



# VENDOR APPLICATION FORM

## SUPPLY CHAIN MANAGEMENT UNIT

*Completed and sealed Supplier Database Application Form*

Ngwathe Local Municipality  
Liebenberg trek Single  
Parys  
Ground Floor, Room 2  
9585

or

The Manager: SCM Unit  
PO Box 359  
Liebenberg trek Single Parys  
9585

Enquiries : SCM Unit at (056) 816 2700 ext 261/260/258/257

**VENDOR NR:**

OFFICE USE ONLY

**VENDOR NAME:**

## **All interested service provider to register on the municipal data-base system.**

**Enquiries:** Supplier Database Notice  
**Tel:** 056 816 2700 ext 261/260/258/257

Dear Service Provider

### **RE: INVITATION TO REGISTER ON NGWATHE LOCAL MUNICIPALITY'S SUPPLIER DATABASE**

1. You are hereby invited to register on NGWATHE LOCAL Municipality's Supplier Database. **All the registered suppliers are also required to reapply to be included in the NLM's supplier database; failure to reapply will lead to your business being deregistered.**
2. The following documents/information **MUST** be provided/attached when submitting the supplier database:
  - 2.1. BEE Certificate;
  - 2.2. Fax Number (compulsory);
  - 2.3. Proof of company registration;
  - 2.4. Original Valid Tax Clearance Certificate;
  - 2.5. CIDB Certificate – applicable to construction related services;
  - 2.6. PSIRA – applicable to security related services;
  - 2.7. Copies of identity documents for all directors or members of the company as listed on the company registration document;
  - 2.8. Wireman's license – applicable to electrical related services;
  - 2.9. Accreditation certificate – applicable to computer hardware and software distributors;
  - 2.10. Proof of SETA and/or SAQA accreditation – applicable to training related services; and
  - 2.11. Certified proof of disability if the owners are people with disability.

### **3. PLEASE TAKE NOTE THAT A MAXIMUM OF 2 COMMODITY CATEGORIES WILL BE REGISTERED PER SUPPLIER.**

4. Revised database forms can be collected from the below address and thereafter completed supplier **application forms and all required documents must be posted or delivered to:**

5.

Ngwathe Local Municipality  
 Liebenberg trek Single  
 Parys  
 Ground Floor, Room 2  
 9585

or

The Manager: SCM Unit  
 PO Box 359  
 Liebenberg trek Single Parys  
 9585

### **6. VERIFICATION OF BEE (Black Economic Empowerment) STATUS FOR SUPPLIERS.**

Your registration on NLM's database refers:

- 6.1. According to the Preferential Procurement Regulations of 2011, promulgated in government gazette no. 34350, we are required to advance transformation through procurement of goods

and services from BEE compliant suppliers.

6.2. Suppliers with annual total revenue of R5 million or less qualify as **Exempted Micro Enterprise (EMEs)** in terms of the Broad-Based Black Economic Empowerment Act, and **must submit a certificate issued by a registered auditor, accounting officer [as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)] or an accredited verification agency.**

6.3. Suppliers other than Exempted Micro Enterprises (EMEs) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.

7. Based on the above mentioned regulations, you are therefore requested to provide BEE Certificate from the institutions accredited by SANAS (South African National Accreditation Services).

8. Kindly enquire about all the institutions accredited to verify/evaluate your company in order to determine the correct and accurate BEE status. Alternatively you can log on to SANAS website for more information: [www.sanas.co.za](http://www.sanas.co.za)

Regards  
**Municipal Manager**  
**Dr.F.P MOTHAMAHA**

**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 is required for the following purposes:

- To enable Ngwathe Local Municipality to compile a database of registered suppliers;
- To support Ngwathe Local Municipality with the implementation of a system of preferences as required by the Preferential Procurement Policy Framework Act (No 5 of 2000);
- Listing Criteria for accreditation of approval as a Ngwathe Local Municipality vendor:
  1. 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 Ngwathe Local Municipality.
  2. It is a condition of the bidding process 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/sub-contractors 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.
  3. Declaration of interest.
  4. Document stamped and signed by bank and Commissioner of oath.
  5. Construction companies must be registered with the CIDB.
  6. Registered Company as required by applicable legislation.
  7. Not on any register for tender defaulters at any Government tender list or Ngwathe Local Municipality list.

*Should you require any assistance with regard to this form please contact Me. Palesa Mokoena at (056) 816 2700 ext 261/260/258/257 or mokoena@ngwathe.co.za during office hours Monday to Friday, 07:45 – 16:00.*

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 NGWATHE 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 a Commissioner of Oaths 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 amounts 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 with all of the above role players. This letter of verification will be dispatched to the correspondence details supplied on the application form. Please note that this administration process will take a minimum of 5 days, once your registration has been included on the Ngwathe Vendor Database, your details will be accessible to the procurement department in Ngwathe Local Municipality.
- *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 Ngwathe Local Municipality every time a bid is put out or requests for quotations.

