

APPLICATION NO.	
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DIPALESENG LOCAL MUNICIPALITY SUPPLIER DATABASE

The Dipaleseng Local Municipality is developing a vendor database which will assist with requests for quotations (RFQ's).

These forms must be completed and returned to the following address:

Dipaleseng Local Municipality
24 Corner Johnny Mokoena
Drive and Themba Shozi Street
Balfour
2410
Contact: 087 527 0539

Please complete the form fully-use a black pen.
Please print so that all information is legible.
Forms that are not readable or incomplete will be rejected.

NAME OF ORGANISATION/FIRM _____

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR
YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL**

SECTION A

ENTITY INFORMATION

Registered Name _____
Trading Name _____
CK Number _____
Body Registered or affiliated to _____
VAT Number _____
Type of service (e.g. Catering) _____

N.B Service providers must specify ONE service specialist, which they wish to render to the municipality. Failure to comply with this principle will disqualify your application.

SECTION B

NAMES OF MEMBERS

Full Names & Surname	Identity Number	Member's shares %

Contact Person _____
Telephone Number _____
Fax Number _____
Cell Number _____

NB. All future quotations to the Municipality must bear the name and signature of the contact person.

Registered Address (Postal) _____ Address from which entity operates (Physical Address) _____

SECTION C

BANKING DETAILS

Name of Bank

Branch Name

Branch Code

Account Number

Type of Account

For Bank Use Only

I, _____ hereby certify that the above information is correct and that the account is active and correct.

Signature

Date

BANK DATE STAMP

SECTION D

DECLARATIONS

Do you or your business partners hold public office or are they employed in Parliament, Legislature, Government and Municipalities? If yes, provide details.

Do your spouse or relatives hold public office or are they employed by Parliament, Legislature, Government and Municipalities? If yes, provide details.

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, certify that the information supplied in terms of this document including the additional information, is correct and accurate and acknowledges that:

The supplier will be required to furnish documentary proof of the claims, if requested to do so.

If the information supplied is found to be incorrect then the municipality may, in additions to any remedies to do so.

- a) De-register the supplier registered on the suppliers' database.
- b) Cancel the contract and claim any damages which the municipality may suffer by having to make less favourable arrangement after such cancellation;

Thus done and signed at _____ on this _____ day of _____ 20

Signature of authorised representative

Name in block letters

In his/her capacity as _____ of the company

The following documents must be submitted together with the application form:

- 1. Original certified copy of company registration certificate
- 2. Valid original tax clearance certificate
- 3. Company profile detailing experience in the service specialty
- 4. BEE or HDI profile
- 5. Original certified copies of Identity Documents (ID's) of Directors
- 6. B-BBEE Certificate (Broad Based Black Economic Empowerment) rating certificate
- 7. Certificate of registration or compliance with Professional bodies, if applicable
- 8. summary report CSD Report

The database form must be submitted to the following address:

Physical Address

Dipaleseng Local Municipality or
Finance Offices
24 Corner Johnny Mokoena
Drive and Themba Shozi Street
Balfour
2410

Postal Address

Private Bag X15
Balfour
2410

SUPPLIER CATEGORY:

ADMINISTRATION

CODE	SUB-CATEGORY	Please Tick ✓
ACCOM	ACCOMMODATION	
ADMIN	ADMINISTRATIVE SERVICES	
CATER	CATERING SERVICES	
CLEAN	CLEANING MATERIALS & EQUIPMENT	
CLEANS	CLEANING SERVICES	
COMPCO	COMPUTER CONSUMABLES	
COMPHA	COMPUTER & HARDWARE	
CONSUL	CONSULTING SERVICES	
COIRIE	COURIER SERVICES	
DECORA	DECORATION	
ENTERT	ENTERTAINMENT	
EVENTS	EVENTS MANAGEMENT	
FINANC	FINANCIAL SERVICES	
FORENS	FORENSIC SERVICES	
ICT	ICT SERVICES	
LEGAL	LEGAL ADVISORS	
MARKET	MARKETING SERVICES	
OFFICE	OFFICE FURNITURE SUPPLIERS	
PROMO	PROMOTIONAL MATERIALS	
PUBLIC	PUBLICATIONS	
SECUR	SECURITY SERVICES	
STATIO	STATIONERY	
TRAIING	TRAINING AND DEVELOPMENT	
TRAVEL	TRAVEL AGENTS	

ELECTRICAL AND MECHANICAL

AIR	AIR-CONDITIONING SUPPLIERS	
ELECTR	ELECTRICAL EQUIPMENT	
ELECT	ELECTRONIC COMPONENTS	
EXTENS	EXTENSION CABLES	
MINI	MINI SUBSTATION	
REF	REFRIDGERATION	
TRANS	TRANSFORMERS	

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SOCIAL SERVICES

CHEM	CHEMICAL SUPPLIERS	
ENVIRO	ENVIRONMENTAL SERVICES	
FIRE	FIRE FIGHTING FOAM	
FLOWER	FLOWERS	
FUNERA	FUNERAL SERVICES	
GROCER	GROCERIES	
LIBRA	LIBRARY	
MEDICA	MEDICAL EQUIPMENT	
PROTEC	PROTECTIVE CLOTHING	
SOUND	SOUND RECORDING EQUIPMENT	
STAFF	STAFF UNIFORM	
TOIL	TOILETRIES	
TOW	TOWING SERVICES	
TRANSP	TRANSPORT	

TECHNICAL

CODE	SUB-CATEGORY	Please Tick
TEL	TELEPHONE SERVICES / SYSTEMS	
ARCHIT	ARCHITECTS	
BUILD	BUILDING CONTRACTORS	
CARP	CARPETING	
COLM	COLMIX BAG	
CONSUL	CONSULTING ENGINEERS	
ELECEN	ELECTRICAL ENGINEERS	
FENCIN	FENCING	
FUEL	FUEL	
KAYBI	KAYBIDUM SUPPLIERS	
PAINT	PAINTING	
PANEL	PANELBEATING	
PAVIN	PAVING	
PIPEF	PIPE FITTING	
PLUMBI	PLUMBING	
REPAIR	REPAIR & MAINTANANCE (AIR-CONDITIONERS)	
REPBUI	REPAIR & MAINTANANCE (BUILDING)	
REPELE	REPAIR & MAINTANANCE (ELECTRICAL)	
REFLE	REPAIR & MAINTANANCE (FLEET)	
REPPIP	REPAIR & MAINTANANCE (PIPES & PUMPS)	
REPTOO	REPAIR & MAINTANANCE (TOOLS)	
TVINST	TV INSTALLATION	

MBD 4

DECLARATION OF INTEREST

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 director’s 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

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

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In terms of the supply chain management policy of the municipality section 44 ; objections and complaints , paragraph (1) persons aggrieved by decisions or actions taken in the implementation of this supply chain management system , may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.