



# VICTOR KHANYE

## LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT



6 DELMAS 2210



013 665 6042 / 6000



013 665 2913

**Website:** [www.victorkhanyelm.gov.za](http://www.victorkhanyelm.gov.za)

### SUPPLIER APPLICATION FORM

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO:**

BY HAND: THE SUPPLIER DATABASE OFFICE

Supply Chain Management Office  
Cnr Samuel and van der Walt Road s  
Delmas

**For attention: The Supplier Database Administrator**

BY MAIL: THE SUPPLIER DATABASE OFFICE

C/O Supply Chain Management Office  
P O Box 6  
DELMAS  
2210

**For attention: the Supplier Database Officer**

ENQUIRIES:

The Supplier Chain Management Unit Office Tel 013 665 6000/6042

**Annexure 1: General Information & Definition**

**Annexure 2: Category / Commodity list**

**Annexure 3: Required Documentation Checklist**

**Annexure 4: Banking Information**

**Annexure 5: Partners, Proprietors and Shareholders Details**

**Annexure 6: SMME table**

**Kindly submit all relevant documentation requested in Annexure 3**

Municipal Finance Management Act, 2003 (Act 56 of 2003) - (MFMA)

## SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in **black ink**, submitted with an **original signature** commissioned by an authorized **Commissioner of Oaths**

### Company registration details

Company Name:

Trading Name

Reg.No:  Vat No.:   
e.g. 2000/000000/23

Income Tax No.:  Number of full time employees:

### Accreditation / Certification

\*Cidb Number  Prof.Reg.Date

\*Contractor Grade CE GB EE SW ME  
e.g 5CE PE

PE Status	Yes	No		

\*\*SAACE Reg. No./ other prof. reg. no.

\*Note: Cidb info. for contractors only                      \*\*Note: SAACE No. for professionals only

### Company Details

Website Address:

Email Address:

Telkom area code:  e.g. 012,011 ect.

Telephone No.   Fax no **(compulsary)**

Toll free No

Postal Address:

City / Town:  Postal Code:

Physical Address:

City / Town  Postal Code:

### Sharing of Facilities

Do you share facilities?                      Yes  No

If yes, which facilities are shared? .....

With whom do you share facilities( name of company/ individuals) .....

What are the other company's principal business activity\ties? .....

Classification of Business: Please all the relevant boxes								
ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor o	Exporter	Sales

Supplier Grouping detail: (type of firm) Please the relevant box	
Public Company (Ltd) Private Company (Pty) Ltd Closed Corporation (cc) Joint Venture Consortium Sole Proprietor	Foreign Company Partnership Trust Section 21 Company Government/Parastatels/Organ of State

Contact Person Details	
Contact Person:-	Title: <input type="text"/> First Name: <input type="text"/>
Surname: <input type="text"/>	ID No.: <input type="text"/>
Cell No.: <input type="text"/>	Work No.: <input type="text"/>
Fax No.: <input type="text"/>	Position: <input type="text"/>
E-mail: <input type="text"/>	
Please complete <a href="#">Annexure 5: List of Owners / Proprietors / Partners / Sole Proprietors / Trustees</a>	

