



Tokologo

LOCAL MUNICIPALITY

2019/2020

SUPPLIER DATABASE REGISTRATION FORM

Supplier Name: _____	
Supplier Contact Person: _____	
Contact Person Tel. No: _____	
NEW APPLICATION (tick)	UPDATED APPLICATION (supplier number)
<input type="checkbox"/>	<input type="text"/>
CSD SUPPLIER NUMBER	
<input type="text"/>	

IMPORTANT NOTES

Section 112 (f), (i), (j), (k) and (l) of the Municipal Finance Management Act, (act 56 of 2003) requires that a Municipality must have measures in place to comply with the prescribed regulatory framework for municipal supply chain management.

You are kindly requested to complete this document accurately and in full as the information contained herein are required for the following purposes:

- To enable Tokologo Local Municipality to compile a database of registered suppliers;
- To support Tokologo Local Municipality in the implementation of a system of preferences as required by the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Failure to complete the form in full may result in the supplier not being considered for the awarding of any orders or contracts by the Tokologo Local Municipality.

Take note

1. Valid original Tax clearance (Valid for at least 6 months from the date of submission).
2. Certified copy of BEE Compliance Certificate.
3. Certified copy of CIDB Certificate (for Construction)
4. Municipal Rates & Taxes Should not be in arrears for more than 3 months
5. Certified copy of Company registration.
6. Certified id copies of directors
7. No Registration will be considered if your company is listed in the National treasury's database of restricted bidders
8. No database forms will be accepted from persons in the Service of the state
9. **Being Registered and /or Accredited in the SCM Database DOES NOT GUARANTEE AWARD**

Should you require any assistance with regard to this form please contact Supply Chain Office at (053) 5410 - 014 during office hours.

These forms must be completed in full and returned to:

The Supply Chain Officer
Cnr of Voortrekker & Market Streets
Boshof
8340

Or posted to:

Tokoloko Local Municipality
Attention: Supply Chain Officer
Private Bag x 46
Boshof
8340

Please complete the form in full in print, using black ink to ensure that all information is legible. Forms that are not readable or incomplete will be rejected.

KINDLY KEEP COPIES OF ALL SUBMITTED FORMS AND ALL DOCUMENTS FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY TOKOLOGO LOCAL MUNICIPALITY

KINDLY KEEP THE FOLLOWING IN MIND WHEN COMPLETING THE VENDOR APPLICATION FORMS

- **Mandatory Fields:** Certain fields and documents are mandatory to certain business types only. Please ensure that all fields relevant to your business type, which is marked "Mandatory Field", have been completed, and if a field is not applicable to your business, clearly mark it as N/A (Not applicable).
- **Required documents:** Please refer to the attached table following pages to determine the mandatory supporting documentation required by your business. Please ensure that all certified copies of Mandatory documents are attached.
- **Completion of questions:** All questions must be answered clearly with yes, no, or N/A. Do not leave any fields open. Please respond to all questions in the application form as incomplete forms will not be processed.
- **Certified Documents:** Please ensure that South African Police Services has certified your Company Registration Document, Proof of Shareholding Certificates, ID documents or other documents relevant to your business type. The stamp of certification should be on the front of the document.
- **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 continuous basis.
- **Owners, shareholders and Partners:** Ensure that the percentage of ownership amount to 100% and that every field is fully completed for each of the business owners.
- **Certificate of correctness:** Kindly ensure that the Certificate of Correctness is signed and dated once all the required documents and information have been submitted.
- **Collection Points:** Completed registration forms and supporting documentation can be delivered to the address on the registration form.
- **Processing of registration:** Your fully completed application will be processed, and once verified, will be approved and you will be issued with a Supplier Database Vendor Code to be used in all future communication.
- **Business Opportunities:** Kindly note that qualifying as a vendor does not in any way guarantee any persons, company, service provider vendor, etc. any business from the Tokologo Local Municipality every time a bid is put out for requests for quotations.
- **Amendments:** Please notify Municipality immediately of any changes to the verified information submitted.
- **Queries:** Should you have any queries or need assistance in completion of the application forms, kindly contact the Supply Chain Management Unit at (053) – 5410 014
- Should a company have more than one office, each office must submit a separate form, unless the point of transaction is centralized in the company's head office
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/ commodities in which it would like to register for Request for Quote's.
- The main objective of this process is to enhance transparency and equality on the part of Tokologo Local Municipality and to facilitate effective communication with its vendors.
- It is a condition of bidding that a vendor's taxes must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/subcontractors are involved, each party must submit a separate original tax clearance certificate. Please note that no copies,

certified or scanned tax clearance certificates will be accepted.