- *Amendments:* Please notify Ngwathe 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 (056) 816 2741/27.
- Should a company have more than 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 Ngwathe and to facilitate effective communication with its vendors.
- Applications must be delivered by hand and must be fully completed with all the relevant documentation attached.
- Ngwathe Reserves the right to perform an audit to confirm or verify any of the answers supplied in the applications form.
- Vendor can only choose 2 commodities.

**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED**

| DOCUMENTS REQUIRED                              | BUSINESS TYPE                         |  |                                       |                                       |                                       |                                       | WHERE TO FIND DOCUMENTS  |
|---|---------------------------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
|   | Sole Proprietor                       | Close Corporations & Private companies | Partnerships                          | Public Company                        | Business Trust                        | Non-profit organization (NPO)         |  |
| Certified copies of company registration        | N/A                                   | CK1/CK2                                | Partnership agreement                 | CM3                                   | Trust agreement                       | Section 21                            | Registrar of Close Corporations & Companies  |
| Certified copies of Proof of ownership          | N/A                                   | CK1/ CK2                               | Partnership agreement                 | Share-holding CM3                     | Trustees details: Letter of Attorney  | Auditor's letter - no shareholding    | Registrar of Close Corporations & Companies  |
| Proof of banking                                | Bank statement                        | Bank statement                         | Bank statement                        | Bank statement                        | Bank statement                        | Bank statement                        | Branch of bank where account is held   |
| Income tax                                      | For the owner of the business         | For the company/ cc                    | For the partnership                   | For the company                       | For the trust                         | For the NPO                           | Receiver of Revenue (SARS)   |
| Original Tax Clearance                          | For the owner of the business         | For the company/cc                     | For the partnership                   | For the company                       | For the trust                         | For the NPO                           | Receiver of Revenue (SARS)   |
| PAYE  | If staff are employed                 | If staff are employed                  | If staff are employed                 | If staff are employed                 | If staff are employed                 | If staff are employed                 | Receiver of Revenue (SARS)   |
| VAT Registration (above R300 000 annual t/over) | If registered for vat                 | If registered for vat                  | If registered for vat                 | If registered for vat                 | If registered for vat                 | If registered for vat                 | Receiver of Revenue (SARS)   |
| UIF Certificate                                 | If staff are employed                 | If staff are employed                  | If staff are employed                 | If staff are employed                 | If staff are employed                 | If staff are employed                 | Department of labour   |
| Workman's Compensation                          | If staff are employed                 | If staff are employed                  | If staff are employed                 | If staff are employed                 | If staff are employed                 | If staff are employed                 | Department of labour   |
| Security Officer's Board                        | If applicable – security industry     | If applicable – security industry      | If applicable – security industry     | If applicable – security industry     | If applicable – security industry     | If applicable – security industry     | Security Service Industry Regulatory Authority   |
| Construction Industry Development Board         | If applicable – construction industry | If applicable – construction industry  | If applicable – construction industry | If applicable – construction industry | If applicable – construction industry | If applicable – construction industry | Construction Industry Development Board  |
| B-BBEE certified certificate/Exempted letter.   | If claiming B-BBEE points             | If claiming B-BBEE points              | If claiming B-BBEE points             | If claiming B-BBEE points             | If claiming B-BBEE points             | If claiming B-BBEE points             | Verification Agency accredited by the South African National accreditation Systems( SANAS) |
| Clear certified copy of ID                      | Owners Identity document              | Owners Identity document               | Owners Identity document              | Owners Identity document              | Owners Identity document              | Owners Identity document              |  |

### CONTACT DETAILS

**REGISTRAR OF CLOSE CORPORATIONS & COMPANIES****Contact Details:**

Zanza Building, 116 Proes Street, Pretoria:

