

Dear Service Provider

RE: INVITATION TO REGISTER ON SEDIBENG DISTRICT MUNICIPALITY'S SUPPLIER DATABASE

1. You are hereby invited to register on Sedibeng District Municipality's Supplier Database. **All the registered suppliers are also required to reapply to be included in the database.**
2. The following documents/information **MUST** be provided/attached when submitting the supplier database:
 - 2.1. BEE Certificate;
 - 2.2. Fax Number (compulsory);
 - 2.3. Proof of company registration;
 - 2.4. Original Valid Tax Clearance Certificate;
 - 2.5. CIDB Certificate – applicable to construction related services;
 - 2.6. PSIRA – applicable to security related services;
 - 2.7. Copies of identity documents for all directors or members of the company as listed on the company registration document;
 - 2.8. Wireman's license – applicable to electrical related services;
 - 2.9. Accreditation certificate – applicable to computer hardware and software distributors;
 - 2.10. Proof of SETA and/or SAQA accreditation – applicable to training related services; and
 - 2.11. Certified proof of disability if the owners are people with disability.

3. PLEASE TAKE NOTE THAT A MAXIMUM OF 2 COMMODITY CATEGORIES WILL BE REGISTERED PER SUPPLIER.

4. Completed supplier application forms and all required documents must be posted or delivered to:

Sedibeng District Municipality
Cnr. Leslie and Beaconsfield Avenue
Vereeniging
3rd Floor, Room 300
1939

or

The Director: SCM Unit
PO Box 471
VEREENIGING
1930

5. VERIFICATION OF BEE (Black Economic Empowerment) STATUS FOR SUPPLIERS.

Your registration on SDM's database refers:

- 5.1. According to the Preferential Procurement Regulations of 2011, promulgated in government gazette no. 34350, we are required to advance transformation through procurement of goods and services from BEE compliant suppliers.
- 5.2. Suppliers with annual total revenue of R5 million or less qualify as **Exempted Micro Enterprise (EMEs)** in terms of the Broad-Based Black Economic Empowerment Act, and **must submit a certificate issued by a registered auditor, accounting officer [as**

contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)] or an accredited verification agency.

- 5.3. Suppliers other than Exempted Micro Enterprises (EMEs) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.
6. Based on the above mentioned regulations, you are therefore requested to provide BEE Certificate from the institutions accredited by SANAS (South African National Accreditation Services).
7. Kindly find attached list of all the institutions accredited to verify/evaluate your company in order to determine the correct and accurate BEE status. Alternatively you can log on to SANAS website for more information: www.sanas.co.za

8. The closing date for submission of application forms is 31st January 2011.

Regards
Mr. Yunus Chamda
Municipal Manager

LIST OF ACCREDITED VERIFICATION AGENCIES IN GAUTENG

BODY NO.	BODY NAME	TEL NO.	LOCATION	EMAIL ADDRESS
BVA073	ABC for BEE (Pty) Ltd	0871 50 55 88	Silverton, Pretoria	admin@abcforbee.co.za
BVA102	AQRate Gauteng (Pty) Ltd	012 346 1176 / 0861 277 283	Brooklyn, Pretoria	anton@agrate.co.za
BVA092	Ardent Business Partners (Pty) Ltd	011 021 1250	Johannesburg	david@ardentgroup.co.za
BVA053	B9 Control Solutions cc	072 782 7093	Benoni	gmen@b9solutions.co.za
BVA130	BEE Certification (Pty) Ltd	086 112 BEEC (2332)	Constantia Kloof	carina@beecertification.co.za
BVA044	BEE Professional Assignment cc	011 849 5523	Benoni	beeprof@bbbee.net
BVA049	BEE Rating Solutions (Pty) Ltd	0861 111 BEE (233)	Weltevreden Park	morosha@beeratingsolutions.co.za
BVA050	BEE~Matrix cc	011 436 1921/41	Oakdene, Johannesburg	obed@beematrix.co.za
BVA030	Empowerdex (Pty) Ltd	082 410 6122	Sandton	info@empowerdex.com
BVA018	EmpowerLogic (Pty) Ltd	086 111 4003	Rivonia	theo.lombard@empowerlogic.co.za
BVA096	Ernst & Young Incorporated	031 576 8077 or 083 777 3574	Wanderes, Illovo	sugan.palane@za.ey.com
BVA034	Inforcomm Verification	0861 44 45 44	Midrand	inforcomm@inforcomm.co.za
BVA055	Ingcazi Ratings (Pty) Ltd	011 450 1541	Morninghill	jaricerny@hotmail.com
BVA025	Moloto BEE Verifications cc	011 512 3049	Midrand	nomsa@molotosolutions.co.za
BVA080	Mosela Rating Agency (Pty) Ltd	012 346 0382	Pretoria	info@moselaratings.co.za
BVA020	National Empowerment Rating Agency (Pty) Ltd (NERA)	011 463 8900	Bryanston, Ext 7	anton@nerasa.co.za
BVA100	Premier Verification (Pty) Ltd	0861 GET BEE (438 233)	Randburg	matthew@premierbee.co.za
BVA109	SASDA Rating Agency	010 201 4823 / 4700	Sandton	nokulunga.nzuke@sasda.co.za
BVA032	SERA (Pty) Ltd (Small Enterprise Rating Agency)	012 307 8611	Pretoria	hanlie@serabv.co.za
BVA051	SizweNtsaluba	011 231 0600	Woodmead	dumisanim@sizwentsaluba.co.za
BVA078	Veri-Com (Pty) Ltd	011 726 5300	Milpark	info@vericom.co.za