- Tokologo Local Municipality Reserves the right to perform an audit to confirm or verify any of the answers supplied in the applications form.

NB. B-BBEE (Broad-Based Black Economic Empowerment) STATUS LEVEL CERTIFICATE

The National Treasury Regulations called the Preferential Procurement Regulations, 2011 stipulates that all bidders must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating.

BUSINESS PARTICULARS (Mandatory)

NAME OF BUSINESS:	
HOLDING COMPANY:	
TRADING NAME:	

TYPE OF BUSINESS ENTITY

(PLEASE TICK RELEVANT BOXES)

SOLE PROPRIETOR	<input type="checkbox"/>	PUBLIC SECTOR	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>	TRUST	<input type="checkbox"/>
COMPANY	<input type="checkbox"/>	JOINT VENTURE	<input type="checkbox"/>
CLOSE CORPORATION	<input type="checkbox"/>		<input type="checkbox"/>
OTHER (PLEASE SPECIFY):			

COMPANY REGISTRATION NUMBER:	
COMPANY VAT NUMBER:	
COUNTRY:	
TOWN:	
MUNICIPAL AREA:	
SHARE HOLDING BEE %	
TAX CLEARANCE EXPIRY DATE	

SUPPLIER CONTACT DETAILS (Contact Details)

FULL DETAILS OF CONTACT PERSON

FULL NAME:	
JOB TITLE:	
DATE OF BIRTH:	
ID NUMBER:	
TELEPHONE NO:	
CELL NO:	
E-MAIL ADDRESS:	
FAX NO:	

ADDRESSES

PHYSICAL ADDRESS (attach proof of residence)	POSTAL ADDRESS
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	CODE -----
CODE -----	

BANK DETAILS: (Not Personal Account information) (Mandatory)

NAME OF BANK:	
NAME OF BRANCH:	
BRANCH CODE:	
NAME OF ACCOUNT HOLDER:	
ACCOUNT NUMBER:	
ACCOUNT TYPE: (Tick applicable box): <input type="checkbox"/> Cheque <input type="checkbox"/> Savings <input type="checkbox"/> Transmission <input type="checkbox"/> B Bond <input type="checkbox"/> Subscription Share <input type="checkbox"/> Not in Use	

INDICATE WHETHER THE FOLLOWING MANDATORY DOCUMENTS WERE ATTACHED/SUBMITTED: (Mandatory)

<u>General:</u>		<u>(Y/N/NA)</u>
1	Tax Clearance Certificate (Mandatory)	
2	Company Registration certificate (Mandatory)	
3	Certified Detailed Banking Details (Mandatory)	
4	Certified ID copies of all owners / Shareholders (Mandatory)	
5	Certified Security Officer's Board Registration (Only applicable to security companies)	
6	Certified Electrical Contractors Board Registration (Only applicable to Electrical Companies)	
7	Municipal Account not older than Three Months OR proof of residence (mandatory)	
8	CIDB Registration (Applicable to construction service providers)	
9	BEE Compliance Certificate/ Sworn Affidavit	

(Please tick relevant boxes)

TYPE OF SUPPLIER

DISTRIBUTOR	
MANUFACTURER	
MANUFACTURER & DISTRIBUTOR	
SERVICE PROVIDER	

COMMODITY GROUP

PLEASE NOTE THAT ANY VENDOR MAY ONLY REGISTER FOR A MAXIMUM OF FIVE (5) COMMODITY GROUPS

(PLEASE TICK RELEVANT BOXES)

