

THEWATERSKLOOF MUNICIPALITY
DIRECTORATE: FINANCIAL SERVICES
SUPPLY CHAIN MANAGEMENT



APPLICATION FORM FOR AMENDMENT ON
ACCREDITED SUPPLIER DATABASE

This form must be duly completed, preferably with a black pen, signed as requested and placed together with supporting documentation, in an envelope clearly marked “ **DATABASE OF PROSPECTIVE SUPPLIERS**” on the outside and forwarded to the Supply Chain Manager, Po Box 24, Caledon 7230.

PLEASE NOTE

- Registration on the TheewaterskloofMunicipality supplier database does not guarantee business opportunities with the municipality.
- All supplier information will be treated strictly confidential.
- Please keep copies of the application form and all documentation submitted for your own record keeping purposes as no copies will be provided by the municipality.
- Documentation provided to the municipality will not be returned should an application be unsuccessful.
- This form is also available on the municipality’s website at www.twk.gov.za.

FOR OFFICIAL USE ONLY

DATE RECEIVED	
ACCEPTED	
DATE CAPTURED	
DATABASE REGISTRATION NUMBER	
APPROVED BY	
DATE CHECKED	

SUPPLIER RECORD AMENDMENT FORM

SECTIONS TO BE COMPLETED FOR AMENDMENT OF SUPPLIER DATABASE

Please tick appropriate block

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Business Particulars | Complete Sections 1, 2, 7 & 8 |
| <input type="checkbox"/> Business Name | Complete Sections 1, 3, 7, & 8 |
| <input type="checkbox"/> Business directors/members/partners/trustees | Complete Sections 1, 4, 7 & 8 |
| <input type="checkbox"/> Bank Details | Complete Sections 1, 5, 7 & 8 |
| <input type="checkbox"/> Commodities | Complete Sections 1, 6, 7 & 8 |

SECTION 1 (Must be completed).

Legal Registered Name of Beneficiary/Company:	
Trading Name:	
ID Number: Beneficiary/ Entity Registration Number (as per CIPC document):	
Telephone Number: Cell phone Number:	Fax Number: Other:
E-mail Address:	Name of Contact Person(s): 1. 2.

SECTION 2: Change in Company Particulars

The following documentation must accompany this form

- Proof of address – municipal account / rental contract

Business Physical Address:	Postal Address:
Postal Code:	Postal Code:
Telephone Number:	Fax Number:
Cell phone Number:	Other:
E-mail Address:	Name of Contact Person(s): 1. 2.

SECTION 3: Change in Company Name

The following documentation must accompany this form

- New Tax Clearance certificate in the name of new company name
- New updated CIPC documentation

Registered Name of Beneficiary/Company: New Registered Name of Beneficiary/Company:		
Trading Name:		
Telephone Number: Cell phone Number:	Fax Number: Other:	
E-mail Address:	Name of Contact Person(s): 1. 2.	
Type of Firm: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Company / Closed Corporation <input type="checkbox"/> NPO/NGO <input type="checkbox"/> Other		
New Entity Registration Number (as per CIPC document):	VAT Registration Number:	Income TAX Registration Number:
Nature of Business:		

SECTION 5: Bank Details of Beneficiary / Company – Please provide the following documents:

Any person(s)/company that would like to update their existing banking details on the Theewaterskloof Municipality’s database must complete this document and submit to the Supply Chain Management Office.

Please contact the following person(s) if you require any assistance:

Dale Benjamin – 028 214 3392, dalebe@twk.org.za or Joanle Pretorius- 028 214 3340, joanleno@twk.org.za

Physical Address: 6 Plein Street
Caledon
7230

Postal Address: P.O. Box 24
Caledon
7230

Registered Name of Beneficiary/Company:	
Trading Name:	
ID Number: Beneficiary/ Entity Registration Number (as per CIPC document):	
Telephone Number:	Fax Number:
Cell phone Number:	Other:
E-mail Address:	Name of Contact Person(s): 1. 2.

