Oudtshoorn

MUNISIPALITEIT UMASIPALA MUNICIPALITY
Wes-Kaap Intshona-Koloni Western Cap

255 Oudtshoorn 6620 - Tel. (044) 2033000 - Fax: (044) 2033104 - Epos: post@oudtmun.co.za

VERW/REF/ISAZISI:

GREATER OUDTSHOORN M U N I C I P A L I T Y

APPLICATION FORM FOR LISTING ON ACCREDITED SUPPLIER DATABASE

Creditors:	1.	Preferential Procurement Policy Framework Act No. 5 of 2000.
Registration on data base in terms of:	2.	Preferential Procurement Regulations (No. R.725 of 10 August 2001)
	3.	Local Government Municipal Finance Management Act No. 56 of 2003.

This form must be fully completed, preferably with a black pen, signed as requested and placed together with supporting documentation, in an envelope clearly marked "Data Base of Prospective Suppliers" and forwarded to the Municipal Manager, P O Box 255, Oudtshoorn, 6620, or handed in at the Municipal Offices in ……Street, First Floor, Finance Department, Oudtshoorn.

PLEASE NOTE

- Registration on the Municipality Supplier Database does not guarantee business opportunities with the Municipality;
- All Supplier information will be treated strictly confidential.
- Please keep copies of the application form and all documentation submitted for your own records as no copies will be made by the Municipality.

FOR OFFICIAL USE:

Business Name	
Date Received	
Accepted	
Date Captured	
Database Registration Number	

Section 1: Personal / Company Information

1.1 Registered Name of Firm: _____

1.2 Postal Address: _____

_____

_____

_____

1.3 Physical Address: _____

_____

_____

_____

_____

1.4 Telephone number (incl.code) _____

1.5 Fax (incl. code) _____

1.6 Cell phone number _____

1.7 E-mail Address _____

1.8 Contact Person _____

Section 2: Type of Firm : (Tick appropriate Box)

2.1 Sole Proprietor / One person Business ☐

2.2 Partnership ☐

2.3 Company ☐

2.4 Close Corporation ☐

2.5 PTY Ltd. ☐

2.6 Trust ☐

Section 2A: Please describe briefly your principal business activities:

_____

_____

_____

_____

_____

_____

Section 3 : Business Details:

3.1 Business Registration No. _____

3.2 Income Tax Registration No. _____

3.3 VAT Registration No. _____

3.4 UIF Registration No. _____

3.5 Eden Municipal Account Number(s) _____

_____

_____

3.6 Banking Details: Bank Name _____

Branch Name _____

Branch No. _____

Account No. _____

Account Type _____

Name under which account is operated _____

3.7 Number of years in Business _____

3.8 Business Type

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

CODE	COMMODITY	✔	CODE	COMMODITY	✔
00100:	**CONSTRUCTION EQUIPMENT AND SUPPLIES**		**00400: GENERAL SERVICES**		
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings, etc		00404		
00105	Construction machinery		00405	Bookkeeping and accounting services	
00106	Doors and windows		00406	Catering and refreshments	
00107	Electrical systems, lighting, components accessories and supplies		00407	Cleaning services	
00108	Flooring materials (Carpets, tiles, etc)		00408	Conferencing facilities and facilitation	
00109	Glass		00409	Contract administration	
00110	Plumbing ware and materials		00410	Courier services	
00111	Roofing materials		00411	Education and training	
00112	Sanitation ware and equipment		00412	Environmental impact studies	
			00413	Freight forwarding and clearing services	
			00414	General maintenance services	
			00415	General Wholesale	
			00416	Health care	
			00417	Horticulture	
			00418	Infrastructural maintenance	
00200:	**CONSTRUCTION SERVICES**		00419	Inspection services	
00201	Burglar proofing and systems		00420	Insurance	

CODE	COMMODITY	✔	CODE	COMMODITY	✔
00202	Civil Engineering Structures		00421	IT, broadcasting and telecommunication services	
00203	Concrete manufacture and works		00422	Interior decorating, refurbishment and upholstery	
00204	Construction-related transport		00423	Land valuation	
00205	Demolition services		00424	Laundry and dry-cleaning services	
00206	Earthworks, drilling and landscaping		00425	Locksmith services	
00207	Electrical installation		00426	Mailing services	
00208	Fencing		00427	Management services	
00209	General building work		00428	Miscellaneous equipment and goods hiring	
00210	Glazing		00429	Personnel Services	
00211	Mechanical contracts		00430	Pest control and removal services	
00212	Metalwork		00431	Photographic and graphic design services	
00213	Painting		00432	Picture framing	
00214	Paving		00433	Printing	
00215	Plumbing		00434	Procurement services	
00216	Pre-cast concrete manufacture		00435	Real estate services	
00217	Pump installation		00436	Research services	
00218	Road works		00437	Security and safety services	
00219	Sewerage systems and construction		00438	Site cleaning	
00220	Water works and pipelines		00439	Social Facilitating	
00221	Specialist Trade Contractors		00440	Storage	
			00441	Translation and interpreting services	
			00442	Transport services, general	
			00443	Travel services	
			00444	Vehicle hire	
			00445	Vending services	

