



**CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED SUPPLIER  
ON THABO-MOFUTSANYANE DISTRICT MUNICIPALITY'S SUPPLIER DATABASE FOR THE  
FINANCIAL YEAR 2011/2012**

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.tm.gov.za](http://www.tm.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.)

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

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:

**ANNEXURE A: BUSINESS TYPE**

CODE	COMMODITY	X	CODE	COMMODITY	X
	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>			<b>PROFESSIONAL SERVICES</b>	
	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	
	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>			Legal services	
	Computer equipment, networks and software			Medical services	
	Consumables			Project management	
	Corporate gifts			Quantity surveying	
	Domestic, industrial and cleaning equipment and supply			Town and regional planning	
	Electronic equipment, including audio-visual equipment			Tax consulting services	
	Fire protection equipment			Aerial Survey and digital mapping	
	Flowers and plants			Occupational health and safety	
	Food and refreshments			<b>VEHICLE SUPPLY AND TRANSPORTAION SERVICES</b>	

	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	
	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>			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
	<b>CONSTRUCTION EQUIPMENT AND SUPPLIERS</b>			<b>GENERAL SERVICES</b>	
	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, painting, 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 materials			Environmental impact studies	
	Sanitation ware and equipment			Freight forwarding and clearing service	
				General maintenance services	
				General Wholesale	
	<b>CONSTRUCTION SERVICES</b>			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 Services	
	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 contractors			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
<b>COMPANY REGISTRATION CERTIFIED COPIES</b>	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
<b>PROOF OF OWNERSHIP CERTIFIED COPIES</b>	N/A	Shareholding CK1 / CK2	Partnership agreement	Shareholding CM3	Trustees details: letter of Authority	Auditor's letter - No shareholding	Registrar of CC's & Companies
<b>PROOF OF BANKING</b>	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
<b>ORIGINAL TAX CLEARANCE CERTIFICATE</b>	For the owner or the business	For the Company / CC	For each individual shareholder	For the Company	For the Trust	For the NGO	SARS
<b>P.A.Y.E</b>	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
<b>VAT REGISTRATION</b>	YES	YES	YES	YES	YES	YES	SARS
<b>U.I.F Certificate</b>	YES	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	YES, If staff remuneration	
<b>Workman's compensation</b>	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

<b>Security Officer's Board</b>	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
<b>Proof of Disability</b>	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
<b>Proof of Identity CERTIFIED</b>	Owner	Directors / Members	Partners	Directors	Trustees	Directors	Department of Home Affairs