Tel: 086 184 3384

**DEPARTMENT OF LABOUR****1. Parys**

Tel: (056) 811 3034

Fax: (056) 811 4404

**Street Address:**

21 Middle Street

Parys

Private Bag X11

**Postal Address:**

Parys

9585

**2. Sasolburg****Contact numbers:**

Tel: (016) 970 3200

Fax: (016) 976 2192

**Street Address:**

Die Akker Building

Fichardt Street

Sasolburg

**Postal Address:**

P.O Box 473

Sasolburg

9470

**3. Kroonstad****Contact numbers:**

Tel: (056) 215 1812

Fax: (056) 215 1772

**Street Address:**

Kroonstad

**Postal Address:**

P.O Box 437

9500

or visit the Department of Labour website

**SARS****Contact Numbers:**

Email Address: Contact.central@sars.gov.za

Telephone: 0800 00 7277

Fax Number: 010 208 5005

**1. Physical Address:**

Corner Graaff and Tulbagh Street

Welkom

9460

**Postal Address:**

Private Bag x3

Welkom

**DEPARTMENT OF LABOUR (WORKMANS COMPENSATION)****Contact Details:**

Tel: 0860 105 3500

Fax: (012) 326 1570/ (012) 357 1772

**Street Address:**

Cnr. Hamilton and Soutpans streets

Pretoria

P.O Box 955

**Postal Address:**

Pretoria



|  |  |
|--|--|
| <p>9460</p> <p>2. <b>Physical Address:</b><br/>LMC Centre<br/>C/O Hill &amp; Steyn street<br/>KROONSTAD<br/>9499</p> <p><b>Postal Address:</b><br/>Private Bag X01<br/>KROONSTAD<br/>9500</p> <p>3. <b>Physical Address:</b><br/>Cnr Nelson Mandela Drive and Aliwal Street<br/>Bloemfontein<br/>9301</p> <p>4. <b>Physical Address:</b><br/>Cnr of Joubert &amp; Merriman street<br/>Vereeniging<br/>1930</p> <p><b>Postal Address:</b><br/>Private Bag X07<br/>Vereeniging<br/>1930</p> <p>or visit the SARS website</p> | <p>0001</p> <p>or visit the Department of Labour website</p>   |
| <p><b><u>SECURITY SERVICE INDUSTRY REGULATORY AUTHORITY</u></b></p> <p><b>Contact Details:</b><br/>E-mail: info@psira.co.za<br/>Mail: Private Bag X817, PRETORIA, 0001<br/>Street: 481 Belvedere Street, Arcadia, PRETORIA<br/>Tel: (012) 337 5500 / 5694<br/>Fax: (012) 326 6128</p>  | <p><b><u>CONSTRUCTION INDUSTRY DEVELOPMENT BOARD</u></b></p> <p><b>Contact Details:</b><br/>Tel: +27 12 482 7200 or +27 86 100<br/>Fax: +27 12 349 8986 or +27 86 681 9995</p> <p><b>Postal address:</b><br/>PO Box 2107, Brooklyn Square, 0075</p> <p><b>Physical address:</b><br/>Block N&amp;R<br/>SABS Campus<br/>2 Dr Lategan Rd<br/>Groenkloof<br/>Pretoria<br/>South Africa<br/>or CIDB website</p> |

- ***If not applicable to your company, please specify N/A.***

|                          |  |                      |  |
|--------------------------|--|----------------------|--|
| <b>NAME OF BUSINESS:</b> |  | <b>TRADING NAME:</b> |  |
| <b>HOLDING COMPANY:</b>  |  |                      |  |
| <b>LANGUAGE:</b>         |  |                      |  |

|   |  |
|---|--|
| <b>COMPANY/CLOSE CORPORATION REGISTRATION NUMBER:</b> |  |
| <b>VAT REGISTRATION NUMBER (IF APPLICABLE):</b>       |  |
| <b>INCOME TAX REFERENCE NO:</b>                       |  |
| <b>TOWN:</b>  |  |
| <b>MUNICIPAL AREA:</b> E.G. VREDEFORT                 |  |
| <b>SHARE HOLING BEE %</b>                             |  |
| <b>TAX CLEARANCE EXPIRY DATE</b>                      |  |

(THIS PAGE MUST BE COMPLETED IN FULL)

|  |  |
|--|--|
| <b>PHYSICAL ADDRESS</b><br><br><br><br><br><b>CODE</b> ----- | <b>POSTAL ADDRESS</b><br><br><br><br><br><b>CODE</b> ----- |
|--|--|

## **COMMODITY GROUP**

**PLEASE NOTE THAT ANY VENDOR MAY ONLY REGISTER FOR A MAXIMUM OF TWO (2) COMMODITY GROUPS**

***(PLEASE TICK RELEVANT BOXES)***

### **CATERING (NLM) – Health Certificate**

- |  |   |
|--|---|
| <input type="checkbox"/> Catering For Adhoc/Regular Meetings (1 - 50 Persons)<br><input type="checkbox"/> Catering For Medium Functions (51 - 100 Persons) | <input type="checkbox"/> Catering For Big Functions (101 - 300 Persons)<br><input type="checkbox"/> Gala Events (Above 300 Persons) |
|--|---|

### **EVENT MANAGEMENT**

- |  |  |
|--|--|
| <input type="checkbox"/> Accommodation Facilities (Including B&B Facilities) & Services<br><input type="checkbox"/> Entertainment<br><input type="checkbox"/> Function & Event Hire (Marquees, Tables, Chairs, Etc.)<br><input type="checkbox"/> Stage and Sound Services<br><input type="checkbox"/> Travel Agent Services (Reservations, Car hire, Bookings, Etc.) | <input type="checkbox"/> Attendance Fees for Meetings / Seminars / Workshops / Conferences<br><input type="checkbox"/> Exhibition Facilities / Centres & Exhibition Support Services<br><input type="checkbox"/> Hire Toilets<br><input type="checkbox"/> Team Building Services<br><input type="checkbox"/> Venues / Facilities for Meetings / Seminars / Workshops / Conferences |
|--|--|

### **MEDICAL**

- ☐
- Pharmacies

### **COMPUTERS (Accreditation Certificate)**

- ☐
- Equipment
- 
- ☐
- Software

### **☐ CUTLERY, CROCKERY AND KITCHEN EQUIPMENT**

### **☐ CLEANING EQUIPMENT AND SUPPLIES**

### **CLEANING SERVICES**

- |   |  |
|---|--|
| <input type="checkbox"/> Cleaning Of Buildings (Exterior) Services<br><input type="checkbox"/> Dry Cleaning Services<br><input type="checkbox"/> Washing Of Walls<br><input type="checkbox"/> Washing Of Windows (Interior) | <input type="checkbox"/> Cleaning Of Buildings (Interior, Excl. Deep Cleaning) Services<br><input type="checkbox"/> Laundry Services<br><input type="checkbox"/> Washing Of Windows (Exterior) |
|---|--|

