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| APPLICATION NO. | |
|-----------------|--|



Nkomazi Municipality

NKOMAZI LOCAL MUNICIPALITY SUPPLIER DATABASE

The Nkomazi 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:

Nkomazi Local Municipality
22 Impala Street
Malelane
1320
Contact: 013-790 0386

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 speciality, 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 speciality
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

The database form must be submitted to the following address:

Physical Address

Nkomazi Local Municipality or
Finance Offices
22 Impala Street
Malelane

Postal Address

Private Bag X101
Malelane
1320



1320

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 | |
| TRAINING | 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 | |



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) | |
| REPFLE | REPAIR & MAINTANANCE (FLEET) | |
| REPPIP | REPAIR & MAINTANANCE (PIPES & PUMPS) | |
| REPTOO | REPAIR & MAINTANANCE (TOOLS) | |
| TVINST | TV INSTALLATION | |



ANNEXURE C

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 |
|-----------|-----------------|-----------------------|
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| | | |
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| | | |
| | | |

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Signature

.....

Date

.....

Capacity

.....

Name of Bidder



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.