VENDOR NR:

OFFICE USE ONLY



VENDOR APPLICATION FORM

SUPPLY CHAIN MANAGEMENT UNIT

Completed and sealed Supplier Database Application Form

Can be hand delivered at: OR

*Municipal Building
3rd Floor Room 300
Supply Chain Unit*

Posted to:

*Supply Chain Unit
P.O. BOX 471
Vereeniging, 1930*

Enquiries Ms Christa Marè at (016) 450 3140 or christam@sedibeng.gov.za

VENDOR NAME:

Section 112 (f), (i), (j), (k) and (l) of the Municipal Finance Management Act, (act 56 of 2003) requires that a Municipality must have measures in place to comply with the prescribed regulatory framework for municipal supply chain management.

You are kindly requested to complete this document accurately and in full, as the information contained herein is required for the following purposes:

- To enable Sedibeng District Municipality to compile a database of registered suppliers;
- To support Sedibeng District Municipality with the implementation of a system of preferences as required by the Preferential Procurement Policy Framework Act (No 5 of 2000);
- Listing Criteria for accreditation of approval as a Sedibeng District Municipality vendor:
 1. Failure to complete the form in full may result in the supplier not being considered for the awarding of any orders or contracts by the Sedibeng District Municipality.
 2. It is a condition of the bidding process that a vendor's taxes must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate original tax clearance certificate. Please note that no copies, certified or scanned tax clearance certificates will be accepted.
 3. Declaration of interest.
 4. Document stamped and signed by bank and Commissioner of oath.
 5. Construction companies must be registered with the CIDB.
 6. Registered Company as required by applicable legislation.
 7. Not on any register for tender defaulters at any Government tender list or Sedibeng District Municipality list.

Should you require any assistance with regard to this form please contact Ms Christa Marè at (016) 450 3140 or christam@sedibeng.gov.za during office hours Monday to Friday, 07:45 – 16:00.

Please complete the form in full in print, using black ink to ensure that all information is legible. Forms that are not readable or incomplete will be rejected.

KINDLY KEEP COPIES OF ALL SUBMITTED FORMS AND ALL DOCUMENTS FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY SEDIBENG DISTRICT MUNICIPALITY

KINDLY KEEP THE FOLLOWING IN MIND WHEN COMPLETING THE VENDOR APPLICATION FORMS

- *Mandatory Fields:* Certain fields and documents are mandatory to certain business types only. Please ensure that all fields relevant to your business type, which is marked "Mandatory Field", have been completed, and if a field is not applicable to your business, clearly mark it as N/A (Not applicable).
- *Required documents:* Please refer to the attached table following pages to determine the mandatory supporting documentation required by your business. Please ensure that all certified copies of Mandatory documents are attached.
- *Completion of questions:* All questions must be answered clearly with yes, no, or N/A. Do not leave any fields open. Please respond to all questions in the application form as incomplete forms will not be processed.
- *Certified Documents:* Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Proof of Shareholding Certificates, ID documents or other documents relevant to your business type. The stamp of certification should be on the front of the document.
- *Copies of documents:* Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continuous basis.
- *Owners, shareholders and Partners:* Ensure that the percentage of ownership amounts to 100% and that every field is fully completed for each of the business owners.
- *Certificate of correctness:* Kindly ensure that the Certificate of Correctness is signed and dated once all the required documents and information have been submitted.
- *Collection Points:* Completed registration forms and supporting documentation can be delivered to the address on the registration form.
- *Processing of registration:* Your fully completed application will be processed, and once verified, will be approved and you will be issued with a Supplier Database Vendor Code to be used in all future communication with all of the above role players. This letter of verification will be dispatched to the correspondence details supplied on the application form. Please note that this administration process will take a minimum of 5 days, once your registration has been included on the Sedibeng Vendor Database, your details will be

accessible to the procurement department in Sedibeng.

- *Business Opportunities:* Kindly note that qualifying as a vendor does not in any way guarantee any persons, company, service provider vendor, etc. any business from the Sedibeng District Municipality every time a bid is put out or requests for quotations.
- *Amendments:* Please notify Sedibeng immediately of any changes to the verified information submitted.
- *Queries:* Should you have any queries or need assistance in completion of the application forms, kindly contact the Supply Chain Management Unit at (016) 450 3140.
- Should a company have more than office, each office must submit a separate form, unless the point of transaction is centralized in the company's head office.
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/ commodities in which it would like to register for Request for Quote's.
- The main objective of this process is to enhance transparency and equality on the part of Sedibeng and to facilitate effective communication with its vendors.
- Applications must be delivered by hand and must be fully completed with all the relevant documentation attached.
- Sedibeng Reserves the right to perform an audit to confirm or verify any of the answers supplied in the applications form.
- Vendor can only choose 2 commodities.

