

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state **YES/NO**

who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**4     DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



# Emakhazeni Local Municipality

**APPLICATION FOR REGISTRATION:** 2014 -2015

**EMAKHAZENI LOCAL MUNICIPALITY  
SUPPLIERS DATABASE (ELMSD)**

The completed application form must either be delivered to:

Finance Department  
Supply Chain Management Unit  
25 Scheepers Street  
Belfast/Emakhazeni  
1100

Or posted to:

Finance Department  
Supply Chain Management Unit  
P.O. Box 17  
Belfast / Emakhazeni  
1100

Enquiries: Ms. Harriet Nkosi and Mr. Sipho Mahlangu

Telephone: 013 253 7600

**For office use:**

**Name of Supplier:** .....

**Registration Number:** .....

**Vision:** A secure environment and sustainable development to promote service excellence, unity and community participation resulting in a caring society.

## **INTRODUCTION**

This supplier's database form is being developed to enable the effective implementation of the Emakhazeni Local Municipality (ELM) Supply Chain Management Policy in line with the Preferential Procurement Policy Framework Act (PPPFA, No. 5 of 2000), Broad Based Black Economic Empowerment (BBBEE, No. 53 of 2003) and Treasury Management Guidelines and Regulations on Municipal Supply Chain Management.

## **SECTION A**

### **Important Notes**

- The form should be completed by all vendors seeking registration as an approved service provider.
- All fields on the application form must be completed in black ink by the applicant in full.
- Suppliers must ensure that their applications meet the criteria for inclusion in the database as they will not be notified whether the application was accepted or not, they will be advised of the outcome telephonically if requested by the applicant.
- The form shall in no way or means be adapted to suit the needs of applicant.
- Registration on the database does not guarantee business opportunities, any form of procurement by the Emakhazeni Local Municipality will be subject to the Supply Chain Management policy of Emakhazeni Local Municipality.
- Forms must be hand delivered or posted at the mentioned address. Facsimile copies and forms submitted by electronic mail will not be considered.
- It is the 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 tax obligations.
- **In bids where consortia/joint ventures/ sub contractors are involved, each party must submit a separate Tax Clearance Certificate.**

- **No ward above R 15000.00 will be given to a person whose tax matters have not been declared by the SARS to be in order and who is not Vat Registered.**
- Application must keep copies of their registration forms and supporting documentation submitted for own records.

### **The following supporting documents must be attached with the registration form**

- Company registration certificate
- Proof of residential address
- Proof of Banking Details
- Income tax number and tax clearance certificate original document
- Proof of identity (certified I.D copy)
- B-BBEE certificate
- Proof of payment of the database form in case you have down loaded the form ( R100.00 per form)

### **Terminology**

In this registration form, unless the context otherwise indicates-

**‘Disability’** a permanent impairment of physical, intellectual, or sensory function, which result in restricted, or lack of ability to perform an activity in the manner or within the considered normal for a human being.

**‘ Consortium or joint venture’** an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge for the execution of contracts.

**‘Fronting’** companies with no Black Economic Empowerment status illegally claiming to be headed by Black people and claim false BEE credentials in order to with tenders.

**Organ of state'** means

- (a) A national or provincial department as defined in the Public Finance Management Act, 1999 (Act No 1 of 1999)
- (b) A Municipality as contemplated under chapter 7(seven) in the Constitution of the Republic of South Africa 1996, Act 108 of 1996.
- (c) Parliament;
- (d) A Provincial Legislature;
- (e) A constitutional institution listed in schedule 1 of the Public Finance Management Act.

'Relative' the first degree relative that is your, wife, husband, son, daughter, father, mother, brother or sister.

'Black people' a generic term which means, African, Colored and Indians.

**'Previous disadvantaged individual'(PDI)** used interchangeably with Historically Disadvantaged Individuals (HDI) means South African citizen who fall into the population groups that had no franchise in national elections prior to the introduction of the constitution of the Republic of South Africa Act 110 of 1993 and Act 200 of 1993 (the interim constitution, and or)

- Who is female; and or
- Who has a disability?

## **SECTION B: SUPPLIER DETAILS**

Company/ Supplier's Name:

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Trading Name (if any):

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Company/ Cc Registration Number															
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VAT Registration Number (if applicable)											
Income Tax Reference Number											
E-mail Address (if applicable)											
Website Address (if applicable)											
Telephone Number											
Fax Number											
Cellphone Number											

Tax Clearance Certificate attached	Yes	No
Expiry Date:		

**Postal Address:**

**Physical:**

Postal Code:	Postal Code:

**Contact person of the company in sales department**

Name:	
Capacity:	
Contact Details: Cellphone	
Land line	
Fax Number:	
E-mail Address (if applicable)	

### **Supplier grouping details**

1	Public Company	
2	Private Company (Pty) Ltd	
3	Closed Corporation	
4	Joint Venture	
5	Consortium	
6	Sole Proprietor	
7	Partnership	
8	Trust	
9	Section 21 Company	
10	Other (Please specify)	

### **SMME status of the company**

MICRO	
VERY SMALL	
SMALL	
MEDIUM	
LARGE	

### **HDI status of the company**

PREVIOUSLY DISADVANTAGED INDIVIDUALS (PDI)	%
WOMEN EQUITY	%
DISABLED INDIVIDUAL	%
YOUTH	%

## **List all partners, proprietors and shareholder details**

Name	Position in Company	Population group	I.D Number	Physical Address	% of shares

\* Population Group classification

Asian            -- A  
Black            -- B  
Coloured        -- C  
White            -- W

- If any of members is not South Africa, state country of origin and status in the country
- If any is a naturalized citizen, state date on which citizenship was acquired:\_\_\_\_\_

**Previous experience (IF APPLICABLE)**

List at least the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

Employer/ Department	Contact Person	Contact Telephone	Contact Value (R)	Completed Successfully Yes/ No	Year

Have you or your organization during the last five years failed to perform satisfactory on a previous contract with this municipality or any other organ of state

YES/ NO

If yes, please provide details

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## **COMMODITIES AND SERVICES PROVIDED**

IN ORDER TO IDENTIFY YOUR ORGANIZATION AS A POTENTIAL SERVICE PROVIDER, TYPE OF COMMODITIES OR SERVICES RENDERED HAVE TO BE CLASSIFIED.

PLEASE TICK THE APPROPRIATE COMMODITY OR SERVICE THAT YOUR ORGANIZATION PROVIDES AS WELL AS THE AREA OF SUPPLY.

<b>Details</b>	<b>Area of supply</b>	
	<b>Within ELM Area</b>	<b>Outside ELM Area</b>
<b><u>Commodities/Not more than 5</u></b>		
Advertising		
Air Conditioning System		
Audio Visual Aids & Equipment		
Bank and Financial Institutions		
Brokers: Insurance		
Brokers: Labour		
Building materials and hardware		
Building Construction		
Carpentry		
Cartridges		
Catering		
Chemical Engineers		
Civil Engineering		
Cleaning Chemicals		
Cleaning Material		
Colleges		
Computer Components		
Computer hardware & Printers		
Computer Networking		
Computer Repairs		
Computer Software		
Computer Software		
Conference Centers & Facilities		
Construction Engineering		
Consultants: Engineering		
Consultants: Financial		
Corporate gifts and Products		
Cupboards built-in		
Design Service		
Document binding Services		
Draughting Services		

<b>Commodities</b>	<b>Within ELM Area    Outside ELM Area</b>	
Dry Cleaning Services		
Economics		
Eco-tourism		
Editing Services		
Electrical appliances		
Electrical Components and Equipment		
Electrical Contractors		
Electrical Engineers		
Environment Services		
Florists		
Food : Diary and Related products		
Food: Beverages and alcohol		
Food: Perishable		
Furniture		
Fire Extinguishers		
Furniture Removals		
Government Services		
Graphic Design Services		
Guesthouse & Lodge		
Hardware & Building Supplies		
Hotels		
Human Resources		
Information Management		
Information Services		
IT Consulting		
Labels & labeling Services		
Legal Services		
Libraries		
Locksmiths		
Manufacturing Services		
Medical Equipment Maintenance & Repairs		
Medical Supplies		
Office Equipment		
Office Furniture		
Paint Supplies		
Paving Contractors		
Photograph Equipment		
Photography Services		
Printing and Design Services		
PLUMBING		

<b>Commodities</b>	<b>Within ELM Area</b>	<b>Outside ELM Area</b>
Programming		
Project Management		
Promotional Staff		
Publications		
Publishers		
Quantity Surveyors		
Recruitment Agents		
Recycling Services		
Refrigeration & Air Conditioning		
Removal Services Furniture		
Road Construction		
Security and Access Control System		
Stationary		
Shuttle Services		
Telecommunications Equipment		
Tours and Tourism		
Training materials and Soft		
Tools		
Tent, chairs and Toilets		
Transport Services		
Vehicle Hiring		
Vehicle-Repair		
Waste Disposal		
Water cleaning chemicals		
Water & Sewer Installations		
Reticulations/Fittings, Meter and Pipes		
Water Pumps		
Waterproofing Contractors		
Window Fitting and Glass		
Workshop Facilitations		

If other please specify		
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## **Certification of correctness of information supplied in this document**

I/ We, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the claims, if requested to  
Do so.
2. If the information supplied is found to be incorrect then ELM may, in additions to any  
Remedies it may have:
  - a. Disqualify the supplier/ contractor for a particular tender/ contract/ project it  
May be considered for, or which had been awarded to the supplier/ contractor;
  - b. Recover from the supplier/ contractor all costs, losses or damages incurred or  
Sustained by the ELM as a result of breach of the contract;
  - c. Cancel the contractor and claim any damages which the ELM may suffer by  
Having to make less favourable arrangements after such cancellation;  
and/ or
  - d. De – register the supplier registered on the Suppliers Database.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_  
day

Of \_\_\_\_\_ 2014

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Name in block letters

In his/ her capacity as: \_\_\_\_\_

On behalf of the (Supplier's name): \_\_\_\_\_



## Declaration

In terms of Regulations 44 and 45 of the  
MFMA Supply Chain Management Regulations

By

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(The supplier)  
Vis a vis the  
Emakhazeni Local Municipality  
(ELM)

Whereas:

- (a) The supplier delivers goods or renders services to ELM; or is in the process of Tendering to deliver goods or services to ELM;
- (b) The ELM may not, in terms of this Supply Chain Management Policy, make an award to  
A person:
  - 1. Who is in the service of the state
  - 2. If that person is not a natural person, of which any director, manager, principal  
Shareholder or stakeholder is a person in the service of the state; or
  - 3. who is an advisor or consultant contracted with ELM; and
- (c) The MFMA Supply Chain Management Regulations contain, inter alia, the following  
Disclosure requirements in terms of Regulation 45.

### Now therefore:

- 1. The Supplier declare, in terms of Regulation 44 of the MFMA Supply Chain Management Regulations that he or she is not:
  - a. In the service of the state;
  - b. A director, manager, principal shareholder or stakeholder of legal person in the  
Service of the state; or
  - c. An advisor or consultant contracted with the ELM.
- 2. If an award is made to a person to the value of more than **R 2000**; and that person is  
Either:
  - a. A spouse, child or parent of a person in the service of the state; or
  - b. Has been in the service of the state in the previous twelve months;

The Supplier must, in terms of Regulation 45 of the MFMA Supply Chain Management Regulations, disclose the following particulars:

The name of that person:

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The capacity in which that person is in the service of the state:

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The particulars of the reward:

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**Thus done and signed by the Supplier at \_\_\_\_\_ on this**  
**\_\_\_\_\_ day of \_\_\_\_\_ 2014**

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**Signature**

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**Witness**

**Full name/ s and surname of the above signatory:**

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