

THEEWATERSKLOOF MUNICIPALITY
DIRECTORATE: FINANCIAL SERVICES
SUPPLY CHAIN MANAGEMENT



APPLICATION FORM FOR LISTING 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	

Registered Name of Company:

Trading Name of Company:

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.

Type of Firm:

Sole Proprietor

Partnership

Public Sector

Private Company / Closed Corporation

NPO/NGO

Other

ID Number: Beneficiary/
Entity Registration Number
(as per CIPC document):
.....

VAT Registration Number:
.....

Income TAX Registration Number:
.....

Nature of Business:

.....
.....
.....
.....
.....
.....
.....

Details of Directors/Owners/Partners

(The names of all directors/ owners/ partners/ trustees /members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below)

(Attach a Certified Copy of Identity Document of all Directors/Owners/Partners/ Trustees/ Members)

Name & Surname	ID Number	Employee State Number

Banking Details

Bank Name Branch Code

Account Number Account Holder

Account Type

Please include the following Supporting Documentation:

- Certified ACB Electronic Fund Transfer Form (Original must be attached to database)

B-BBEE Classification Data

Exempt Micro Enterprise Level of Contribution(EME) []
 Level
 Turnover below R 10 million

Qualifying Small Enterprise(QSE) []
 Level
 Turnover above and equal to R 10 million but not exceeding R 50 million

B-BBEE Level of Contribution []
 Level
 Turnover above and equal to R 50 million

Percentage Black Woman Ownership []%
 Percentage Black Ownership []%

Tax Clearance Certificate Yes No
(If yes, please attach certificate & pin)

Construction Industry Development Board Yes No
CIDB – CR Number []

Registered Company Yes No
(If Yes, please attach CIPC document)

Non-Profit Organisation (NPO) Yes No
(If Yes, please attach certificate)

Non-Governmental Organisation (NGO) Yes No
(If Yes, please attach certificate)

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 TheewaterskloofMunicipality 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:

NATURE OF OPERATION, PRODUCTS OR SERVICES

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

CODE	COMMODITY	✓		CODE	COMMODITY	✓
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	
CODE	COMMODITY	✓		CODE	COMMODITY	✓

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
00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES				00719	Legal services- other
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
00600: MISCELLANEOUS GOODS AND SUPPLIES				00810	Transmissions
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				

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

NAME/ COMPANY NAME:												
ID NUMBER: BENEFICIARY/ COMPANY REGISTRATION NUMBER												
POSTAL ADDRESS						STREET ADDRESS						
POSTAL CODE						POSTAL CODE						

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

Name of Bank																	
Name of Branch																	
Branch Code																	
Account Number																	
Type of Account		## Please enter numeric number															
Type of Accounts																	
1 = Cheque Account			4 = Bond Account			2 = Savings Account			5 = Not in se			3 = Transmission Account			6 = Subscription share account		

CONTACT DETAILS

Tel. Business												
Cell. Number												
Tel. Home												
Fax												
E-mail												
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

THEWATERSKLOOFMUNICIPALITY

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 ELECTRONIC FUND 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**

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

DOCUMENTS THAT SHOULD ACCOMPANY REGISTRATION:

- Proof of Company Registration Documents
- Certified copies of Identity Document (ID) of all directors/ owners / partners / members / trustees
(Not older than 3 months)
- Tax Clearance Certificate accompanied by pin number
- Original or certified copy of B-BBEE certificate
- Exempt Micro Enterprise letter / certificate
- Construction Industry Development Board Certificate (CIDB)
- Non-Profit Organisation Certificate (NPO) (if applicable)
- Non-Governmental Organisation (if applicable)
- Bank details verified with Bank stamp(ACB Form) and datet (original document)
(Not older than 3 months)

- Please tick the documents that is relevant to your organisation and attached it to database

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.