



APPLICATION FOR REGISTRATION SUPPLIERS DATABASE Kwasani Municipality

THESE FORMS MUST BE COMPLETED AND SUBMITTED TO:

SUPPLY CHAIN MANAGEMENT UNIT
Kwasani Municipality
32 Arbuckle Street
Himeville
3256

OR POSTED TO:

P O BOX 43
Himeville
3256

ENQUIRIES:

SUPPLY CHAIN MANAGEMENT UNIT
TEL: 033 702 1060
FAX: 033 702 1148

FOR OFFICIAL PURPOSES ONLY

NAME OF SUPPLIER :

REGISTRATION NUMBER :

APPROVED BY: DATE

CAPTURED BY : DATE

INTRODUCTION AND GUIDELINES

Applicants must complete pages 1 to 16, where applicable. Failure by an applicant to provide ALL relevant information and documents required will result in non-registration. If the information required is not applicable to your business; clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is outstanding and you WILL NOT be registered.

Applicants are advised that only **ORIGINAL** DATABASE REGISTRATION FORMS or PHOTOSTAT copies thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.

It is imperative that only supporting documents with an **ORIGINAL** signature be submitted.

All signatures to the document must be commissioned by an authorized Commissioner of Oaths. **Failure** to do so will result in the applicant **not qualifying** for registration.

A supplier registered on the Suppliers Database **MUST** notify the Supply Chain Management – Suppliers Registration Office of any changes to information provided in the initial DATABASE REGISTRATION FORMS, as captured onto the Suppliers Database. **Failure** to do so may result in such a supplier being **removed** from the Suppliers Database and/or the **cancellation of contracts** awarded to the supplier, on the basis of misrepresentation.

Suppliers providing information **incorrectly or fraudulently** in their forms will be **disqualified** from tendering and **removed** from the Suppliers Database, in addition to any other action the Municipality may institute against such a supplier. Further, in the event of the Municipality being prejudiced financially, it reserves the right to **take legal** action against the supplier.

Any **alterations** made by the supplier to its own information inserted on this document, must be **initialed** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant business/supplier.

Reminder letters will be issued by KWASANI Municipality to suppliers to update their information. It remains the responsibility of the supplier to ensure that their information is updated in the Suppliers Database, therefore if a reminder letter is not received, the supplier must follow up with the Municipality.

REQUIREMENTS FOR REGISTRATION ON THE DATABASE

- VALID TAX CLEARANCE CERTIFICATE
- PROOF OF REGISTRATION AS LEGAL ENTITY WITH REGISTRA OF COMPANIES (WHERE APPLICABLE)
- PROFESSIONAL AFFILIATIONS (WHERE APPLICABLE)
- BANK STATEMENT (NOT OLDER THAN 60 DAYS)
- COMPLETED KWASANI MUNICIPALITY DATABASE FORMS SIGNED BY THE COMMISSIONER OF OATHS.
- BBBEE COMPLIANCE CERTIFICATE
- CIDB CRS NUMBER (WHERE APPLICABLE)
- MBD4 – DECLARATION OF INTEREST TO BE COMPLETED
- COMPANY REGISTRATION CERTIFICATE

APPLICATION FOR REGISTRATION ON KWASANI MUNICIPAL SUPPLIERS DATABASE

(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant business)

A. BUSINESS PARTICULARS:

1.1 Name of Business as registered with the Registrar of Companies/Close Corporations

1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar

1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable) : _____

1.4 Postal address : _____

Postal Code: _____

Physical address : _____

Postal Code: _____

Telephone no. : (____) _____ Fax no.: (____) _____

Cell. no. : _____

E-mail address (if available): _____

Preferred Language: IsiZulu English Afrikaans

1.5 Contact person: _____

1.6 Physical location of Head Office (if applicable) _____

1.7 Unemployment Insurance Fund no. (if applicable) : _____

1.8 Compensation Commissioner Registration no. (if applicable): _____

1.9 Income Tax Reference Number : _____

N.B. *Insert personal income tax no. if a one person business (Sole Proprietor) and Personal Income Tax Numbers of all partners in a partnership. If insufficient space kindly attach information with original signature.