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED

DOCUMENTS REQUIRED	BUSINESS TYPE						WHERE TO FIND DOCUMENTS
	Sole Proprietor	Close Corporations & Private companies	Partnerships	Public Company	Business Trust	Non-profit organization (NPO)	
Certified copies of company registration	N/A	CK1/CK2	Partnership agreement	CM3	Trust agreement	Section 21	Registrar of Close Corporations & Companies
Certified copies of Proof of ownership	N/A	CK1/ CK2	Partnership agreement	Share-holding CM3	Trustees details: Letter of Attorney	Auditor's letter - no shareholding	Registrar of Close Corporations & Companies
Proof of banking	Bank statement	Bank statement	Bank statement	Bank statement	Bank statement	Bank statement	Branch of bank where account is held
Income tax	For the owner of the business	For the company/ cc	For the partnership	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)
Original Tax Clearance	For the owner of the business	For the company/cc	For the partnership	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)
PAYE	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	Receiver of Revenue (SARS)
VAT Registration (above R300 000 annual t/over)	If registered for vat	If registered for vat	If registered for vat	If registered for vat	If registered for vat	If registered for vat	Receiver of Revenue (SARS)
UIF Certificate	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	Department of labour
Workman's Compensation	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	Department of labour
Security Officer's Board	If applicable – security industry	If applicable – security industry	If applicable – security industry	If applicable – security industry	If applicable – security industry	If applicable – security industry	Security Service Industry Regulatory Authority
Construction Industry Development Board	If applicable – construction industry	If applicable – construction industry	If applicable – construction industry	If applicable – construction industry	If applicable – construction industry	If applicable – construction industry	Construction Industry Development Board
B-BBEE certified certificate/Exempted letter.	If claiming B-BBEE points	If claiming B-BBEE points	If claiming B-BBEE points	If claiming B-BBEE points	If claiming B-BBEE points	If claiming B-BBEE points	Verification Agency accredited by the South African National accreditation Systems(SANAS)
Clear certified copy of ID	Owners Identity document	Owners Identity document	Owners Identity document	Owners Identity document	Owners Identity document	Owners Identity document	

CONTACT DETAILS

REGISTRAR OF CLOSE CORPORATIONS & COMPANIES Zanza Building, 116 Proes Street, Pretoria:	DEPARTMENT OF LABOUR Southern Life Building, Merriman Avenue, Vereeniging:
---	--

Tel: 086 184 3384	Tel: (016) 430-0000
SARS Cnr Merriman & Joubert Street, Vereeniging: Tel: (016) 422 3621	DEPARTMENT OF LABOUR (WORKMANS COMPENSATION) Southern Life Building, Merriman Avenue, Vereeniging: Tel: (016) 430-0000
SECURITY SERVICE INDUSTRY REGULATORY AUTHORITY 481 Belvedere Street, Arcadia Tel: (012) 337-5500	CONSTRUCTION INDUSTRY DEVELOPMENT BOARD Cnr. Station & 51 Juta Str., 3 rd Floor, Room 305, DPW Building, Braamfontein. Tel: (011) 713-6030

- ***If not applicable to your company, please specify N/A.***

BUSINESS PARTICULARS (Master Detail)

NAME OF BUSINESS:		TRADING NAME:	
HOLDING COMPANY:			
LANGUAGE:			

COMPANY/CLOSE CORPORATION REGISTRATION NUMBER:	
VAT REGISTRATION NUMBER (IF APPLICABLE):	
INCOME TAX REFERENCE NO:	
TOWN:	
MUNICIPAL AREA: E.G. SEDIBENG	
CURRENCY:	
SHARE HOLING BEE %	
TAX CLEARANCE EXPIRY DATE	

(THIS PAGE MUST BE COMPLETED IN FULL)

(Contact Detail)

HOW WOULD YOU LIKE TO RECEIVE YOUR CORRESPONDENCE FROM US? * (INVITE TO QUOTES (R500.00 – R30000.00) ONLY. BID DOCUMENTS ONLY AVAILABLE BY E-MAIL, WEB PAGE, HARD COPY OR FAX)

Fax:

E-mail:

SMS*:

PHYSICAL ADDRESS

CODE-----

POSTAL ADDRESS

CODE-----

TELEPHONE NO:	
CELL NO:	
E-MAIL ADDRESS:	
FAX NO: (Compulsory)	
WEB-PAGE ADDRESS:	

(THIS PAGE MUST BE COMPLETED IN FULL)

FULL DETAILS OF CONTACT PERSON

FULL NAME:	
JOB TITLE:	
DATE OF BIRTH:	
ID NUMBER	

COMMODITY GROUP

PLEASE NOTE THAT ANY VENDOR MAY ONLY REGISTER FOR A MAXIMUM OF TWO (2) COMMODITY GROUPS

(PLEASE TICK RELEVANT BOXES)

CATERING (SDM)

- Catering For Adhoc/Regular Meetings (1 - 50 Persons)
- Catering For Big Functions (101 - 300 Persons)
- Catering For Medium Functions (51 - 100 Persons)
- Gala Events (Above 300 Persons)