**Municipal Account details (Water and lights accounts)**

Municipal Account Number (for Victor Khanye Local Municipality) \_\_\_\_\_

(a) Municipal Account Number (for other municipalities) \_\_\_\_\_

(b) Name of municipality, in terms of above \_\_\_\_\_

Workman's Compensation Number (if applicable) \_\_\_\_\_

Skills Development Levy Number (if applicable) \_\_\_\_\_

**Annexure 2 - Commodity list**

**Victor Khanye Local Municipality  
SUPPLY CHAIN MANAGEMENT DATABASE COMMODITY LIST**

Please indicate with

**Please note: only five (05) commodities will be registered**

<b>Construction</b>			
Airconditioning Systems	Electrical Contracts	Plumbing	
Alarm/Security/Access Control	Evacuation Systems	Precast Concrete Manufacture	
Autoclaves	Fencing	Pumping Installations	
Automatic Hanger Doors	General Building Work	Road Marking & Signage	
Automatic Sliding Doors	Glazing	Roadworks & Cleaning	
Auto Sprinkle Fire Protection Systems	Hauling/Heavy Equip/Transport	Roofing & Waterproofing	
Brickwork/Masonry	Hot Water Installations	Sewerage Installations/Reticulations	
Cabinet/Furniture Making	Incinerators	Steam Installations & Ancillary Equipment	
Carpeting/Tiling/Floor covering	Landscaping/Earthworks	Steel Fabrication & Erection	
Ceilings, Partitioning and Shopfitting	Lift & Escalator Equipment	Stormwater Draining	
Cladding Contracts	Mechanical Contracts	Water installations/reticulations	
Cooking & Related Systems	Metalwork & Burglar Bars	Other (Specify)	
Compressed Air Installations	Painting		
Concrete works	Paving		
Demolition	Plastering		

<b>Services</b>			
Accommodation	Fire Hydrants	Performance Management	
Advertising/Public Relations	Food & Beverage	Printing/Photography/Graphic Design	
Auto Repairs & Services	Funeral Services	Promotional Material	
Auto Electrical and Hydraulic Repairs	Florist	Publishing	
Bookkeepers	Garden Services	Real Estate	
Carpet Cleaning	Handyman	Radio Publicity/TV Publicity	
Cartridges	Horticultural Services	Road Maintenance	
Catering/Vending/Food Supply	HV Fault Finding, Jointing & Terminations	Recruitment Agencies	
Cleaning Services	Insurance/Employee Benefits	Safety & Security Services	
Computer Supplies/Services	Interior/Industrial Design	Security & Access Control Services HV&LV	
Corporate Gifts/Corporate Clothing	IT Maintenance	Switchgear/Transformers	
Copywriting	IT Management	Site Cleaning	
Courier Services	IT Networking	Solid Waste Disposal	
Cleaning Equipment/Materials	IT Programming	Telecommunication	
Data Backup Services & Software	Laundry Service/Dry Cleaning	Transport Services Goods	
Data Capturing & Management Services	Locksmith Services	Transport Services Passengers	
Diesel & Petrol Engines	Media Liaison	Transportation Services	
Debt Collection	Mailing/Courier Service	Travel Agencies	
Distribution	Medical/Ambulance/Health Care	Timber Contractor	
Digging of Graves	Municipal Services	Telephone & Data Line Maintenance	
Document Binding Services	Medical Equipment/Instruments	Training & Development	
Educational Services	Office Maintenance	Upholsterers	
Entertainment	Personnel Services	Web pages & Design	
Exhibition Centres	Pest Removal Services	Wind Socks for the Aerodome	
Fire Extinguishers & Refills		Other (Specify)	

### Professional Services

Accountants/Financial Advisory Services	EDMS Consultants	Pre-Employment Assessment Consultants
Architects	EAP Consultants	Project Managers
Attorneys/Legal Services	Economists	Quantity Surveyors
Archival Services Consultants	Industrial Relations Consultants	Statisticians
Business Information Management	Job Description Consultants	Teachers
Consulting Engineers (Geotechnical)	Land Surveyors	Town Planners
Consulting Engineers (Civil/Structure)	Legal Compliance Consultants	Training Providers
Consulting Engineers (Electrical)	Medical Practitioners	Translation Services
Consulting Engineers (Mechanical)	OHS Consultants	Other (Specify)
	Organisation Development	
Consulting Engineers (Multidisciplinary)	Consultants	
Contractors	Pharmacists	

