

**LEKWA TEEMANE
LOCAL MUNICIPALITY
“NW396”**



**APPLICATION TO BE REGISTERED
ON THE LEKWA TEEMANE LOCAL MUNICIPALITY
SUPPLIER DATABASE**

**TO ALL SUPPLIERS SEEKING REGISTRATION
AS AN APPROVED SUPPLIER ON THE
DATABASE OF THE LEKWA TEEMANE LOCAL MUNICIPALITY**

All suppliers are herewith invited to register as an approved supplier on the database of the Municipality.

In order to comply with the procedures set out in the Municipal Supply Chain Management Guidelines, as referred to in the Municipal Finance Management Act (MFMA)), the Municipality developed a supplier database to be used by the Procurement section.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Municipality.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Municipality. It is envisaged however, that this database will contribute to efficient administration and compliance with the MFMA.

Attached please find an official registration form to assist us in updating our database according to legislation.

It is imperative that suppliers read the application document carefully, complete it in full and sign it. Please note that an Original Valid Tax Clearance Certificate must be attached and/or delivered to the Municipality.

When completed, please hand deliver the forms at the Municipal head offices in Christiana at:

**Cnr. Robyn&Dirkie Uys Street
Christiana
For Attention: Me. Lesego Jasson
Lekwa- Teemane Local Municipality
Supply Chain Management Unit**

or alternatively send it to:

**The Municipal Manager
Lekwa-Teemane Local Municipality
P.O Box 13
Christiana
2680
For Attention: Me. Lesego Jasson
Supply Chain Management Unit**

Note: Faxed application forms will not be considered

5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21Company	
12	Government / Parastatals	

Tax Clearance Certificate Attached (Compulsory)	YES	NO
Expiry Date of Tax Clearance Certificate		

Main Contact Person in your Company:

Name:																			
Company Position:																			
Cell Phone Number:																			
Fax Number:																			
E-Mail Address:																			

Sales Contact Person in your Company:

Name:																			
Company Position:																			
Cell Phone Number:																			
Fax Number:																			
E-Mail Address:																			

DOCUMENTS REQUIRED	Sole Proprietor	Close Corporations and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organizations (NPO)	Where to get documents
Company Registration CERTIFIED COPIES	N/A	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of Close Corporations & Companies
Proof of Ownership CERTIFIED COPIES	N/A	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter - no shareholding	Registrar of Close Corporations & Companies
Municipal Rates and Taxes Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	
Proof of Banking	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement / cancelled cheque	Branch of bank where account is held
Income Tax	For the owner or the business	For the company / cc	For the partnership	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)
Tax Clearance Certificate	For the owner or the business	For the company / cc	For the partnership	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)
P.A.Y.E	NA, unless staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Receiver of Revenue (SARS)
VAT Registration	If exempt from VAT, please provide a certified copy of the VAT exemption document						Receiver of Revenue (SARS)
	Yes	Yes	Yes	Yes	Yes	Yes	
U.I.F Certificate	YES, if staff remuneration	YES	YES	YES	YES	YES	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer's Board	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	
Proof of Disability	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	

Suppliers of the following products/services are required to register on the database. Please mark the main services your company supplies: -

Please note that no more than two main groups can be registered for

Rate per day only applicable for main groups: professional and sector specific analysts and experts

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
HR	Recruitment	
	Performance Management	
	Training and development / skills development	
	Payroll Outsourcing	
	Recruitment Advertising	
	HR Consultants	
	Employment Agencies	
	Response handling	
	Employee Assistance Program providers	
Finance	Stationery	
	Auditing	
	Accounting	
	Budgeting	
	Taxation	
	Internal Auditing	
	External Audit	
	Fraud Investigations	
	Risk Management	
IT	Software Development	
	System Developers	
	IT Peripherals	
	IT Consultants	
	Computer Hardware Suppliers	
	Computer & Printer maintenance	
	Photocopying, Scanning, Printing Services	
Printing		
Logistics	Driver (casual & part time)	
	Stationery	
	Messenger/Delivery Services(of documents and people) Please supply details of fleet and drivers separately	
	Courier Services	
	Offsite Storage	
	Photocopying services	
	Transcription Services	
Catering	Catering Services	
	Supply of Meeting refreshments	
	Upholstery cleaning	
	Flower arrangements	

MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
Facilities	Electrical services	
	Fire systems	
	Security Services	
	Access Control Systems	
	CCTV Systems	
	Metal Detector Systems	
	Building Construction	
	Furniture Repairs	
	Furniture Procurement	
Marketing & Communications	Advertising	
	Exhibitions	
	Billboard Advertising	
	Corporate Gifts	
	Layout and design of corporate publications	
	Photography	
Travel	Flights & Accommodation	
	Venue Hire	
	Car Hire	
	Visa applications	
Professional (COMPLETE DISBURSEMENT SECTION IF REGISTERING HERE)	Facilitators: Teambuilding & Strategic Planning	
	Economists: <i>Specify area of expertise</i>	
	- Economic analysis	
	- Competition	
	- Sector specific	
	Forensic Investigators	
	Legal Services:	
	- Lawyers	
	- Advocates	
	Competition Lawyers	
	Labour Lawyers	
	Sector Specific Analysts and Experts	
	Dispute Resolution	
Technical Experts: <i>-Electrical Engineer Civil Engineer Mechanical Engineer Chemical Engineer Quantity Surveyor Building Engineer</i>		
Other(please specify)		

INDICATE ANY SPECIAL DISCOUNT RATES APPLICABLE	%
NOTES:	

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TRACK RECORD

LIST THE FOUR LARGEST MOST IMPORTANT CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS

PDI OWNERSHIP STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY

Instructions and Definitions:

(Please read carefully before completing PDI Ownership Status)

Legislation:

- Procedures are set out in the **Municipal Supply Chain Management Guidelines**, as referred to in the **Municipal Finance Management Act, 2003 (MFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to the Municipality.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Commission.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Commission.
- **Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the Commission, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Woman:** A female person who is a SA citizen.
- **Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

List all Partners, Proprietors and Shareholders: (Compulsory)

Name	Position in Company	Occupation	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

EQUITY OWNERSHIP

% Shares owned by the following groups: (Compulsory)

	MALE	FEMALE	DISABLED
AFRICAN			
COLOURED			
INDIAN			
WHITE			

PDI Ownership Status:

(Failure to complete this section will result in the application being rejected)

Previously Disadvantaged Individuals (PDI)		%
Women Equity (WE)		%
Disabled Individuals (DA)		%

SMME Status of Your Enterprise:

- Please use this table to determine the SMME status of your enterprise
- Please tick the relevant box in each column

A. Sector	B. Full Time Paid Employees				C. Annual Turnover (R millions)				Total Gross Asset value (R millions)			
	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor Trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering / Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport / Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair / Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents(e.g Travel Agent)	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services (e.g Consulting Services)	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME Status of your Enterprise: (Please tick the relevant Box)

Micro	
Very Small	
Small	
Medium	
Large	

RATES/DISBURSEMENTS:

(Compulsory for all entities/individuals registered under professional services)

DESCRIPTION	RATE PER DAY <i>(Based on 10 working hours)</i>	RATE PER HOUR	OTHER CHARGES
Director / Partner			
Senior			
Junior			
Other			
DISBURSEMENTS	<i>(Please specify in detail for services to be rendered)</i>		
Travel - Rate per km - Flights - Other			
Admin - Specify			
Other - Specify			

Declaration of any Conflict of Interest:

Comments / Notes:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below

Signature of Owner or Authorised Representative

Date

Signature of Owner or Authorised Representative

Date

COMMISSIONER OF OATHS :

SIGNATURE : _____

DATE : _____

STAMP : _____

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PROCESS

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) Abuse the municipality's / municipal entity's supply chain management system or commit any improper conduct in relation to such system;
 - b) had been convicted for fraud or corruption during the past five years;
 - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; Or
 - d) had 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 the database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

Yes/ No

- 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 (Act 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) 326 5445).

Yes/ No

- 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/ No

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/No

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/ No

4.5.1 If so, furnish particulars:

CERTIFICATION

**I, the undersigned (Full Name)
certify that the information furnished on this declaration form true and correct.**

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....
SIGNATURE DATE

.....
POSITION NAME OF BIDDER