



RFQ/013/2025/26

**DIRECTIVE TO BIDDERS ON COMPLETION OF SBD 4 and 6.1 FORMS**

**The purpose of this document is to guide bidders on the completion of SBD 4 and 6.1 forms.**

**The dates on these -SBD forms must be within the bid advert period.**

DOCUMENT	DIRECTIVE	COMPLIED	NOT COMPLIED
<b>SBD 4</b>	<p>This document must be completed in full. <b>Bidders' attention is drawn particularly to paragraph 2.3 which requires the bidder to disclose if the company or any of its directors have interest in other companies whether they are bidding or not. Bidders are required to provide all information. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and be attached to the SBD 4. Information captured must be in line with what is captured in the CSD report</b></p>		
<b>SBD 6.1</b>	<p>This document must be completed in full. Bidders are advised to ensure that information captured in this form is aligned to information contained in the CSD Reports. Bidders are required to attach relevant proof for the points claimed as outlined on SBD 6.1.</p>		