### **HUMAN RESOURCE MANAGEMENT SUPPORT & SERVICES (SETA/SAQA, etc.)**

- ☐
- Affirmative Action Specialist Services
- 
- ☐
- Change Management Specialist Services
- 
- ☐
- Discipline And Grievances Specialist Services
- 
- ☐
- Dispute Resolution Specialist Services
- 
- ☐
- Employment Equity Specialist Services
- 
- ☐
- Gender Equity Specialist Services
- 
- ☐
- Human Resource Planning & Assessment Support & Services
- 
- ☐
- Organisational Development Services
- 
- ☐
- Personnel Placement Agencies & Staffing Specialists Services
- 
- ☐
- PMS Designing Services
- 
- ☐
- Skills Development Expert Services
- 
- ☐
- Team Building Facilitating Services

### **TRAINING AND DEVELOPMENT SERVICES (SETA/SAQA, etc.)**

- ☐
- Adult Based, Economic Literacy Training
- 
- ☐
- Agricultural, Farming Business & Training Services
- 
- ☐
- Audio Visual Production Services
- 
- ☐
- Emergency Medical Services Training

- ☐ Training Course Design And Development Specialist Services
- ☐ Work Study Expert Services

#### GENERAL SERVICES

- ☐ Auctioneering Services
- ☐ Building Construction (Incl. CIDB -GB)
- ☐ Codification / Cataloguing Services
- ☐ Electrical Installation & Maintenance Services (Incl. CIDB – EP/EB)
- ☐ Fencing & Paving (Incl. CIDB - GB)
- ☐ Framing Services
- ☐ Insp & Testing Serv (SABS Studies, CSIR Studies, Water Anal, Etc.)
- ☐ Landscaping Specialists & Gardening Services
- ☐ Storage / Records Management Services
- ☐ **Pest Control Services**
- ☐ Strategic Management Facilitation Services

#### INFORMATION TECHNOLOGY SERVICES

- ☐ G.I.S. (Operators, System & Database Design, Development And Maintenance)
- ☐ Information Technology Equipment (Hardware) Maintenance & Repair Services
- ☐ Information Technology Licensing Fees & Services
- ☐ Information Technology Rental Equipment
- ☐ Information Technology Software Maintenance, Upgrade & Repair Services
- ☐ Network Controllers / Designers & Auditors
- ☐ Programmers

#### INSTALLATIONS, MAINTENANCE & REPAIR SERVICES

- ☐ Air Conditioner Installations, Maintenance & Repair Services (Incl. CIDB - ME)
- ☐ Building (Exterior) Painting, Maintenance & Repair Services (Incl. CIDB - GB)
- ☐ Building (Interior) Painting, Maintenance & Repair Services (Incl. CIDB - GB)
- ☐ Carpentry & Joinery Installations, Maintenance & Repair Services
- ☐ Electrical Installations, Maintenance & Repair Services (Incl. CIDB – EB/EP & Wireman's Licence)
- ☐ Glass Installations, Maintenance & Repair Services
- ☐ Installations, Maintenance & Moving Of Radio and It Equipment
- ☐ Locksmith Installations, Maintenance & Repair Services
- ☐ Machinery Installations, Maintenance & Repair Services (Incl. CIDB - GB)
- ☐ Plumbing & Drain Installations, Maintenance & Repair Services (Incl. CIDB – CE/SO)
- ☐ Repairs and Maintenance To Plant And Equipment ( Lawnmowers)
- ☐ Roads & Storm water Construction, Maintenance & Repair Services

- ☐ Sewer Reticulation Networks Maintenance & Repair Services
- ☐ Underwater Maintenance and Repair Services
- ☐ Welding Installations, Maintenance & Repair Services

- ☐ Human Resource Management (E.G. Behaviour Skills) Training
- ☐ Information Technology (Hard & Soft ware) Training Courses
- ☐ Job Related Training Support & Courses
- ☐ Land Reform, Restitution & Development Training
- ☐ Project Management Training
- ☐ Public Administration And / Or Public Finance Training
- ☐ Technical Training Support & Courses
- ☐ Training Impact Assessment Services
- ☐ Training Monitoring & Evaluation Expert Services
- ☐ Training Needs Assessment / Skills Auditing Services
- ☐ Training Of Trainer Services
- ☐ Training Programme Management Specialist Services
- ☐ University-Based Training Support & Courses

#### ELECTRICAL, HARDWARE SUPPLIES AND EQUIPMENT

- ☐ General Hardware
- ☐ Electrical Equipment
- ☐ Cabling

#### GIFTS

- ☐ Corporate Gifts
- ☐ Flowers
- ☐ Promotional Items

#### TRANSPORT, RE-LOCATION & FREIGHT SERVICES

- ☐ Air Freight Services
- ☐ Bus & Public Transport Services
- ☐ Car Leasing
- ☐ General Road Transport & Delivery Services
- ☐ Office Furniture & Household Removal / Re-Location
- ☐ Postal & Courier Service
- ☐ Railway Transport Services
- ☐ Sea Freight Services
- ☐ Transport & Removal of Hazardous Substances
- ☐ Transport of Money Services