**REGISTRATION FORM
ACB ELECTRONIC FUND TRANSFER
THEEWATERSKLOOF MUNICIPALITY**

BENEFICIARY NAME/COMPANY NAME:																																														
ID NUMBER: BENEFICIARY/COMPANY REGISTRATION NUMBER		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																												
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2 = Savings Account												5 = Not in se																																		
3 = Transmission Account												6 = Subscription share account																																		
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Contact Person																																														

Please return the completed Entity Maintenance form in order to participate in the "ACB Electronic Fund Transfer Services" together with the Database registration to the following address:

For attention: The Manager
Supply Chain Management
TheewaterskloofMunicipality
Po Box 24
Caledon
7230

ENTITY MAINTENANCE FORM



THEEWATERSKLOOFMUNICIPALITY

I / We hereby request and authorise you to pay any amount which may accrue to me / us to the credit of my / our account with the mentioned bank.
I / We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB ELECTRONICFUND TRANSFER SERVICES", and I / We also understand that no additional advice of payment will be provided by my / our bank, but details of each payment will be printed on my / our bank statement or any accompanying voucher (This does not apply where it is not customary for banks to furnish bank statements).

This authority may be cancelled by me / us by giving thirty (30) days notice by prepaid registered post.

.....
Initials and Surname Signature Date

DATE STAMP OF BANK

BANK ACCOUNT PARTICULARS CERTIFIED AS CORRECT

FOR SYSTEMS USE ONLY

Creditor no _____
Supplier VAT no _____

.....
Date **Date** **Date**

.....
Checked By **Captured By** **Authorised By**

***The Bank stamp MUST not be older than 3 months.**

SECTION 6: Change in Commodities - NATURE OF OPERATION, PRODUCTS OR SERVICES

Any beneficiary/company that intends to amend their commodities as on the database of Theewaterskloof Municipality must complete the following document and submit to the Supply Chain Management Department of Theewaterskloof Municipality.

Please contact the following person(s) if you require any assistance:

Dale Benjamin – 028 214 3392, dalebe@twk.org.za or Renco Theunissen- 028 214 3394, rencoth@twk.org.za

Physical Address: 6 Plein Street
Caledon
7230

Postal Address: P.O. Box 24
Caledon
7230

This document will replace the commodity list currently on the database of the municipality.

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

CODE	COMMODITY	v	CODE	COMMODITY	v
00100: CONSTRUCTION EQUIPMENT AND SUPPLIES			00400: GENERAL SERVICES		
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffoldings, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings', etc.		00404	Bookkeeping and accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring material (carpets, tiles, etc)		00408	Contract administration	
00109	Plumbing ware and materials		00409	Courier services	
00110	Roofing materials		00410	Education and training	
00111	Sanitation ware and equipment		00411	Environmental impact studies	
			00412	Freight forwarding and clearing services	
			00413	General maintenance services	
			00414	Health care	
			00415	Horticulture	
			00416	Infrastructural maintenance	
			00417	Inspection services	
			00418	Insurance	
00200: CONSTRUCTION SERVICES			00419	IT, broadcasting and telecommunication services	
00201	Burglar proofing and systems		00420	Interior decorating, refurbishment and upholstery	
00202	Pump installation		00421	Land valuation services	
00203	Concrete manufacture and works		00422	Laundry and dry-cleaning services	
00204	Constructed-related transport		00423	Locksmith services	
00205	Demolition services		00424	Mailing services	
00206	Earthworks, drilling and landscaping		00425	Management services	
00207	Electrical installation		00426	Miscellaneous equipment and goods hiring	
00208	Fencing		00427	Personnel services	
00209	General building work		00428	Pest control and removal services	
00210	Glazing		00429	Photographic and graphic design services	
00211	Mechanical contracts		00430	Picture framing	
00212	Metalwork		00431	Printing	
00213	Painting		00432	Procurement services	
00214	Paving		00433	Real estate services	
00215	Plumbing		00434	Research services	
00216	Pre-cast concrete manufacture		00435	Security and safety services	
00217	Road works		00436	Site cleaning	
00218	Sewerage systems and construction		00437	Social facilitating	
00219	Water works and pipelines		00438	Storage	