EVENT MANAGEMENT

- Accommodation Facilities (Including B&B Facilities) & Services
- Attendance Fees For Meetings / Seminars / Workshops / Conferences
- Entertainment
- Exhibition Facilities / Centres & Exhibition Support Services
- Function & Event Hire, (Marquees,, Tables, Chairs, Etc.)
- Hire Toilets
- Stage And Sound Services
- Team Building Services
- Travel Agent Services (Reservations, Bookings, Etc.)
- Venues / Facilities For Meetings / Seminars / Workshops / Conferences

COMPUTER EQUIPMENT & SOFTWARE

CUTLERY, CROCKERY AND KITCHEN EQUIPMENT

CLEANING EQUIPMENT AND SUPPLIES

CLEANING SERVICES

- Cleaning Of Buildings (Exterior) Services
- Cleaning Of Buildings (Interior, Excl. Deep Cleaning) Services
- Dry Cleaning Services
- Laundry Services
- Washing Of Walls
- Washing Of Windows (Exterior)
- Washing Of Windows (Interior)

HUMAN RESOURCE MANAGEMENT SUPPORT & SERVICES

- Affirmative Action Specialist Services
- Change Management Specialist Services
- Discipline And Grievances Specialist Services
- Dispute Resolution Specialist Services
- Employment Equity Specialist Services
- Hrm & Hrd Facilitating Services
- Gender Equity Specialist Services
- Human Resource Planning & Assessment Support & Services
- Organisational Development Services
- Personnel Placement Agencies & Staffing Specialists Services
- PMS Designing Services

FLEET MANAGEMENT

- Fleet Management Services
- Rental Of Vehicles
- Vehicle Tracking & Monitoring Services

ENGINEERING SERVICES

- Chemical Engineering Works
- Civil Engineering Works
- Electrical Engineering Works
- General Building
- Mechanical Engineering Works
- Road Maintenance And Rehabilitation
- Road Trafficking Engineering Works
- Water Services

MEDICAL

- Medical Waste
- Medical Consumables
- Medical Equipment
- Medical Products

COMMUNICATION & INFORMATION MNGMT SERVICES

- Broadcasting
- Franking And Postage Services
- Materials Design & Development Services - Printing
- Materials Design & Development Services (Multimedia)
- Mediating Services
- Publishing Services
- Subscription Services
- Translation & Interpreter Services

FINANCIAL SERVICES

- Banking Services
- Business And Financial Advisory Services
- Cash Management
- Chartered Accountants / Auditing Services
- Disconnection & Reconnection Services
- Finance Systems Designing Services
- Insurance Brokers
- Long Term Loan

TRAINING AND DEVELOPMENT SERVICES

- Adult Based, Economic Literacy Training
- Agricultural, Farming Business & Training Services

- Skills Development Expert Services
- Team Building Facilitating Services
- Training Course Design And Development Specialist Services
- Work Study Expert Services

GENERAL SERVICES

- Auctioneering Services
- Building Construction (Incl. CIDB)
- Codification / Cataloguing Services
- Electrical Installation & Maintenance Services
- Fencing & Paving
- Framing Services
- Insp & Testing Serv (SABS Studies, CSIR Studies, Water Anal, Etc.)
- Landscaping Specialists & Gardening Services
- Storage / Records Management Services
- Pest Control Services**
- Strategic Management Facilitation Services

INFORMATION TECHNOLOGY SERVICES

- G.I.S. (Operators, System & Database Design, Development And Maintenance)
- Information Technology Equipment (Hardware) Maintenance & Repair Services
- Information Technology Licensing Fees & Services
- Information Technology Rental Equipment
- Information Technology Software Maintenance, Upgrade & Repair Services
- Network Controllers / Designers & Auditors
- Programmers

INSTALLATIONS, MAINTENANCE & REPAIR SERVICES

- Air Conditioner Installations, Maintenance & Repair Services
- Building (Exterior) Painting, Maintenance & Repair Services
- Building (Interior) Painting, Maintenance & Repair Services
- Carpentry & Joinery Installations, Maintenance & Repair Services
- Electrical Installations, Maintenance & Repair Services
- Glass Installations, Maintenance & Repair Services
- Installations, Maintenance & Moving Of Radio And It Equipment
- Locksmith Installations, Maintenance & Repair Services
- Machinery Installations, Maintenance & Repair Services
- Plumbing & Drain Installations, Maintenance & Repair Services
- Repairs And Maintenance To Plant And Equipment (Lawnmowers)
- Roads & Storm water Construction, Maintenance & Repair Services

- Sewer Reticulation Networks Maintenance & Repair Services
- Underwater Maintenance And Repair Services
- Welding Installations, Maintenance & Repair Services

- Audio Visual Production Services
- Emergency Medical Services Training
- Human Resource Management (E.G. Behaviour Skills) Training
- Information Technology (Hard & Soft ware) Training Courses
- Job Related Training Support & Courses
- Land Reform, Restitution & Development Training
- Project Management Training
- Public Administration And / Or Public Finance Training
- Technical Training Support & Courses
- Training Impact Assessment Services
- Training Monitoring & Evaluation Expert Services
- Training Needs Assessment / Skills Auditing Services
- Training Of Trainer Services
- Training Programme Management Specialist Services
- University-Based Training Support & Courses