#### VEHICLE MAINTENANCE & SERVICES

- ☐ Additional Exterior Installations to Vehicles Services
- ☐ Additional Interior Installations to Vehicles Services
- ☐ Auto Electrical Services
- ☐ Differential Services / Repairs
- ☐ Hydraulic Services / Repairs
- ☐ Panel beating Services

**INTERIOR DECORATING AND HOUSEHOLD SERVICES (SAIID)**

- ☐ Blinds
- ☐ Floor Ware (Tiles and Laminated Floors)
- ☐ General Interior Decorating - Furniture Design and Manufacturing
- ☐ Installation of Carpets
- ☐ Laundry and Upholstery Services
- ☐ Window Ware Services
- ☐ Wall Ware Services

- ☐ Transmission Services / Repairs
- ☐ Vehicle Cleaning & Valet Services
- ☐ Vehicle Engine Services / Repairs
- ☐ Vehicle Exterior Services
- ☐ Vehicle Glass Services
- ☐ Vehicle Interior Services
- ☐ Vehicle Tracking Services
- ☐ Vehicle Tyre Serv (Fitting, Balancing, Alignment, Repair , Et

**SHE: SAFETY, HEALTH & ENVIRONMENT SERVICES**

- ☐ Fumigating & Hygiene Services
- ☐ Health & Medical Services
- ☐ Security Surveillance & Alarm Services

- ☐ General Security Services (PSIRA)
- ☐ Safety: Fire Control Equipment Services

**TELECOMMUNICATION SERVICES**

- ☐ Cell-Phone System Services
- ☐ Telecommunication Installations, Maintenance & Repair Services
- ☐ Land-Line System Services

☐ **STATIONERY**☐ **GARDENING EQUIPMENT AND ACCESS**☐ **OFFICE REFRESHMENTS**☐ **MARKETING SERVICESS**☐ **FURNITURE**☐ **CARTRIDGE INK**☐ **CARTRIDGE TONER**☐ **PROTECTIVE CLOTHING****LABOUR SAVING DEVICES AND ACCESSORIES**

- ☐ Photocopy Machine
- ☐ Projectors, Data
- ☐ Other (calculators, fax machines, etc.)

**Vendors Banking Details**

|                       |  |
|-----------------------|--|
| <b>BANK NAME:</b>     |  |
| <b>BRANCH CODE:</b>   |  |
| <b>ACCOUNT OWNER:</b> |  |
| <b>ACCOUNT TYPE</b>   |  |
| <b>ACCOUNT NUMBER</b> |  |

|                       |                   |  |
|-----------------------|-------------------|--|
| <b>PAYMENT METHOD</b> | <b>ELECTRONIC</b> |  |
|                       |                   |  |

**\*DATE STAMP OF BANK  
CERTIFIED AS CORRECT**

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

**CONFIRMATION OF BANK DETAILS BY BANK OFFICIAL:**

Initials and Surname (Bank official): \_\_\_\_\_

Telephone number (Bank official) : (\_\_\_\_\_) \_\_\_\_\_

Signature (Bank official): \_\_\_\_\_

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

**SIGNATURE AUTHORITY**

\*Signature \_\_\_\_\_ duly authorized to sign on behalf of  
\_\_\_\_\_ (Name of organization) address

Telephone no. (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

\* Mandatory

**AUTHORISATION FOR ELECTRONIC TRANSFER OF FUNDS (EFT) TO VENDOR'S BANK  
ACCOUNT**

**PLEASE COMPLETE IN BLOCK LETTERS**

|  |        |  |         |                   |              |  |  |
|--|--------|--|---------|-------------------|--------------|--|--|
| <b>SURNAME/COMPANY NAME:</b>               |        |  |         |                   |              |  |  |
| <b>FIRST NAMES/COMPANY ACCOUNT HOLDER:</b> |        |  |         |                   |              |  |  |
| <b>ADDRESS:</b>                            |        |  |         |                   |              |  |  |
| <b>TELEPHONE:</b>                          |        |  |         | <b>FAX:</b>       |              |  |  |
| <b>MOBILE:</b>                             |        |  |         | <b>EMAIL:</b>     |              |  |  |
| <b>BANK:</b>                               |        |  |         | <b>ACCOUNT #:</b> |              |  |  |
| <b>BRANCH:</b>                             |        |  |         | <b>BRANCH #:</b>  |              |  |  |
| <b>TYPE OF ACCOUNT:</b>                    | CHEQUE |  | SAVINGS |                   | TRANSMISSION |  |  |