CODE	COMMODITY	✔	CODE	COMMODITY	✔
00300: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES			**00700: PROFESSIONAL SERVICES**		
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering: Electrical	
00304	Electrical component supplies		00704	Consulting engineering: Environmental	
00305	Electrical equipment		00705	Consulting engineering: Other	
00306	Electrical equipment repairs		00706	Consulting engineering: Project management	
00307	Hardware supplies		00707	Consulting engineering: Roads & Storm water	
00308	Lifting equipment		00708	Consulting engineering: Sewerage systems	
00309	Mechanical seals and packing		00709	Consulting engineering: Structures, Building, Bridges, etc	
00310	Pipe and irrigation supplies		00710	Consulting engineering: Water systems	
00311	Power generation and distribution machinery and accessories		00711	Consulting engineering: Geo-technical	
00312	Pump spares		00712	Consulting engineering: Solid waste	
00313	Small tools		00713	Engineering services	
00314	Transformer services		00714	Financial services	
00315	Valves, couplings		00715	Land surveying	
00316	Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera		00716	Legal services – contracts	
			00717	Legal services – conveyancing	
00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES			00718	Legal services – litigation	
00501	Computer equipment, networks and software		00719	Legal services – other	
00502	Consumables		00720	Consulting engineering: Mechanical	
00503	Corporate gifts		00721	Medical services	
00504	Domestic, industrial and cleaning equipment and supplies		00722	Project management	

CODE	COMMODITY	✔	CODE	COMMODITY	✔
00505	Electronic equipment, including audio-visual equipment		00723	Quantity surveying	
00506	Fire protection equipment		00724	Town and regional planning	
00507	Flowers and plants				
00508	Food and refreshments		**00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES**		
00509	Households furniture and equipment		00801	Alarm and tracking systems	
00510	Office furniture and equipments0		00802	Batteries	
00511	Office supplies and stationery		00803	Engine overhauls	
00512	Printing, copying and photographic equipment and supplies		00804	Fuel, oils and lubrications	
			00805	Hydraulics	
00600: MISCELLANEOUS GOODS AND SUPPLIES			00806	Panel beating	
00601	Environmental cleansing equipment, goods and supplies		00807	Radiator repairs	
00602	Fire protection equipment, goods and supplies		00808	Radio & Electronic equipment	
00603	Garden tools		00809	Spares and parts	
00604	Gas		00810	Towing services	
00605	Material and warehousing machinery, equipment and goods		00811	Transmissions	
00606	Measuring, testing and observation equipment		00812	Tyres and tubes	
00607	Pharmaceutical		00813	Upholstery	
00608	Protective clothing and uniforms		00814	Vehicle fleet management	
00609	Security equipment, goods and services		00815	Vehicle supply	
00610	Sports and recreational equipment and goods		00816	Windscreens	
00611	Laboratory chemicals		00817	Auto electrical repairs	
00612	Specialised imported chemicals				

Section 4 : List all Directors / Owners / Partners / Members

Name	Date / Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% Of Business / enterprise owned
				No Franchise prior to elections	Women	Disabled	

* Indicate Yes or No

"Historically Disadvantaged Individual (HDI)" means a South African citizen

(1) who, due to the apartheid policy that had been in place had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or

(2) who is a female; and/or

(3) who has a disability;

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

Section 5 : Employment Information:

5.1 How many full time and part time staff members do you employ?

	Historically Disadvantaged Individuals		OTHER	
	Full Time	Part Time	Full Time	Part Time
Male				
Female				

Section 6 : Supplier Profile

6.1 Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt:

Yes / No - If yes, please elaborate:

_____

_____

_____

_____

6.2 Is your business a permit holder under the SABS mark scheme?

Yes / No

If yes, indicate product(s) for which permits are held, including permit numbers

_____

_____

_____

_____

6.3 Does your business operate a Quality Management System covering the product / service you provide?

Yes / No - If yes, please elaborate:

_____

_____

_____

_____

6.4 Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act?

Yes / No

6.5 Are you registered with the Compensation for Occupational Injuries and Diseases Act (COID)? Yes / No.

COID Registration No: _____

6.6 Do you have Environmental Policy in place? Yes / No

6.7 Has your organisation supplied any goods or services to the Municipality during the past five years:

Yes / No - If yes, please provide details:

_____

_____

_____

_____

Section 7 : Disclosure of State / Municipal interests:

7.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/are or has/have been in the service of the State, the Municipality or another Municipality in the previous twelve months. If YES, please provide full details, in which capacity it was:

_____

_____

_____

_____

7.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, shareholder or stakeholder of your enterprise is/are or has/have been in the service of the State, Oudtshoorn Municipality or another Municipality in the previous twelve months. If YES, please provide details, including names, relationships and capacities:

_____

_____

_____

_____

Section 8 : Declaration of Correctness of information provided:

I / We the undersigned, warrant that I am/we are duly authorised to do so and on behalf of

_____

_____

declare that:

1. That the information contained in this document is correct.

2. All copies of relevant documentation are attached.

3. The Historically Disadvantaged status of individuals as stated is correct and based on owners/shareholders/partners actively involved in the day-to-day management of this enterprise.