1.10 P.A.Y.E. Number (if applicable) _____

**N.B. COPIES OF REGISTRATION CERTIFICATES FOR 1.7 AND 1.8 MUST BE SUPPLIED
(If you cannot provide these certificates, kindly attach explanation)**

B. BANKING DETAILS

2.1 Name of banking institution : _____

2.2 Branch Name : _____

2.3 Town/City : _____

2.4 Banking account number : _____

2.5 Bank Branch Code : _____

2.6 Account Holder (Name under which account is operated):

**N. B. PROOF OF BANKING DETAILS MUST BE SUBMITTED WITH FORM.
IF A COPY OR ORIGINAL BANK STATEMENT IS SUPPLIED IT MUST NOT BE OLDER THAN 60 DAYS.**

3. TYPE OF BUSINESS

3.1 Tick whichever block is applicable to your business or firm and attach the relevant certified copy.

PUBLIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
PRIVATE COMPANY (PTY) LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
CLOSE CORPORATION CC		CERTIFIED COPY OF CK 1 DOCUMENT AND CK 2 IF APPLICABLE
SOLE PROPRIETOR		CERTIFIED COPY OF I.D. DOCUMENT
PARTNERSHIP		CERTIFIED COPY OF PARTNERSHIP AGREEMENT
TRUST		CERTIFIED COPY OF TRUST DOCUMENT
CO-OPERATIVE		CERTIFIED COPY OF PROOF OF REGISTRATION WITH THE DIRECTORATE CO-OPERATIVES
VOLUNTARY ASSOCIATIONS		CERTIFIED COPY OF CONSTITUTION

4. PREVIOUS BUSINESS INFORMATION

4.1 Did your business exist under a previous name? (Answer to be encircled) **Yes or No**

4.2 If "yes" what was the previous business name? : _____

4.3 Why was the name changed? : _____

4.4 Previous Suppliers Database registration number: _____

4.5 Who were the owners, partners, members or shareholders under the previous name?

BUSINESS TITLE	NAME	IDENTITY NUMBER

TO QUALIFY FOR SMME STATUS PART 2. MUST BE COMPLETED:

National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full- time equivalent of paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium	100	R 5 m	R 5 m	
		Small	50	R 3 m	R 3 m	
		Very small	10	R 0.50 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Mining and Quarrying 21001 - 29999		Medium	200	R 39 m	R 23 m	
		Small	50	R 10 m	R 6 m	
		Very small	20	R 4 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Manufacturing 30001 - 39999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Electricity, Gas and Water 41001 - 42999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5.10 m	R 1.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Construction 50001 - 50999		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium	200	R 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Catering, Accommodation and other Trade 64101 - 64299		Medium	200	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Finance and Business Services 81001 - 88999		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Community, Social and Personal Services 91001 - 99999		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

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.

.....
.....

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.

.....
.....

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?

3.8.1 If so, furnish particulars.

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

* 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.

3.9 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?

3.9.1 If so, furnish particulars

.....

.....YES / NO

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

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

.....
.....

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

MARK WITH "X" THE CATEGORY OF COMMODITIES / SERVICES YOU CAN SUPPLY

CODE	MAIN COMMODITY	X
10000	CONSTRUCTION EQUIPMENT AND SUPPLIES	
10010	Air conditioning and temperature control equipment	
10020	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)	
10030	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)	
10040	Ceiling boards, skirtings, etc	
10050	Construction machinery	
10060	Doors and windows	
10070	Electrical systems, lighting, components accessories and supplies	
10080	Flooring materials (carpets, tiles, etc)	
10090	Plumbing ware and materials	
10100	Roofing materials	
10110	Sanitation ware and equipment	
20000	CONSTRUCTION SERVICES	
20010	Burglar proofing and systems	
20030	Concrete manufacture and works	
20040	Construction-related transport	
20050	Demolition services	
20060	Earthworks, drilling and landscaping	
20070	Electrical installation	
20080	Fencing	
20090	General building work	
20100	Glazing	
20110	Mechanical contracts	
20120	Metalwork	
20130	Painting	
20140	Paving	
20150	Plumbing	
20160	Pre-cast concrete manufacture	
20170	Pump installation	
20180	Road works	
20190	Sewerage systems and construction	
20200	Water works and pipelines	
30000	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES	
30010	Bearing supplies	
30020	Bolts, nuts and fasteners	
30030	Electric cables	
30040	Electrical component supplies	
30050	Electrical equipment repairs	
30060	Hardware supplies	
30070	Lifting equipment	
30080	Mechanical seals and packing	
30090	Pipe and irrigation supplies	
30100	Power generation and distribution machinery and accessories	
30110	Pump spares	
30120	Small tools	
30130	Transformer services	
30140	Valves, couplings	
30150	Water meters, pipes, fittings, PVC, polyethylene, etcetera	
40000	GENERAL SERVICES	
40010	Accommodation and lodging	
40020	Advertising, communication, design, editorial, publication and marketing services	
40030	Auctioneering services	
40040	Bookkeeping and accounting services	
40050	Catering and refreshments	
40060	Cleaning services	
40070	Conferencing facilities and facilitation	
40080	Contract administration	
40090	Courier services	
40100	Education and training	
40110	Environmental impact studies	
40120	Freight forwarding and cleaning services	
40130	General maintenance services	
40140	Health care	
40150	Horticulture, landscaping and garden maintenance	
40160	Infrastructural maintenance	
40170	Inspection services	
40180	Insurance	
40190	IT, broadcasting and telecommunication services	
40200	Interior decorating, refurbishment and upholstery	
40210	Land valuation services	
40220	Laundry and dry-cleaning services	
40230	Locksmith services	
40240	Mailing services	
40250	Management services	
40260	Miscellaneous equipment and goods hiring	
40270	Personnel services	
40280	Pest control and removal services	
40290	Photographic and graphic design services	