I, the undersigned hereby authorise the Ngwathe Local Municipality to credit my account via EFT as afore mentioned with the amount payable/due to specified beneficiary for goods and services rendered. Suppliers with Cheque book please attach your cancel cheques.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

|   |  |
|---|--|
| <b>FOR OFFICE USE ONLY – NGWATHE LOCAL MUNICIPALITY</b> |  |
| <b>CAPTURED BY</b>                                      |  |
| <b>DATE OF CAPTURE</b>                                  |  |
| <b>SIGNATURE</b>  |  |
| <b>NAME OF SUPERVISER</b>                               |  |
| <b>SUPERVISER'S SIGNATURE</b>                           |  |

**BUSINESS PARTICULARS**

### **SALES AND ACCOUNTS DEPARTMENTS**

|  |   |
|--|---|
| <b><u>Sales Department:</u></b><br><br>Contact Name: _____<br><br>Cell No: _____<br><br>Email Address _____<br><br>Telephone Fax _____ | <b><u>Accounts Department:</u></b><br><br>Contact Name: _____<br><br>Cell No: _____<br><br>Email Address _____<br><br>Telephone Fax _____ |
|--|---|

**NB: All above fields are mandatory.**

### **CORE BUSINESS OPERATION**

*(Mark with X in applicable fields)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Prime Contractor      | <input type="checkbox"/> Sub-Contractor *    | <input type="checkbox"/> Labour-only contractor                             |
| <input type="checkbox"/> Supplier              | <input type="checkbox"/> Manufacturer        | <input type="checkbox"/> Labour Agency                                      |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Construction (CIDB) | <input type="checkbox"/> Education, Development & Training Service Provider |

Other, please specify: \_\_\_\_\_

*\* Sub-contractor: less than 30% generated turnover as prime contractor)*

**CIDB**

| CIDB Number | Expiry Date | CIDB Grading | Application of registration Date | Registration Date |
|-------------|-------------|--------------|----------------------------------|-------------------|
|             |             |              |                                  |                   |

### **ANNUAL AVERAGE TURNOVER**

Indicate annual average turnover excluding Value Added Tax during the past three years, please provide a certified letter from your accountant/bookkeepers or (annual financial statement) of the current year:

**R**

### **PREVIOUS BUSINESS INFORMATION**



|  |                 |
|--|-----------------|
| Did your business exist under a previous name? | <b>YES / NO</b> |
| If yes, what name did it trade under?          |                 |
| Previous business registration number?         |                 |

### **BUSINESS INFORMATION**

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column

| <b>ECONOMIC SECTOR</b> |  | <b>TYPE OF BUSINESS</b> |  |
|------------------------|--|-------------------------|--|
|                        | Agriculture  |                         | ISO Listed   |
|                        | Mining and Quarrying                                 |                         | Manufacturer                                       |
|                        | Manufacturing  |                         | Distributor  |
|                        | Electricity, Gas and Water                           |                         | Sales  |
|                        | Construction   |                         | Services   |
|                        | Retail, Motor Trade and Repair Services              |                         | Importer   |
|                        | Wholesale Trade, Commercial Agents & Allied Services |                         | Exporter   |
|                        | Catering, accommodation & other Trade                |                         | Repairer   |
|                        | Transport, Storage and Communications                |                         | <b>SMME STATUS</b>                                 |
|                        | Finance and Business Services                        |                         | Micro: Turnover below R300 000 per year.           |
|                        | Community, Social & Personal Services                |                         | Small: Turnover from R300 000-R32 million per year |
|                        |  |                         | Medium: Turnover from R32-64 million per year      |

**B-BBEE THRESHOLDS EXPLANATION IN THE FOLLOWING TABLE**

| Type                             | Thresh hold   |
|----------------------------------|---|
| Exempted Small Medium Enterprise | Enterprises with annual revenue less than R 5 million.            |
|                                  | Tourism Sector is annual revenue less than R2,5 million           |
|                                  | Construction Sector is annual revenue less than R1,5 million      |
| Qualifying Small Enterprises     | Enterprises with annual revenue from R 5 million to R 35 million. |
| Measured Enterprise              | Enterprises with annual revenue of R 35 million and above,        |

## Calculation of points for B-BBEE status level

| B-BBEE status level contributor | Number of points (90/10 system) | Number of points ( 80/20 system) |
|---------------------------------|---------------------------------|----------------------------------|
| 1                               | 10                              | 20                               |
| 2                               | 9                               | 18                               |
| 3                               | 8                               | 16                               |
| 4                               | 5                               | 12                               |
| 5                               | 4                               | 8                                |
| 6                               | 3                               | 6                                |
| 7                               | 2                               | 4                                |
| 8                               | 1                               | 2                                |
| None-compliant contributor      | 0                               | 0                                |

➤ **Do you share any facilities?** ☐ Yes / ☐ No

➤ **If yes, which facilities are shared?** \_\_\_\_\_

➤ **With whom do you share facilities?** (Name of firms / individuals)

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➤ **Is the firm registered or does it have a business license(s)?** ☐ Yes / ☐ No

➤ **If yes, give details and quote relevant reference numbers and dates.**

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➤ **Details all trade associations in which you have a membership:**

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**PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)**

Do you have any previous contract work or bidding experience?