ELECTRICAL, HARDWARE SUPPLIES AND EQUIPMENT

- General Hardware
- Electrical Equipment
- Cabling

GIFTS

- Corporate Gifts
- Flowers
- Promotional Items

TRANSPORT, RE-LOCATION & FREIGHT SERVICES

- Air Freight Services
- Bus & Public Transport Services
- Car Leasing
- General Road Transport & Delivery Services
- Office Furniture & Household Removal / Re-Location Services
- Postal & Courier Service
- Railway Transport Services
- Sea Freight Services
- Transport & Removal Of Hazardous Substances
- Transport Of Money Services

VEHICLE MAINTENANCE & SERVICES

- Additional Exterior Installations To Vehicles Services
- Additional Interior Installations To Vehicles Services
- Auto Electrical Services
- Differential Services / Repairs

INTERIOR DECORATING AND HOUSEHOLD SERVICES

- Blinds
- Floor Ware (Tiles And Laminated Floors)
- General Interior Decorating - Furniture Design And Manufacturing
- Installation Of Carpets
- Laundry And Upholstery Services
- Window Ware Services
- Wall Ware Services

LAND DEVELOPMENT PLANNING SERVICES

- Alienation
- Architectural Services
- Environmental Impact Assessment / Environmental Scoping Services
- General Project Management Services
- Geo-Technical Services
- Land & Rural Development & Planning Coordinating Services
- Land Development - Engineering Support Services
- Land Participatory Situation Analysis Services
- Land Surveyor Services
- Land Use Planning & Investigating Services
- Natural & Land Resource Management Expert Services
- Property Lease Management Services
- Quantity Surveyor Services
- Services With Regards To State Land Issues
- State Land Audit Services
- Town, Regional And Integrated Rural Development Planning Services

REPROGRAPHIC SERVICES

- Dvd-Ing Services:- Developing, Copying, Editing, Narrow Casting Etc.
- Graphic Designs
- Photographic Services:- Developing, Enlargements, Etc.
- Printing & Copying Services
- Video-Ing Services:- Developing, Copying, Editing, Etc

TELECOMMUNICATION SERVICES

- Cell-Phone System Services
- Telecommunication Installations, Maintenance & Repair Services
- Land-Line System Services

LAND REFORM, RESTITUTION, REDISTRIBUTION & LAND TENURE PROGRAMME SERVICES

- Diagnostic Evaluation Studies & Services
- Land Reform Progr Orientation, Facilitation, Community Survey & Scoping Serv
- Land Reform Programme Management Monitoring & Evaluation Services

- Hydraulic Services / Repairs
- Panel beating Services
- Transmission Services / Repairs
- Vehicle Cleaning & Valet Services
- Vehicle Engine Services / Repairs
- Vehicle Exterior Services
- Vehicle Glass Services
- Vehicle Interior Services
- Vehicle Tracking Services
- Vehicle Tyre Serv (Fitting, Balancing, Alignment, Repair , Etc)

LEGAL SERVICES

- Act (Act 111 & Act 119) Commissioners & Specialist Services
- Conveyance & Notary Services
- Labour Law Specialist Services
- Land Development & Planning - Law Specialist Services
- Land Legal Specialist services
- Legal Drafters And Advisory Services
- Legal Entity Establishment Services
- Paralegal Specialist Services

PROFESSIONAL SERVICES (INCLUDING CONSULTANTS)

- Civil Works
- Attorney And Legal Services
- Forensics Service
- Insurance Brokers
- Investigation
- IT Consulting
- Road Trafficking Works
- Labour Broker
- Maintenance & Construction

SHE: SAFETY, HEALTH & ENVIRONMENT SERVICES

- Fumigating & Hygiene Services
- General Security Services
- Health & Medical Services
- Safety: Fire Control Equipment Services
- Security Surveillance & Alarm Services

- Land Reform, Rest, Redistribtn & Land Tenure Research, Advisors, Analysts & Needs Assessors
- Mediation & Conflict Resolution Serv - Land Reform, Restitution & Redistribution (Incl Beneficiary Verification, Land Rights Enqu)
- Social Science Practitioners

STSTIONARY

- | | |
|--|---|
| <input type="checkbox"/> General Office Stationary | <input type="checkbox"/> FURNITURE |
| <input type="checkbox"/> Paper | <input type="checkbox"/> GARDENING EQUIPEMENET AND ACCESS |
| <input type="checkbox"/> Cartridge Ink | <input type="checkbox"/> OFFICE REFRSHMENT |
| <input type="checkbox"/> Cartridge Toner | <input type="checkbox"/> MARKETING SERVICES |