CODE	MAIN COMMODITY	X
40300	Picture framing	
40310	Printing	
40320	Procurement services	
40330	Real estate services	
40340	Research services	
40350	Security and safety services	
40360	Site cleaning	
40370	Social Facilitating	
40380	Storage	
40390	Translation and interpreting services	
40400	Transport services, general	
40410	Travel services	
40420	Vehicle hire	
40430	Vending services	
50000	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	
50010	Computer equipment, networks and software	
50020	Consumables	
50030	Corporate gifts	
50040	Domestic, industrial and cleaning equipment and supplies	
50050	Electronic equipment, including audio-visual equipment	
50060	Fire protection equipment	
50070	Flowers and plants	
50080	Food and refreshments	
50090	Household furniture, appliances and goods	
50100	Office furniture and equipment	
50110	Office supplies and stationery	
50120	Printing, copying and photographic equipment and supplies	
60000	MISCELLANEOUS GOODS AND SUPPLIES	
60010	Environmental cleansing equipment, goods and supplies	
60020	Fire protection equipment, goods and supplies	
60030	Garden tools	
60040	Material and warehousing machinery, equipment and goods	
60050	Measuring, testing and observation equipment	
60060	Protective clothing and uniforms	
60070	Security equipment, goods and services	
60080	Sports and recreational equipment and goods	
70000	PROFESSIONAL SERVICES	
70010	Accounting, auditing and management services	
70020	Architectural services	
70030	Consulting engineering-Electrical	
70040	Consulting engineering-Environmental	
70050	Consulting engineering-Other	
70060	Consulting engineering-Project management	
70070	Consulting engineering-Roads and Storm water	
70080	Consulting engineering-Sewerage systems	
70090	Consulting engineering-Structures, Buildings, Bridges, etc	
70100	Consulting engineering-Water systems	
70110	Consulting engineering-Geo-technical	
70120	Consulting engineering-Solid waste	
70130	Engineering services	
70140	Financial services	
70150	Land surveying	
70160	Legal services-contracts	
70170	Legal services-conveyancing	
70180	Legal services-litigation	
70190	Legal services -other	
70200	Consulting engineering-Mechanical	
70210	Medical services	
70220	Project management	
70230	Quantity surveying	
70240	Town and regional planning	
80000	VEHICLE SUPPLY AND TRANSPORTATION SERVICES	
80010	Alarm and tracking systems	
80020	Batteries	
80030	Engine overhauls	
80040	Fuel, oils and lubrications	
80050	Hydraulics	
80060	Panel beating	
80070	Radiator repairs	
80080	Spares and parts	
80090	Towing services	
80100	Transmissions	
80110	Tyres and tubes	
80120	Upholstery	
80130	Vehicle fleet management	
80140	Vehicle supply	
80150	Windscreens	

5.2 INDICATE VALUE FOR THE FOLLOWING BASED ON THE LATEST FINANCIAL STATEMENT

5.2.1	Total Fixed Assets @ Book Value (e.g. land, buildings, plant, equipment, vehicles)	R _____
5.2.2	Vehicles @ Book value	R _____
5.2.3	Number of vehicles	_____
5.2.4	Average stock on hand	R _____
5.2.5	Cost of goods produced annually	R _____
5.2.6	Quantity produced annually	_____
5.2.7	Units of measure (e.g. tons, kilolitres)	_____
5.2.8	Total Current assets (e.g. stock, debtors, cash)	R _____
5.2.9	Total Current liabilities (e.g. creditors, bank overdraft)	R _____

6. Municipalities

Please clearly indicate, with an X, the District Municipality/s where business operates.