☐ Yes/☐ No

If yes, please complete the table below. List the last 3 contracts awarded to you (the bidder) or previous experience with other businesses related to this type of work or supply.

|  |                     |  |  |
|--|---------------------|--|--|
| 1.   | Employer/Department |  |  |
| Contact Person                               |                     |  |  |
| Contact Number                               |                     |  |  |
| Estimated Contract Value in Rand<br>_____    |                     | Year Awarded: _____  |  |
| Year Completed / Still in Progress:<br>_____ |                     | Proof documents attached?<br><input type="checkbox"/> Yes/ <input type="checkbox"/> No |  |

|  |                     |  |  |
|--|---------------------|--|--|
| 2.   | Employer/Department |  |  |
| Contact Person                               |                     |  |  |
| Contact Number                               |                     |  |  |
| Estimated Contract Value in Rand<br>_____    |                     | Year Awarded: _____  |  |
| Year Completed / Still in Progress:<br>_____ |                     | Proof documents attached?<br><input type="checkbox"/> Yes/ <input type="checkbox"/> No |  |

|  |                     |  |  |
|--|---------------------|--|--|
| 3.   | Employer/Department |  |  |
| Contact Person                               |                     |  |  |
| Contact Number                               |                     |  |  |
| Estimated Contract Value in Rand<br>_____    |                     | Year Awarded: _____  |  |
| Year Completed / Still in Progress:<br>_____ |                     | Proof documents attached?<br><input type="checkbox"/> Yes/ <input type="checkbox"/> No |  |

In terms of section 37(2) of the Occupational Health and Safety Act 1993 (Act 85 of 1993) as amended the mandatory (contractor) hereby acknowledges that he is an employer in his own right. He undertakes to determine all risks associated with the work he is required to perform and to determine and implement all cautionary measures to mitigate or remove such risk. The Applicant will take all necessary steps to ensure compliance with the Occupational Health and Safety Act 1993.

Where the Applicant is found not to comply with the requirements of the occupational Health and Safety Act the NLM or its representative will be able to stop the activities of the mandatory, without any cost to the NLM, until such time as the mandatory complies with the requirements of the Act.

**CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/We the undersigned is/are duly authorised to do so on behalf of the firm certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The B-BBEE points claimed are correct and based on the BEE certificate verified by agency accredited by SANAS or auditors approved by IRBA.
4. I take note that payment will be effected 30 days after delivery was effected if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax act I hereby authorise the NLM to deduct PAYE and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).

\_\_\_\_\_  
SIGNATURE OF AUTHORISED PERSON

\_\_\_\_\_  
DATE

**PERSONAL INFORMATION IN BLOCK LETTERS**

|   |  |
|---|--|
| <b>NAME:</b>                              |  |
| <b>SURNAME:</b>                           |  |
| <b>TELEPHONE:</b>                         |  |
| <b>CAPACITY:</b>                          |  |
| <b>ON BEHALF OF:<br/>(SUPPLIERS NAME)</b> |  |

Signed and sworn to before me at \_\_\_\_\_ on this the

\_\_\_\_\_ day of \_\_\_\_\_ by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATH**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

|  |   |
|--|---|
|  | <b>STAMP</b><br><br><b>MUST BE DATE STAMPED AND SIGNED<br/>BY A COMMISSIONER OF OATHS</b> |
|--|---|

**GENERAL PRE-CONDITIONS FOR CONSIDERATION OF QUOTATIONS AND BIDS**

### **Disclosure of benefits**

5. (1) *A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquire or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.*
- (2) *This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.”*

Section 168 of the Local Government Municipal Finance Management Act, Act 56 of 2003 made the regulations as set out in the Schedule - Supply Chain Management Regulations and indicates as follows:

### **“Part 2: Acquisitions Management**

#### **13. General pre-conditions for consideration of quotations and bids**

*A municipality may not consider a written quotation or bid unless the provider who submitted the quotation or bid –*

*(a) has furnished the municipality with their:*

- *full name*
- *identification number or company or other registration number;*
- *tax reference number and VAT registration number (if applicable – Annual turnover more than R300 000-00)*

*(b) has authorised the municipality to obtain a tax clearance from the South African Revenue Services that the provider’s tax matters are in order; and*

*(c ) has indicated:*

*(i) whether he or she is in the service of the sate, or has been in the service of the state (municipality) in the previous twelve months;*

*(ii)if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state or has been in the service of the state in the previous twelve months; or*

*(iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) above is in the service of the state, or has been in the service of the municipality in the previous twelve months.”*

**All quotations submitted must reflect the following information:**

- On letterhead
- Business street/physical address
- Business telephone and fax number
- Email address
- Quotation reference number
- Vat Registration Number (if applicable)
- Tax reference number

All original tax invoices submitted for payment must reflect the following information:

- On letterhead
- Business street/physical address
- Business Telephone and fax number
- Email address
- Quotation reference number
- Company Vat Registration Number (if applicable)
- Ngwathe Local Municipality's VAT registration number: 4000846586
- Company registration number

**"Part 4: Other matters"**

**45. Awards to close family members of persons in the service of the State (Municipality) -**

*The notes to the annual financial statements must disclose particulars of any award of more than R2 000 to a person who is a spouse, child or parent of the a person who is in the service of the state, or has been in the service of the state in the previous twelve months, including –*

- (a) *The name of the person;*
- (b) *The capacity in which that person is in the service of the state; and*
- (c) *The amount of the award*

You are kindly requested to disclose to council any information relating to the above issues by completing and signing the declaration form below,

In lieu of the above, your application to become a service provider on the Ngwathe Local Municipality data base will be finalised and a vendor number will be issued to all **accredited** prospective suppliers and service deliverers.

