

Supp. No:



Supplier Registration Application Form

For Enquiries contact:

**Supply Chain Management Office
Tel: 047 878 2090/2029**

**The forms must be submitted at:
Emalahleni Local Municipality
37 Indwe road
Lady Frere, 5410.**

APPLICATION FORM FOR SERVICE PROVIDERS TO BE INCLUDED ON THE EMALAHLENI LOCAL MUNICIPALITY DATABASE.

Please note:

This form must be completed by all applicants wishing to register as a service provider in the Emalahleni Local Municipality Database. The Municipality will determine the suitability of candidates for entry onto the database, based on the information provided.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the service provider firm.

New Application

.....
Full Names(Print)

.....
Designation

.....
Signature

.....
Date

2. INVITATION

The Emalahleni Local Municipality hereby invites current and prospective suppliers to apply to be accredited and registered on its Supplier Database as required by the Municipal Finance Management Act of 2003 and its Regulations. Henceforth, the municipality will not do business with suppliers that are not accredited and registered on the database. Suppliers currently doing business with the municipality must re-apply in terms of this new process.

Instructions to Suppliers:

1. The application forms must be completed in full.
2. All the required and supporting documentations must be submitted jointly with the Form. Company profiles and brochures are also welcome.
3. Failure to submit supporting and requested information will lead to your company not being registered.
4. Banking Details and Authorisation for Electronic Transfer of Funds section is critical to ensure that there are no delays for the municipality to effect payment to your company.
5. Trade Experience section must be completed in full to give the municipality an understanding of whether your firm has experience of supplying the products and services your firm is applying for. Lack of experience will not necessarily lead to your firm not being accredited or registered.
6. Declaration of Interest section is compulsory and must be completed in full. Failure to complete this section will lead to your company not being registered.
7. Declaration By Business Under Oath is compulsory and must be completed in full by all suppliers. Failure to comply with this requirement will lead to your company not being registered.
8. The Municipality reserves the right to validate all information supplied and any misrepresentation of facts may lead to disqualification and potentially being restricted to do business with other spheres of government and/or other organs of the state.
9. A duly completed Form together with supporting documentation must be submitted to the address indicated on the front page.
10. The Municipality will inform suppliers of the status of their application in writing.
11. The supplier **MUST HAVE** a valid email address for written communication.
12. All municipal rates and taxes of the supplier must be paid where the business has its head or regional office or a rates clearance certificate or account statement not older than 3 months must be submitted with the registration form, or if the property is being leased then lease agreement must be attached, failure to do so will result in the registration being disqualified. NB The billing clearance certificate is only applicable to bidders who operate their business in an area or property that is not billed by a municipality.

3. CHECK LIST

BUSINESS NAME:																			

DOCUMENTS TO BE ATTACHED	Y	N	N/A
All Particulars of the Company completed			
Proof of Company Registration (Including Registration Number) CSD summary report			
CIDB Certificate with CRS Number to be submitted for Construction Services			
Certified ID copies of company directors appearing on the ck to be attached			
Tax compliance pin endorsed by SARS			
Proof of Registration with Professional bodies submitted / attached for professional services			
Declaration of Interest in respect of relationships with officials employed by the specific municipality where application is lodged			
Declaration of Interest - Undertaking by applicant that he/she is / is not currently employed by the state or was in the last 12 months MBD 4 signed			
Declaration of bidder's past supply chain management practices - if the bidder or any of its directors is listed on the National Treasury's database			
Rates clearance not older than 3 months of where the business is situated or a lease agreement should be submitted if the property is leased			
Letter from the Bank confirming banking details to be submitted			
Health certificate from Dept of Health to be submitted if supplier is a caterer			
Proof of ownership for Transport Services			

BBBEE Status Level Contributor	Mark with a X
1	
2	
3	
4	
5	
6	
7	
8	
Non-compliant contributor	

4. COMPULSORY REQUIREMENTS

4.1 TYPE OF BUSINESS ENTITY

	<u>Tick</u>	<u>Copies to attach</u>
Public Company (LTD)		Certificate of incorporation CM2

<u>Private Company (PTY) LTD</u>		<u>Certificate of incorporation CM2</u>
<u>Close Corporation CC</u>		<u>Certificate of incorporation CK1/CK2</u>
<u>Sole Proprietor</u>		<u>Copy of ID</u>
<u>Partnership</u>		<u>Duly signed partnership agreement</u>
<u>Business Trust</u>		<u>Deed of Trust Agreement</u>
<u>Non profit organisation</u>		<u>Certificate of incorporation Section 21</u>

4.2 Business/Company Registration Number

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If sole trader ID Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Have you attached proof of registration and ownership Yes/No

4.5. Registered Business Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.6. Trade Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.7. Registered Business Address

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Province

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Code

--	--	--	--	--

4.8. Physical address (If different from 2.3)

City

Province

Country

Code

Tel

Fax

E Mail

5. Trade Experience

Do you have any previous contract work or tendering experience? **Yes/No**

If yes, please complete the fields below. List the last contract awarded to you.