LABOUR SAVING DEVICES AND ACCESSORIES

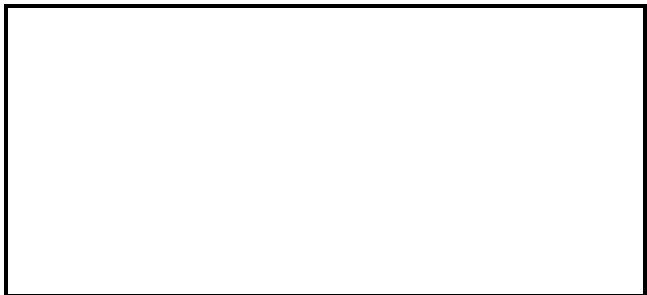
- Photocopy Machine
- Projectors, Data
- Other(calculators, fax machines,etc)

Vendors Banking Details

BANK NAME:	
BRANCH CODE:	
ACCOUNT OWNER:	
ACCOUNT TYPE	
ACCOUNT NUMBER	

PAYMENT METHOD	ELECTRONIC	

***DATE STAMP OF BANK
CERTIFIED AS CORRECT**



CONFIRMATION OF BANK DETAILS BY BANK OFICIAL:

Initials and Surname (Bank official): _____

Telephone number (Bank official) : () _____

Signature (Bank official): _____

SIGNATURE AUTHORITY

*Signature _____ duly authorized to sign on behalf of
_____ (Name of organization) address

Telephone no. () _____ Date _____

* Mandatory

AUTHORISATION FOR ELECTRONIC TRANSFER OF FUNDS (EFT) TO VENDOR'S BANK ACCOUNT

PLEASE COMPLETE IN BLOCK LETTERS

SURNAME/COMPANY NAME:						
FIRST NAMES/COMPANY ACCOUNT HOLDER:						
ADDRESS:						
TELEPHONE:			FAX:			
MOBILE:			EMAIL:			
BANK:			ACCOUNT #:			
BRANCH:			BRANCH #:			
TYPE OF ACCOUNT:	CHEQUE		SAVINGS		TRANSMISSION	

I, the undersigned hereby authorise the Sedibeng District Municipality to credit my account via EFT as afore mentioned with the amount payable/due to specified beneficiary for goods and services rendered. Suppliers with Cheque book please attach your cancel cheques.

DATE

SIGNATURE

FOR OFFICE USE ONLY – SEDIBENG DISTRICT MUNICIPALITY

CAPTURED BY	
DATE OF CAPTURE	
SIGNATURE	
NAME OF SUPERVISER	
SUPERVISER'S SIGNATURE	

BUSINESS PARTICULARS

SALES AND ACCOUNTS DEPARTMENTS

<u>Sales Department:</u> Contact Name: _____ Cell No: _____ Email Address _____ Telephone Fax _____	<u>Accounts Department:</u> Contact Name: _____ Cell No: _____ Email Address _____ Telephone Fax _____
--	---

NB: All above fields are mandatory.

CORE BUSINESS OPERATION

(Mark with X in applicable fields)

- | | | |
|--|--|---|
| <input type="checkbox"/> Prime Contractor | <input type="checkbox"/> Sub-Contractor * | <input type="checkbox"/> Labour-only contractor |
| <input type="checkbox"/> Supplier | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Labour Agency |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Construction (CIDB) | <input type="checkbox"/> Education, Development & Training Service Provider |

Other, please specify: _____

* Sub-contractor: less than 30% generated turnover as prime contractor)

CIDB

CIDB Number	Expiry Date	CIDB Grading	Application of registration Date	Registration Date

ANNUAL AVERAGE TURNOVER

Indicate annual average turnover excluding Value Added Tax during the past three years, please provide a certified letter from your accountant/bookkeepers or (annual financial statement) of :

R

PREVIOUS BUSINESS INFORMATION

	YES / NO
Did your business exist under a previous name?	
If yes, what name did it trade under?	
Previous business registration number?	

BUSINESS INFORMATION

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column

ECONOMIC SECTOR		TYPE OF BUSINESS	
	Agriculture		ISO Listed
	Mining and Quarrying		Manufacturer
	Manufacturing		Distributor
	Electricity, Gas and Water		Sales
	Construction		Services
	Retail, Motor Trade and Repair Services		Importer

	Wholesale Trade, Commercial Agents & Allied Services		Exporter
	Catering, accommodation & other Trade		Repairer
	Transport, Storage and Communications		SMME STATUS
	Finance and Business Services		Micro: Turnover below R300 000 per year.
	Community, Social & Personal Services		Small: Turnover from R300 000-R32 million per year
			Medium: Turnover from R32-64 million per year

B-BBEE THRESHOLDS EXPLANATION IN THE FOLLOWING TABLE

Type	Thresh hold
Exempted Small Medium Enterprise	Enterprises with annual revenue less than R 5 million.
	Tourism Sector is annual revenue less than R2,5 million
	Construction Sector is annual revenue less than R1,5 million
Qualifying Small Enterprises	Enterprises with annual revenue from R 5 million to R 35 million.
Measured Enterprise	Enterprises with annual revenue of R 35 million and above,

Calculation of points for B-BBEE status level

B-BBEE status level contributor	Number of points (90/10 system)	Number of points (80/20 system)
<u>1</u>	10	20
<u>2</u>	9	18
<u>3</u>	8	16
<u>4</u>	5	12
<u>5</u>	4	8
<u>6</u>	3	6
<u>7</u>	2	4
<u>8</u>	1	2
None-compliant contributor	0	0

- **Do you share any facilities?** Yes / No
- **If yes, which facilities are shared?** _____
- **With whom do you share facilities?** (Name of firms / individuals)

➤ Is the firm registered or does it have a business license(s)? Yes / No

➤ If yes, give details and quote relevant reference numbers and dates.

➤ Details all trade associations in which you have a membership:

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or bidding experience? Yes/ No

If yes, please complete the table below. List the last 3 contracts awarded to you (the bidder) or previous experience with other businesses related to this type of work or supply.

1.	Employer/Department	
	Contact Person	
	Contact Number	
	Estimated Contract Value in Rand _____	Year Awarded: _____
	Year Completed / Still in Progress: _____	Proof documents attached? <input type="checkbox"/> Yes/ <input type="checkbox"/> No

2.	Employer/Department	
	Contact Person	
	Contact Number	
	Estimated Contract Value in Rand _____	Year Awarded: _____
	Year Completed / Still in Progress: _____	Proof documents attached? <input type="checkbox"/> Yes/ <input type="checkbox"/> No

3.	Employer/Department	
	Contact Person	
	Contact Number	

Estimated Contract Value in Rand _____	Year Awarded: _____
Year Completed / Still in Progress: _____	Proof documents attached? <input type="checkbox"/> Yes/ <input type="checkbox"/> No

In terms of section 37(2) of the Occupational Health and Safety Act 1993 (Act 85 of 1993) as amended the mandatory (contractor) hereby acknowledges that he is an employer in his own right. He undertakes to determine all risks associated with the work he is required to perform and to determine and implement all cautionary measures to mitigate or remove such risk. The Applicant will take all necessary steps to ensure compliance with the Occupational Health and Safety Act 1993.

Where the Applicant is found not to comply with the requirements of the occupational Health and Safety Act the SDM or its representative will be able to stop the activities of the mandatory, without any cost to the SDM, until such time as the mandatory complies with the requirements of the Act.

CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/We the undersigned is/are duly authorised to do so on behalf of the firm certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The B-BBEE points claimed are correct and based on the BEE certificate verified by agency accredited by SANAS or auditors approved by IRBA.
4. I take note that payment will be effected 30 days after delivery was affected if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax act I hereby authorise the SDM to deduct PAYE and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).

SIGNATURE OF AUTHORISED PERSON

DATE

PERSONAL INFORMATION IN BLOCK LETTERS

NAME:	
SURNAME:	
TELEPHONE:	
CAPACITY:	
ON BEHALF OF: (SUPPLIERS NAME)	

Signed and sworn to before me at _____ on this the

_____ day of _____.by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

COMMISSIONER OF OATH

SIGNATURE: _____

DATE: _____

	STAMP MUST BE DATE STAMPED AND SIGNED BY A COMMISSIONER OF OATHS
--	---

GENERAL PRE-CONDITIONS FOR CONSIDERATION OF QUOTATIONS AND BIDS

Disclosure of benefits

5. (1) *A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquire or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.*
- (2) *This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.”*

Section 168 of the Local Government Municipal Finance Management Act, Act 56 of 2003 made the regulations as set out in the Schedule - Supply Chain Management Regulations and indicates as follows:

“Part 2: Acquisitions Management

13. General pre-conditions for consideration of quotations and bids

A municipality may not consider a written quotation or bid unless the provider who submitted the quotation or bid –

(a) has furnished the municipality with their:

- *full name*
- *identification number or company or other registration number;*
- *tax reference number and VAT registration number (if applicable – Annual turnover more than R300 000-00)*

- (b) *has authorised the municipality to obtain a tax clearance from the South African Revenue Services that the provider's tax matters are in order; and*
- (c) *has indicated:*
- (i) *whether he or she is in the service of the state, or has been in the service of the state (municipality) in the previous twelve months;*
- (ii) *if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state or has been in the service of the state in the previous twelve months; or*
- (iii) *whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) above is in the service of the state, or has been in the service of the municipality in the previous twelve months."*

All quotations submitted must reflect the following information:

- On letterhead
- Business street/physical address
- Business telephone and fax number
- Email address
- Quotation reference number
- Vat Registration Number (if applicable)
- Tax reference number

All original tax invoices submitted for payment must reflect the following information:

- On letterhead
- Business street/physical address
- Business Telephone and fax number
- Email address
- Quotation reference number
- Company Vat Registration Number (if applicable)
- Sedibeng District Municipality's VAT registration number: 4910101130
- Company registration number

"Part 4: Other matters

45. *Awards to close family members of persons in the service of the State (Municipality) -*

The notes to the annual financial statements must disclose particulars of any award of more than R2 000 to a person who is a spouse, child or parent of the a person who is in the service of the state, or has been in the service of the state in the previous twelve months, including –

- (a) *The name of the person;*

(b) *The capacity in which that person is in the service of the state; and*

(c) *The amount of the award*

You are kindly requested to disclose to council any information relating to the above issues by completing and signing the declaration form below,

In lieu of the above, your application to become a service provider on the Sedibeng District Municipality data base will be finalised and a vendor number will be issued to all **accredited** prospective suppliers and service deliverers.

Please contact Ms Christa Marè at (016) 450 3140 or christam@sedibeng.gov.za should you have any further queries.

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 by each of the shareholders/members of the relevant company (Copies of this declaration may be added)

3.1 Full Name:

3.2 Position held:.....

3.3 Identity Number:

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 Name of Employer:.....

3.7 Tel nr of Employer: (.....)

3.8 Address of Employer:.....

.....
3.9 Contact person:.....

3.10 VAT Registration Number:

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

If so, furnish particulars.

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

If so, furnish particulars.

3.14 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**

If so, furnish particulars.

3.15 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**

If so, furnish particulars

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

If so, furnish particulars.

3.17 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?
If so, furnish particulars.

YES / NO

* **MSCM Regulations: "in the service of the state" means to be –**

- (a) *A member of –*
- *any Municipal Council;*
 - *any Provincial Legislature; or*
 - *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.*

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

**“Part 5: BROAD-BASED BLACK ECONOMIC EMPOWERMENT - SUPPLIER
REGISTRATION FORM**

TERMS AND CONDITIONS

The Purpose of this form is to obtain details of suppliers, with regard to Broad-Based Black Economic Empowerment (Act 53 of 2003), which has an aim to address the inequalities resulting from the systematic exclusion of the majority of South Africans from meaningful participation in the economy, which will be captured on the supplier database of SEDIBENG DISTRICT MUNICIPALITY(SDM).

This form must be completed by all potential suppliers.

SDM will use the information to pre-qualify and accredit your business entity in terms of the criteria stipulated below. This will apply for both existing and new suppliers.

SDM will treat all the information as strictly confidential.

SDM reserves the right to request additional information or documents regarding your answers in this document.

DEFINITIONS AND INTERPRETATION

“Act” - BBBEE act 53 of 2003. The Act defines BBBEE as the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated social-economic strategies.

“BBBEE” - Broad-Based Black Economic Empowerment.

“Black People” - as defined in the BBBEE Act, save that it is limited to South African citizens. In terms of the implementation of the Codes of Good Practice, the terms are further defined as Africans, Coloured and Indians who are South African citizens. For avoidance of doubt, this term does not include juristic persons or any form of enterprise other than a sole proprietor. With regard to this definition, “black women” means black people who are women and “black designated groups” means black people who are also workers, youth, people with disabilities or people living in rural areas.

“Code of Good Practices - refer to the Codes of Good Practice as contemplated in section 9 of the Act.

“Enterprise” - the person(s) conducting a business, trade or profession in the Republic of South Africa which is recognized in terms of the laws of the Republic of South Africa, whether or not such an enterprise is incorporated.

“Equity” - in relation to any form of enterprise, means the capital invested in that enterprise in respect of which the members have a claim against the enterprise or against the other members of that enterprise by reason of holding an equity interest.

“Weighting” - the percentage of a BEE scorecard allocated to the measurement of a particular element of the BBBEE such as ownership, management, employment, equity, etc.

Without prejudice to any legal or contractual rights or remedies SDM may have, a supplier and / or its directors / owners / staff members will be restricted from doing any business with SDM, if the supplier and/or its directors/owners/staff members:

1. Provides false or incorrect information in this application.
2. Promises, offers or gives or attempts to promise, offer or give to an official, employee or any other person related to SDM any bribe, commission, gift, loan, advantage or any other consideration whatsoever.
3. Fails to testify, or make their employees available to testify in any criminal, misconduct procedures against any government official SDM.
4. Fails to report in writing within 24 hours after any suspected misconduct by any government official of the SDM, including but not limited to attempts to bribe or commits any unethical behaviour to the Head of the Department.
5. Makes any statements to the media concerning SDM or on information obtained whilst working for SDM, without written authority from government.
6. Promotes or incites labour unrest amongst government officials on or off government property.
7. Is the direct or indirect cause of disciplinary or criminal action taken against any government official of SDM.
8. Cause racial conflict on any government property, or property occupied by government.
9. Is in unauthorised possession of, or removes or attempt to remove any property belonging to or which is under the control of the government, government officials, other suppliers or visitors of SDM.
10. Is found guilty by a competent court, or has paid an admission of guilt, in respect of any criminal offence which can breach a necessary trust relationship between SDM and the supplier, or may offend the general public.
11. Prevent or obstruct any government official of SDM or someone appointed by government to gain access to premises for the purpose of inspecting records or material relevant to the functions, duties, services, or products of the supplier to government.
12. Wilfully or negligently damages any government property, or directly or indirectly causes any loss of government assets.
13. Makes a false statement or representation, which relates to or arises from its contractual duty to SDM.
14. Builds up a history of poor performance to SDM.
15. Knowingly gives false evidence during criminal or departmental proceedings related to its contractual obligations to SDM.
16. Has a bad credit history or track record with other suppliers or SDM that could damage the trust relationship.
17. Is in debt with the SARS or has a bad track record with the Receiver of Revenue.
18. Fails to or has failed to comply with any conditions of an agreement or performs or has performed unsatisfactorily under an agreement with SDM.