### Wholesalers/Traders

Automotive Parts	Fuel Supplies	Refuse Bulk Containers
Air Pollution Measuring Equipment	Furniture	Protective Clothing/Uniforms
Books	Fencing	Radio/Radio Equipment
Building Materials/Hardware	Fire Fighting Equipment and Consumables	Supply Plants, Flowers and Seeds
Batteries	Food for Game Animals	Toilet Paper Wrapped/Unwrapped
Cartridges	Generating Sets	Traffic Signs/Materials
Cleaning Supplies/Chemicals/Pesticides	Health Safety and Environmental Suppliers	Vehicles
		Vehicles, Equipment, Trailers & Tractors
Clothing	IT Hardware and Software	Workshop Equipment
Computer Equipment/Software	Industrial Catering Equipment	Other (Specify)
Curtains	Laundry Equipment	
Consumables	Linen, Pillows & Blankets	
Domestic Appliances	Medical Supplies & Equipment	
Envelopes	Medicines	
Groceries	NGO's/NBO's	
Electrical Supplies & Equipment	Office Consumables	
Fire Extinguishing	Office Equipment	
Fire Protection & Detection	Paint Supplies	
Floor Coverings	Paper & Stationery	
Food Supplies	Recreational Supplies	
	Refridgeration & Air Conditioning	
Fertilisers		

### Summary: Core Business

In your own words, please state your core business:

1

2

### Trade Name (= sole supplier of specific brand name)

Fill the specific **brand names** that the company **own** or **solely distribut e**, which you wish to register:

**Annexure 3 - Required Documentation Checklist**

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format and/or certified.

Please submitted documents

Original Valid Tax Clearance Certificate / VAT Registration

Certified Copy of Company Registration Certificate

Company Profile (max 3 pages)

Certified Copies of ID's for all members/ partners / directors

Certified Copy of Accreditation Certificates example CIDB, NHBRC etc

Cancelled Cheque / Verification Letter of Bank

Any relevant independent agency ratings / industrial endorsement

Proof of Disability (Doctor's Letter)

Original or certified copy of BBBEE Certificate

Proof of Ownership/Shareholding Certificate

Company Profile

Letter from auditor/ accounting officer( affidavit from SAPS) to state annual turnover (less than 1/2/5/10 million)

Stamped letter from bank confirming bank details

Copy of Water and Electricity account

Other (please specify): \_\_\_\_\_

**For office use only**

**Captured by:**

**Date:**

**New**

**Update**

Status: **Approved** **Declined**

**Awaiting Approval**

Done VAT Checked:

**Yes**

**No**

Reason if "No":

Send Summary Report

**Yes**

**No**

Reason if "No":

**Annexure 4- Banking Information**

AFFIX OFFICIAL BANK  
STAMP HERE

Bank Name:  
Bank Location:  
Branch Name:  
Branch Code:  
Account Holder:  
Account Number:  
Account Type:


Bank Official Name:  
Designation:  
Signature:


Reference Number / Description to be used:

--

**Cancelled cheque**

AFFIX A CANCELLED CHEQUE HERE





## Annexure 6 - SMME table

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick  the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

For office use only	
Summary of results	SMME Status as per above ( <input type="checkbox"/> appropriate block)
Column 2	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

## MBD 4

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, hareholder<sup>2</sup>):.....

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. ....

.....

<sup>1</sup>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.

<sup>2</sup> 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

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## 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><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	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:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
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**

**Declaration**

I/We the undersigned on behalf of \_\_\_\_\_  
(Name of business) certify that the information supplied in terms of this document is correct and acknowledges(s) that:

If the information is found to be incorrect the municipality will,

- 1. Disqualify the business for a particular tender/contract/project it may be considered for, or which has been awarded to the business;
- 2. Recover from the business all costs, or losses sustained by the municipality as a result of breach of contract;
- 3. Deregister/blacklist the business on the database.

\_\_\_\_\_  
**Signature of owner or authorized representative**

\_\_\_\_\_  
**Date**

**CERTIFICATION**

**I, the undersigned (Full Name) .....  
certify that the information furnished on this 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 APPLICANT**