Business Name	Contact No	Contact Person	Number of years	Email address	Value of business

7. Banking Details

Bank Name

Branch

Branch Code

Bank Account Number

Account Holders Name

Account Type	Savings	Cheque	Transmission
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Documentary proof of banking institution and details must be supplied (Letter confirming banking details)

Authorisation for electronic transfer of funds to supplier's bank account

I, the undersigned hereby authorize the Emalaheni Local Municipality to credit my/the company via Electronic Funds Transfer as afore mentioned with the amount payable/due to specified beneficiary for goods and services rendered.

Full Name	Capacity
Date	Signature

6. PLEASE INDICATE BY [X] THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:

NB:Not more than 5 fields of competency may be selected on each sub -sector.

Signage Accessories & Engraving		Building Materials / Hardware / Gardening Equipment And Accessories	
Chemicals (Industrial & Household)		Furniture	
PA System		Cleaning Supplies / Chemicals / Pesticide	
Sports Equipment		Clinic Equipment	
Sports Kits & Supplies		Medical Supplies & Medicines	
Steel Fabrication & Erection		Engineering: Electrical	
Electrical Supplies & Equipment		Agricultural Supplies	
Furniture and Office Equipment		Groceries	
Protective Clothing / Equipment / Systems		Hygiene / Cleaning - Services, Consumables & Material	
Tools/ Equipment & Machines		ICT Hardware, Software, Supplies and Services	
Communications		Incinerators	
Security services		Insecticide and Pesticide	
Fleet : Vehicle Interior and Exterior Services & Parts		Kitchenware (Incl. Crockery)	
Water Services		Interior Decoration	
Archiving		Metalwork & Burglar Bars / Fencing Materials	
Horticulture and landscaping		Paint Sealer Adhesive And Accessories	
Fire Rescue And Safety Equipment / Systems / Gear / supplies / finished goods / protection		Paper & Stationery	

Electricity Meters		Plant hire: maintenance of buildings & facilities	
Alarm/Security System/Access Control		Plant & Equipment	
Refrigeration / Air Cons / Air Circulation		Engineering: Structural	
Licenses		Registration Fees: Seminars Conferences Workshops and Events	
Transport Services		Staff Recruitment	
Catering Services		Decoration (Modern and Traditional)	
External Computer Service		Outsourced Services: Business and Advisory: Human Resources	
Plant hiring: Projects		Municipal Services	
Water / Sanitation / plumbing		Maintenance and Repairs of Buildings and Facilities	
Pre-Cast Concrete Manufacture		Explosives/ Demolition	
Printing		Glazing	
Publishers & Suppliers Of Books		Lift & Escalator	
Pumps & Valves		Plumbing: Municipal Building	
Roadworks Material & Maintenance		Pre-Fabricated Concrete / Clay Products	
Aerial Photography		Readymix Concrete	
Building Contractors		Roadworks Material & Cleaning	
Translators and Interpreters		Steam Installations & Ancillary Equipment	
Legal Advice, Litigation, Conveyancing and legal costs		Stormwater Material	
Internal Auditors		Telephone Accessories	
Consultants and Professional Services: Legal Cost: Collection		Consultants and Professional Services: Laboratory Services: Water	
Dumping Fees (District Council)		Laboratory Consumables	

Consultants and Professional Services: Business and Advisory: Human Resources		Laboratory Disposal Services	
Electricity: ESKOM		Laboratory Equipment	
Engineering: Aeronautical		Laboratory Equipment Maintenance	
Engineering: Agricultural		Other (Specify)	
Engineering: Chemical			
Engineering: Civil			
Engineering: Electrical			
Engineering: Industrial			
Engineering: Metallurgical			
Engineering: Mining			
Engineering: Mechanical			

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY EMALAHLENI MUNICIPALITY

In terms of the Municipal Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid by any municipality.

Any legal person, or persons having a kinship with persons employed by the Emalahleni Municipality including a blood relationship, may undertake business with Emalahleni Municipality. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of Emalahleni Municipality, it is required that the service provider or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where–

- the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with this application.

Do you, or any person have any relationship (family, friend, other) with a person employed with the Emalahleni Municipality or its Administration and who may be involved with the evaluation, preparation and/or adjudication of any bid?

Yes/No

If so, state particulars

.....

.....

Are you or any other person connected with this application, employed by any organ of State?

Yes/No

If so, state particulars

.....

.....

.....

SIGNATURE OF DECLARER

DATE

.....

POSITION OF DECLARER

NAME OF COMPANY OR SERVICE PROVIDER

DECLARATION OF INTEREST (IN THE SERVICE OF THE STATE) (MBD 4)

1. No bid will be accepted from persons in the service of the state¹.
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 bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

¹MSCM 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.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number
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.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to this application is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to

the satisfaction of the Emalahleni Municipality

.....

.....
SIGNATURE OF DECLARER

DATE

.....

.....
POSITION OF DECLARER

NAME OF COMPANY OF SERVICE PROVIDER

Should the applicant have, in the opinion of the Emalahleni Municipality, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to this application, then the Emalahleni Municipality may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel any contract without prejudice to any legal rights the Emalahleni Municipality may have

Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the Emalahleni Municipality and such applicant.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>1. The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p> <p>2.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	3. Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

4.CERTIFICATION

**THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON TH DECLARATION
FORM TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO
CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder