA and to do all things and sign all such documents (and /or procure same to be done) as may be necessary or requisite in order to give proper and due effect to the terms of this undertaking or any matter arising there from in accordance with its intent and purpose;
3. No extension of time or indulgence granted by the CDA shall be deemed in any way to affect, prejudice or derogate from its rights in any respect in terms of this undertaking, nor shall it in anyway be regarded as a waiver of the CDA's rights hereunder; and
4. The Supplier shall not be entitled to cede any of its right's nor delegate any of its obligations in terms of this undertaking to any other person without the prior written consent of the CDA.

Thus done and signed by the Supplier at Port Elizabeth on \_\_\_\_\_ 20\_\_.

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(The Supplier) duly authorised

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Witness