PLEASE NOTE: ALL VENDORS/SUPPLIERS ARE REQUIRED TO REGISTER FOR A MAXIMUM OF <u>FIVE(5)</u> COMMODITY					
NO:	DESCRIPTION	√	NO:	DESCRIPTION	√
1	Accommodation and Lodging		31	Land Reform, Re-distribution, Restitution & Tenure Programme	
2	Advertising, Marketing and Branding		32	Legal Services	
3	Agricultural Supplies		33	Library Services And Books	
4	Agricultural Support Services		34	Lighting Equipment and Lamps	
5	Building Material and Equipment		35	Logistical Services	
6	Catering		36	Lubricants, Oils, Gel and Sprays	
7	Cleaning Equip, Material & Chemicals		37	Marking Equipment	
8	Cleaning Services and Agents		38	Medical Equip, Services & Nutrition	
9	Communication Equipment &		39	Office Stationery & Accessories	
10	Computer Equipment, Software and Information Technology(IT)		40	Paint and Painting Supplies	
11	Construction of Buildings, Houses, and Maintenance (Building and Civil)		41	Petrol and Diesel	
12	Containers and Packaging Supplies		42	Photographic Equipment and Accessories	
13	Electrical Component, Equip Consumables		43	Printing Cartridges, Ribbons, Toners etc	
14	Electrical Repairs and Maintenance		44	Protective Clothing & Corporate Ware	
15	Event Management and Decorating		45	Refrigeration, Air Conditioning &	
16	Filters		46	Roads, Storm-water Repairs &	
17	Financial Services		47	Sanitary Ware, Toilet Paper & Toiletries	
18	Fire Safety and Rescue Equipment		48	Security, Health & Environmental	
19	Firearms, Ammunition and Accessories		49	Signs, Signage, Engraving Services & Accessory	
20	Food, Beverages and Grocery		50	Sound Recording & Reproducing	
21	Furniture (Office, Home and Garden)		51	Social Services	
22	Garden Equipment and Accessories		52	Telecommunication Services	
23	Garden Maintenance and Services		53	Traffic	
24	General Hardware		54	Training	
25	Gifts and Promotional items		55	Transport, Relocation & Freight	
26	Hiring of Chairs, Tables, Tents, Toilets and Catering Equipment		56	Tyres (New & Retreads)	
27	Interior and Outside Decorating		57	Valuation Services	
28	Kitchen, Food Appliances &		58	Vehicle Maintenance & Service Repairs	
29	Labour Saving Devices and Accessories		59	Waste Disposal	
30	Land Development Planning Services		60	Water Purification and Sewage	

Other:

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 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 favoritism, 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 and/or take an oath declaring his/her interest.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. Tick correct answer with √ where possible.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state? YES NO

3.6.1 If so, furnish particular

3.7 Have you been in the service of the state for the past twelve months? YES NO

3.7.1 If so furnish particulars

3.8 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

3.8.1 If so furnish particulars

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars YES NO

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES

NO

3.10.1 If so, furnish particulars.

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES

NO

3.11.1 If so, furnish particulars.

MSCM Regulations: "in the service of the state" means to be -

- (a) A member of -
- any municipal council;
 - any provincial legislature; or
 - 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.

The undersigned who warrants that he / she is duly authorized to do so on behalf of the Firm, confirms that the contents of the application are within my personal knowledge and are to the best of my believe both true and correct.

Declaration:

By completing this application form, the Firm declares that:

1. It agrees to conform to the requirements of the Supplier Register as set out in this document.
2. The Firm agrees to abide by the Supply Chain Policy.
3. All the information supplied in this application is true and correct.
4. The firm will, without protest, submit itself to procedures instituted by the TOKOLOGO LOCAL MUNICIPALITY Local Municipality.
5. The Firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
6. The Firm will update their registration particulars whenever a significant change in their details occur and, in any event, at intervals of two years.

Duly authorized to sign on behalf of:

Signature	Name	Capacity	Date

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	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za , click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	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:		
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"/>
4.5.1	If so, furnish particulars:		

DECLARATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT AND ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder/Supplier