



**CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED SUPPLIER
ON THABO-MOFUTSANYANE DISTRICT MUNICIPALITY'S SUPPLIER DATABASE FOR THE
FINANCIAL YEAR 2014/2015**

In compliance with the Municipal Finance Management Act (MFMA) and the Preferential Procurement Policy Framework Act (PPPFA) and to ensure a competitive procurement process, Thabo-Mofutsanyane District Municipality invites all prospective suppliers to register on the Thabo-Mofutsanyane District Municipality's 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**" and forwarded to:

**The Municipal Manager
Old Parliament Building
Private Bag X810
Witsieshoek, 9870**

PLEASE NOTE

- ✚ Registration on the Thabo-Mofutsanyane District Municipality's Supplier Database does not guarantee business opportunities with the Municipality;
- ✚ All suppliers will be treated strictly **CONFIDENTIAL**;
- ✚ This form can be collected and submitted at the Municipality's offices or can be downloaded from the Municipality website www.thabomofutsanyana.gov.za
- ✚ Contact person:

FOR OFFICIAL USE:

Business Name	
Date Received	
Accepted	
Captured by	
Date Captured	
Database Registration Number	

SECTION 1: COMPANY / PERSONAL INFORMATION

NB!!!!!! Copies of the following documents MUST be included in your application.

- Company Registration documents (including CK1 & CK2)
- **ID documents** of directors, owners, members or shareholders and **shareholding certificate**
- Valid **ORIGINAL TAX CLEARANCE** certificate
- Copy of the **Company Profile**
- Copy of the **Municipal Service Bill**
- Copy of the **bank verification letter / original cancelled cheque**
- Partnership agreement / Trust agreement / Certificate of Incorporation

a) Name of firm : _____

b) Postal Address : _____

c) Physical Address : _____

d) Telephone : _____

e) Fax number : _____

f) E-mail address : _____

g) Contact Person : _____

h) VAT Registration number: _____

i) Registration number : _____

SECTION 2: TYPE OF COMPANY / ENTERPRISE (Please tick appropriate box)

1.1 Sole Proprietor / One person business	
1.2 Partnership	
1.3 Company (PTY) Ltd	
1.4 Close Corporation	
1.5 Trust / NGO	

SECTION 3: BANKING INFORMATION

Bank name : _____
 Branch name : _____
 Branch No. : _____
 Account no : _____
 Account Type : _____

SECTION 4: LIST OF DIRECTORS / OWNERS / PARTNERS / MEMBERS

COMPLETE THE FOLLOWING FOR EACH PARTNER, PROPRIETOR, SHAREHOLDER, DIRECTOR AND OFFICER OF THE FIRM.

INITIAL AND SURNAME	POSITION OCCUPIED IN ENTERPRISE	HDI* STATUS			% OF OWNERSHIP
		No Franchise prior to election	Woman	Disabled	

SECTION 5: BUSINESS ACTIVITIES

PRINCIPAL BUSINESS ACTIVITIES (At the most **THREE (3)** core business competencies will be allowed.)

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5.1. Supplier Location (please tick appropriate box)

5.1.1. Eastern Cape Province	
5.1.2. Free State Province	
5.1.3. Gauteng Province	
5.1.4. Limpopo Province	
5.1.5. Kwazulu-Natal Province	
5.1.6. Mpumalanga Province	
5.1.7. North West Province	
5.1.8. Northern Cape Province	
5.1.9. Western Cape Province	

5.2. Type of supplier (please tick appropriate box)

5.2.1 Distributor	
5.2.2 Manufacture	
5.2.3 Consultant / Professional Service	
5.2.4 Contractor	
5.2.5 Service Provider	

5.3. Supplier category (please tick appropriate box)

5.3.1 Product	
5.3.2 Contracted Services	
5.3.3 Civil Engineering	
5.3.4 Electrical Engineering	
5.3.5 Mechanical Engineering	
5.3.6. General Building	

5.4 Business Type

Please refer to **Annexure A** attached and tick where it is appropriate

SECTION 6: DECLARATION

I / We the undersigned, warrant that I am/we are duly authorised to do so and on behalf of _____ declare that:

- ✓ That the information contained in this document is both true and correct.
- ✓ All copies of relevant documentation are attached.
- ✓ 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 this enterprise.
- ✓ If there are any changes to the information supplied on this document, the Procurement Division will be informed within seven (7) working days.

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

- 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 favorable arrangements after such cancellations, and/or;
- iii. Impose a penalty as provided in the Tender Documents, and/or;
- iv. Prohibit the organisation or individual from future contracts with Thabo-Mofutsanyane District Municipality (black listing);
- v. Take any other action as may be deemed necessary.

Initial and Surname:	Initial and Surname:
Signature:	Signature:
Capacity:	Capacity:
Date:	Date:

SECTION 7: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of 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 and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

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* 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.

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

3.7.1 If so, furnish particulars.

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3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.9.1 If so, furnish particulars

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

3.10.1 If so, furnish particulars.

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

YES / NO

3.11.1 If so, furnish particulars.

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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:.....