4. If there are any changes to the information supplied on this document, the Procurement Division will be informed within seven (7) working days.

If the information supplied is found to be incorrect then the Municipality in addition to any remedies, it may have;

may

(i) recover from you/your enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or;

(ii) cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations, and/or;
(iii) impose a penalty as provided in the Tender Documents, and/or;
(iv) take any other action as may be deemed necessary.

Signature	_____	Signature	_____
Name	_____	Name	_____
Capacity	_____	Capacity	_____
Tel No	_____	Tel No	_____
Date	_____	Date	_____

ANNEXURE A

INFORMATION AND GUIDELINES FOR COMPLETING AND SUBMITTING THE MUNICIPALITY DATA BASE LISTING APPLICATION FORM

- Please use a black pen and complete form in block letters.

- Please complete all fields. If a field is not applicable to your business or situation clearly mark it as "Not Applicable" or "N/A." Do not leave any field blank as this may result in the rejection of your application.

- **Completion of Questions**: Clearly state YES/NO by circling your choice or N/A to questions asked. Do not leave any fields blank.

- Please ensure that the form is signed by an authorised person(s).

- **Required documentation**: Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached. Failure to submit requested documentation may result in the rejection of the application. The onus is on the applicant to ensure that all such documentation is submitted and certified where necessary and the Municipality is under no obligation nor does it accept responsibility for contacting applicants in any way should all required documents not be attached.

All or some of the following documentation may be relevant to your application:

- Certified company registration documents (including CK1 and CK2)
- Certified identity documents of directors, owners, partners, members or shareholder
- Certified proof of shareholding documents (shareholder certificates or share allocation documents for CC members) if claiming HDI points.
- **Valid original tax clearance certificate.**
- Proof of banking document / cancelled cheque
- Partnership agreements in the case of partnerships – certified
- Certificate of incorporation if Public Company (CM3) – certified
- Trust agreement, trustee details and letter of authority in the case of business trust – certified
- Certificate of Incorporation (Section 21 Company) – certified
- Proof of Disability
- Value Added Tax (VAT) Registration Certificate (if applicable)

- Compensation of Occupational Injuries and Diseases (COID) Registration Certificate
- Any other relevant registration certificate pertaining to your business, e.g. NHBRC, SAACE, CIDB with grading, etcetera.

PLEASE CONSULT ATTACHED SCHEDULE

- **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 and Partners**: Please ensure that the percentages of ownership, amount to 100% and that every field is completed for each of the business owners.

- **Declaration of Correctness**: Please ensure that the Declaration of Correctness (Section 8) is signed and dated once all required documents and information have been submitted.
- **Processing of registration**: Your completed registration will be processed, and, following verification and approval, you will be issued with a Supplier Database Registration Code to be used in all future communication with Municipality. This letter of verification will be dispatched to the correspondence details supplied by you on the application form.

- **Business Opportunities**: Please note that registration on the Oudtshoorn Municipal Supplier Database does not guarantee business opportunities.

- **Amendments or changes**: Please notify the Municipality Supply Chain Management (SCM) immediately of any changes to the information submitted.

- **Multiple offices**: If a company has more than one office, each office must fill in a separate form, unless the point of transaction is centralised in the company's head office.

- **Commodity classification**: Please note that the key facilities in the database are classified as commodities and each potential supplier must indicate the commodities in which it would like to register for Request for Quotations (Please refer to Section 3.8)

- **Taxes**: It's a condition of bidding or tendering for the delivery of goods and services that a provider's taxes must be in order, or satisfactory arrangements must have been made with the South African Receiver of Revenue to meet his/her tax obligations. In bids where partnerships/consortia/joint ventures/sub contractors are involved, each party must submit a separate Tax Clearance Certificate.

- **Municipal obligations**: No listing will take place if a provider is not in good standing in as far as his/her tax and municipal service obligations (e.g. water, electricity, etc.) are concerned.

- **Proof of Disability** has to be submitted and can be obtained from: Department of Social Welfare – Disability Grant registration; Medical Assessment report.

- **Return of documents**: Documents submitted to the Municipality in support of this application will not be returned if an application is unsuccessful or under any other circumstances.

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	Sole Proprietor	CC's and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisation (NPO)	Where to get documents
COMPANY REGISTRATION CERTIFIED COPIES	N/A	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP CERTIFIED COPIES	N/A	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter – no shareholding	Registrar of CC's & Companies
PROOF OF BANKING	Bank statement / cancelled cheque	Bank statement / cancelled cheque	Bank statement / cancelled cheque	Bank statement / cancelled cheque	Bank statement / cancelled cheque	Bank statement / cancelled cheque	Branch of bank at which account is.
TAX CLEARANCE CERTIFICATE	For the owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	SARS

U.I.F. Certificate	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer's Board	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	Security Service Regulatory Authority
Proof of Disability	If owner is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	Department of Social Welfare – Disability Grant Registration
Proof of Identity **CERTIFIED**	Owner	Directors / Members	Partners	Directors	Trustees	Directors	