				00439	Translation and interpreting services	
				00440	Transport services	
				00441	Travel services	
				00442	Vehicle hire	
				00443	Vending services	
00300: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES			00700: PROFESSIONAL SERVICES			
00301	Bearing supplies			00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners			00702	Architectural services	
00303	Electric cables			00703	Consulting engineering- Electrical	
00304	Electrical component supplies			00704	Consulting engineering- Environmental	
00305	Electrical equipment repairs			00705	Consulting engineering- Other	
00306	Hardware supplies			00706	Consulting engineering- Project management	
00307	Lifting equipment			00707	Consulting engineering- Roads & Storm water	
00308	Mechanical seals and packing			00708	Consulting engineering- Sewerage systems	
00309	Pipe and irrigation supplies			00709	Consulting engineering- Structures, Buildings, Bridges, etc	
00310	Power generation and distribution machinery and accessories			00710	Consulting engineering- Water systems	
00311	Pump spares			00711	Consulting engineering- Geo-technical	
00312	Small tools			00712	Consulting engineering- Solid waste	
00313	Transformer services			00713	Engineering services	
00314	Valves, couplings			00714	Financial services	
00315	Water meters, pipes, fittings, galvanised PVC, UPVC, polyethylene, etcetera			00715	Land surveying	
				00716	Legal services- contracts	
				00717	Legal services- conveyancing	
				00718	Legal services- litigation	
				00719	Legal services- other	
00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES						
00501	Computer equipment, networks and software			00720	Consulting engineering- Mechanical	
00502	Consumables			00721	Medical services	
00503	Corporate gifts			00722	Project management	
00504	Domestic, industrial and cleaning equipment and supplies			00723	Quantity surveying	
00505	Electronic equipment, including audio-visual equipment			00724	Town and regional planning	
00506	Fire protection equipment					
00507	Flowers and plants			00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES		
00508	Food and refreshments			00801	Alarm and tracking systems	
00509	Household furniture, appliances and goods			00802	Batteries	
00510	Office furniture and equipment			00803	Engine overhauls	
00511	Office supplies and stationery			00804	Fuel, oils and lubrications	
00512	Printing, copying and photography equipment and supplies			00805	Hydraulics	
				00806	Panel beating	
				00807	Radiator repairs	
				00808	Spares and parts	
				00809	Towing services	
				00810	Transmissions	
00600: MISCELLANEOUS GOODS AND SUPPLIES						
00601	Environmental cleansing equipment, goods and supplies			00811	Tyres and tubes	
00602	Fire equipment, goods and supplies			00812	Upholstery	
00603	Garden tools			00813	Vehicle fleet management	
00604	Material and warehousing machinery, equipment and goods			00814	Vehicle supply	
00605	Measuring, testing and observation equipment			00815	Windscreens	
00606	Protective clothing and uniforms					
00607	Security equipment, goods and services					
00608	Sports and recreational equipment and goods					

SECTION 7: Declaration by Supplier

DECLARATION BY SUPPLIER

- 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 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, owner, partner, member, trustee):

3.4. Company Registration Number:

3.5. Tax Reference Number:

3.6. VAT Registration Number:

3.7. Are you presently in the service of the state?YES / NO

3.7.1. If yes, furnish particulars.

.....

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.

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.

3.8. Have you been in the service of the state for the past twelve months?YES / NO

3.8.1. If yes, furnish particulars.....

.....
3.9 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 any prospective bid? **YES / NO**

3.10.1. If yes, furnish particulars.....
.....

3.10 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 any prospective bid? **YES / NO**

3.11.1. If yes, furnish particulars.....
.....

3.11 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state? **YES / NO**

3.11.1. If yes, furnish particulars.
.....

3.12 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.....
.....

3.13 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies: **YES / NO**

3.13.1. If yes, furnish particulars:
.....

Certification

I, the undersigned 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

.....
Position

.....
Date

SECTION 8: Declaration of Correctness of Information Provided

DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I / we, the undersigned, warrant(s) that I am / we are duly authorized to do so and on behalf of

.....

declare that:

1. The information contained in this document is correct.
2. All copies of relevant documentation are attached.
3. The Historically Disadvantaged status of individuals as stated is correct and based on owners/shareholders/partners actively involved in the day-to-day management of the enterprise.

If the information supplied is found to be incorrect then the Theewaterskloof Municipality in addition to any remedies, it may have; may

- I. recover from you / your enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and / or
- II. cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations, and / or
- III. impose a penalty as provided in the Tender Documents, and / or
- IV. take any other action as may be deemed necessary.

NAME & SURNAME:

NAME & SURNAME:

ID NUMBER:

ID NUMBER:

CAPACITY:

CAPACITY:

TELL/ CELL NR:

TELL/ CELL NR:

ADDRESS:

ADDRESS:

.....

.....

SIGNATURE:

SIGNATURE:

DATE:

DATE:

NB: After the completion of this application document and registration on Theewaterskloof Municipality's database, it remains the responsibility of the vendor to keep the Municipality informed of any changes of their Vendor Data.