ANNEXURE A: BUSINESS TYPE

CODE	COMMODITY	X	CODE	COMMODITY	X
	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES			PROFESSIONAL SERVICES	
	Bearing supply			Accounting, auditing and management services	
	Electrical cables			Architectural services	
	Electrical componet supply			Consulting engineering: Electrical	
	Electrical equipment supply			Consulting engineering: Environment	
	Electrical equipment repairs			Consulting engineering: Other	
	Hardware supply			Consulting engineering: Project managment	
	Lifting equipment repairs			Consulting engineering: Roads & storm water	
	Mechanical seals and packing			Consulting engineering: Sewerage system	
	pipe and irrigation supply			Consulting engineering: Water system	
	Power generation and distribution machinery and accessories			Consulting engineering: Structures, building, bridges etc	
	Pump spares			Consulting engineering: Geo-technical	
	Small tools			Consulting engineering: Solid waste	
	Transfomer services			Consulting engineering: Mechanical	
	Valves, couplings			Engineering services	
	Water meter, pipes, fittings, galvanised, PVC, uPVC, mPVC, polyethylene etc			Financial services	
				Land survenying	
	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES			Legal services	
				Medical services	
	Computer equipment, networks and software			Project management	
	Consumables			Quantity surveying	
	Corporate gifts			Town and regional planning	
	Domestic, industrial and cleaning equipment and supply			Tax consulting services	
	Electronic equipment, including audio-visual equipment			Aerial Survey and digital mapping	
	Fire protection equipment			Occupational health and safety	
	Flowers and plants				
	Food and refreshments			VEHICLE SUPPLY AND TRANSPORTAION SERVICES	
	Household furniture and equipment			Alarm and tracking systems	
	Office furniture and equipment			Batteries	
	Office supply and stationery			Engine overhauls	

	Printing, copying and photographic equipment and supply			Fuel, oils and lubrications	
				Hydraulics	
	MISCELLANEOUS GOODS AND SUPPLIES			Panel beating	
	Environmental cleansing equipment, goods and supply			Radiator repairs	
	Fire protection equipment, goods and services			Radio and electronic equipment	
	Garden tools			Spares and parts	
	Gas			Towing services	
	Material and warehousing machinery, equipment and goods			Transmissions	
	Pharmaceutical			Tyres and tubes	
	Protective clothing and uniforms			Upholstery	
	Security equipment, goods and services			Vehicle fleet management	
	Laboratory chemicals			Vehicle supply	
	Pharmacy			Windscreens	
	Swim and waterspot training			Auto electrical repairs	
				Proshaft repairs and balancing	

ANNEXURE A: BUSINESS TYPE

CODE	COMMODITY	X	CODE	COMMODITY	X
	CONSTRUCTION EQUIPMENT AND SUPPLIERS			GENERAL SERVICES	
	Air conditioning and temperature control equipment			Accommodation and lodging	
	Building equipment and accessories (Cement mixers, scaffolding, trowels, levels etc)			Advertising, communication, design, editorial, publication and marketing services	
	Building materials (bricks, cement, sand, paiting, plastic, stone, steel, tiles, etc.)			Auctioneering services	
	Ceiling boards, skirtings ect			Bookkeeping and accounting services	
	Construction machinery			Catering and refreshments	
	Doors and windows			Cleaning services	
	Electrical equipment, lighting, components accessories and supplies			Conferencing facilities and facilitation	
	Floor materials (carpets, tiles, etc)			Contract administration	
	Glass			Courier services	
	Plumbing ware and materials			Education and training	
	Roofing meterials			Environmental impact studies	
	Sanitation ware and equipment			Freight forwarding and clearing service	
				General maintenance services	
				General Wholesale	
	CONSTRUCTION SERVICES			Health care	
	Burglar proofing and system			Horticulture	
	Civil Engineering Structure			HR Services	
	Concrete manufacture works			Infrastructure maintenance	
	Construction-related transport			Inspection services	
	Demolition services			Insurance	
	Earthworks, drilling and landscaping			IT, broadcasting and telecommunication service	
	Electrical installation			Interior decorating, refurbishment and upholstery	
	Fencing			Land valuation	
	General building works			Laundry and dry cleaning services	
	Glazing			Locksmith services	
	Mechanical contracts			Mailing services	
	Metal works			Management services	
	Painting			Miscellaneous equipment and goods hire	
	Paving			Personnel Servcies	
	Plumbing			Pest Control and removal services	
	Pre-cast concrete manufacture			Photographic and graphic design services	
	Pump installation			Picture framing	
	Road works			Printing	

	Sewarage systems and construction			Procurement services	
	Water works and pipelines			Real estate services	
	Specialist trade constructors			Research services	
	Forestry cleaning			Security and safety services	
	CCTV Inspection			Site cleaning	
	Asphalt paving			Social facilitating	
				Storage	
				Translation and interpreting services	
				Transport services	
				Travel Services	
				Vehicle hire	
				Vending services	

DOCUMENTS REQUIRED

Please tick where appropriate

DOCUMENTS REQUIRED	Sole Proprietor	CC's and Private Companies	Partnership	Public Company	Business Trust	Non Profit Organization (NGO)	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 Sec. 21	Registrar of CC's & 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 CC's & Companies
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 at which account is held
ORIGINAL TAX CLEARANCE CERTIFICATE	For the owner or the business	For the Company / CC	For each individual shareholder	For the Company	For the Trust	For the NGO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	YES	YES	YES	YES	YES	YES	SARS
U.I.F Certificate	YES	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	
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	Department of Labour

Proof of Disability	If owner is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	Department of Social Welfare - Disability Grant Registration
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	Department of Home Affairs