- eThekweni Municipality (DC 20)
- Ugu Municipality (DC 21)
- Umgugundlovu Municipality (DC 22)
- Uthukela Municipality (DC 23)
- Umzinyathi Municipality (DC 24)
- Sisonke Municipality (DC 47)
- Amajuba Municipality (DC 25)
- Zululand Municipality (DC 26)
- Umkhanyakude Municipality (DC 27)
- uThungulu Municipality (DC 28)
- Ilembe Municipality (DC 29)

8. **PROPRIETORS /SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES/BENEFICIARIES (OWNER)**

8.1 List all persons who are OWNERS (as listed above), in the business/trust, and indicate their involvement in the management/operations of the business/trust.

8.2 PROOF OF DISABILITY PROVIDED BY A RECOGNISED RELATED INSTITUTION, IN THE CASE OF HANDICAPPED PERSONS, MUST BE SUPPLIED.

8.3 If insufficient space, kindly attach a copy/copies of this page to these forms, signed by the same person who sign on behalf of the business/trust on page 10 hereof.

FULL NAME	ID NUMBER SA	SA CITIZEN BEFORE 27 APRIL 1994 YES/NO	CAPACITY: MEMBER/PARTNER/ PROPRIETOR/SHARE- HOLDER/TRUSTEE/ BENEFICIARY	% OWNERSHIP/ PARTNERSHIP/ TRUST/ INTEREST	MALE/ FEMALE	DISABILITY YES/NO	% OF TIME DEVOTED TO THE FIRM	(W)hite/ (B)lack/ (I)ndian/ (C)oloured/ (O)ther

PREVIOUS EXPERIENCE (IF APPLICABLE)

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

EMPLOYER/DEPARTMENT	CONTACT PERSON and TELEPHONE NO.	CONTRACT VALUE IN RAND	COMPLETED SUCCESSFULLY YES/NO	YEAR

9. PLEASE INDICATE ANY OWNER WHO HAS A CONTROLLING OWNERSHIP INTEREST IN ANOTHER BUSINESS

NAME OF OWNER	NAME AND ADDRESS OF OTHER BUSINESS	POSITION HELD	% OF OWNERSHIP	TYPE OF BUSINESS

10. IDENTIFY BY NAME, HDI STATUS AND LENGTH OF SERVICE, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON OWNERS) RESPONSIBLE FOR DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS.

	NAME	HDI STATUS (YES/NO)	LENGTH OF SERVICE (YEARS)
CHEQUE SIGNING			
SIGNING AND CO- SIGNING FOR LOANS			
BUSINESS FINANCING (overdraft, lease agreements)			
SURETIES			
APPROVAL OF MAJOR PURCHASES OR ACQUISITIONS			
SIGNING CONTRACTS			

****HDI is for 'Historically Disadvantage Individual'

11. **VERIFICATION OF INFORMATION SUPPLIED RELATING TO PREFERENCES THAT THE APPLICANT (BUSINESS) MAY APPLY FOR**

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT :

- A. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
- B. If the information supplied is found to be incorrect then the Municipality may, in addition to any remedies it may have:
 - i. Disqualify the supplier/contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - ii. Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the Municipality as a result of breach of the contract;
 - iii. Cancel the contract and claim any damages which the Municipality may suffer by having to make less favorable arrangements after such cancellation: and/or;
 - iv. De-register the suppliers registered on the Supplier Database

SIGNED ON THIS _____ DAY OF _____ 20____ AT _____

BEFORE THE COMMISSIONER OF OATHS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME IN BLOCK LETTERS

SUPPLIER'S NAME: _____

Signed and affirmed to, before me at, _____ on this
_____ day of _____ year _____, by the deponent who has acknowledged that
he/she knows and understands, the contents of this document, and he/she has acknowledged that
he/she has no objection to affirming, that he/she regards the affirmation to be binding on his/her
conscience.

COMMISSIONER OF OATHS

FULL NAME:

BUSINESS ADDRESS :

CAPACITY : _____

AREA : _____

OFFICIAL DATE STAMP