Please contact Me. Palesa Mokoena at (056) 816 2745/27 or mokoena@ngwathe.co.za should you have any further queries.

**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, shareholder<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

.....

.....

.....

.....

.....

.....

.....

.....

.....

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.....

.....

.....

.....

.....

[illegible]



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

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

\* **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.*

**CERTIFICATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS  
CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
NAME OF BIDDER

#### **“Part 5: BROAD-BASED BLACK ECONOMIC EMPOWERMENT - SUPPLIER REGISTRATION FORM**

#### **TERMS AND CONDITIONS**

The Purpose of this form is to obtain details of suppliers, with regard to Broad-Based Black Economic Empowerment (Act 53 of 2003), which has an aim to address the inequalities resulting from the systematic exclusion of the majority of South Africans from meaningful participation in the economy, which will be captured on the supplier database of NGWATHE LOCAL MUNICIPALITY (NLM).

This form must be completed by all potential suppliers.

NLM will use the information to pre-qualify and accredit your business entity in terms of the criteria stipulated below. This will apply for both existing and new suppliers.

NLM will treat all the information as strictly confidential.

NLM reserves the right to request additional information or documents regarding your answers in this document.

#### **DEFINITIONS AND INTERPRETATION**

“Act” - BBBEE act 53 of 2003. The Act defines BBBEE as the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated social-economic strategies.

“BBBEE” - Broad-Based Black Economic Empowerment.

“Black People” - as defined in the BBEE Act, save that it is limited to South African citizens. In terms of the implementation of the Codes of Good Practice, the terms are further defined as Africans, Coloured and Indians who are South African citizens. For avoidance of doubt, this term does not include juristic persons or any form of enterprise other than a sole proprietor. With regard to this definition, “black women” means black people who are women and “black designated groups” means black people who are also workers, youth, people with disabilities or people living in rural areas.

“Code of Good Practices - refer to the Codes of Good Practice as contemplated in section 9 of the Act.

“Enterprise” - the person(s) conducting a business, trade or profession in the Republic of South Africa which is recognized in terms of the laws of the Republic of South Africa, whether or not such an enterprise is incorporated.

“Equity” - in relation to any form of enterprise, means the capital invested in that enterprise in respect of which the members have a claim against the enterprise or against the other members of that enterprise by reason of holding an equity interest.

“Weighting” - the percentage of a BEE scorecard allocated to the measurement of a particular element of the BBEE such as ownership, management, employment, equity, etc.

Without prejudice to any legal or contractual rights or remedies NLM may have, a supplier and / or its directors / owners / staff members will be restricted from doing any business with NLM, if the supplier and/or its directors/owners/staff members:

1. Provides false or incorrect information in this application.
2. Promises, offers or gives or attempts to promise, offer or give to an official, employee or any other person related to NLM any bribe, commission, gift, loan, advantage or any other consideration whatsoever.
3. Fails to testify, or make their employees available to testify in any criminal, misconduct procedures against any government official NLM.
4. Fails to report in writing within 24 hours after any suspected misconduct by any government official of the NLM, including but not limited to attempts to bribe or commits any unethical behaviour to the Head of the Department.
5. Makes any statements to the media concerning NLM or on information obtained whilst working for NLM, without written authority from government.
6. Promotes or incites labour unrest amongst government officials on or off government property.
7. Is the direct or indirect cause of disciplinary or criminal action taken against any government official of NLM.
8. Cause racial conflict on any government property, or property occupied by government.
9. Is in unauthorised possession of, or removes or attempt to remove any property belonging to or which is under the control of the government, government officials, other suppliers or visitors of NLM.
10. Is found guilty by a competent court, or has paid an admission of guilt, in respect of any criminal offence which can breach a necessary trust relationship between NLM and the supplier, or may offend the general public.
11. Prevent or obstruct any government official of NLM or someone appointed by government to gain access to premises for the purpose of inspecting records or material relevant to the functions, duties, services, or products of the supplier to government.

12. Wilfully or negligently damages any government property, or directly or indirectly causes any loss of government assets.
13. Makes a false statement or representation, which relates to or arises from its contractual duty to NLM.
14. Builds up a history of poor performance to NLM.
15. Knowingly gives false evidence during criminal or departmental proceedings related to its contractual obligations to NLM.
16. Has a bad credit history or track record with other suppliers or NLM that could damage the trust relationship.
17. Is in debt with the SARS or has a bad track record with the Receiver of Revenue.
18. Fails to or has failed to comply with any conditions of an agreement or performs or has performed unsatisfactorily under an agreement with NLM.