

VENDOR NR:

OFFICE USE ONLY



SUPPLY CHAIN MANAGEMENT UNIT

P.O Box 60
Sasolburg, 1947

Enquiries Tel: (016)973 8742/4/9
www.metsimaholo.gov.za

VENDOR APPLICATION FORM

VENDOR NAME:

DATE RECEIVED:

DATE CAPTURED:

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 or 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 Metsimaholo Municipality to compile a database of registered suppliers;
- To support Metsimaholo 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 Metsimaholo 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 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.
 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 Metsimaholo Municipality list.

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 METSIMAHOLO 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.
- *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 Metsimaholo Vendor Database, your details will be accessible to the procurement department at Metsimaholo.

- *Amendments:* Please notify Metsimaholo immediately of any changes to the verified information submitted.
- Should a company have more than one 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.
- Metsimaholo Reserves the right to perform an audit to confirm or verify any of the answers supplied in the applications form.
- Vendor can only choose 3 Commodities.

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED

DOCUMENTS REQUIRED	BUSINESS TYPE						WHERE TO FIND DOCUMENTS
	Sole Proprietor	Close Corporations	Partnerships	Public Company & Private company	Business Trust	Non-profit organization (NPO)	
Certified copies of company registration	N/A	CK1/CK2	Partnership agreement	CM3 CK1/CK2	Letter of Authority	Section 21	Registrar of Close Corporations & Companies
Certified copies of Proof of ownership	N/A	CK1/CK2	Partnership agreement	Share-holding CM3 CK1/CK2	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 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 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 R300000 annual turnover)	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
Workmen'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	

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.METSIMAHOLO	
CURRENCY:	
SHAREHOLING BEE %	
TAX CLEARANCE EXPIRY DATE	

PHYSICAL ADDRESS CODE-----	POSTAL ADDRESS CODE-----
---	---

(Contact Detail)

TELEPHONE NO:	
CELL NO:	
E-MAIL ADDRESS:	
FAX NO:	
WEB-PAGEADDRESS:	

FULL DETAILS OF CONTACT PERSON

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

COMMODITYGROUP

**PLEASE NOTE THAT ANY VENDOR MAY ONLY REGISTER FOR A MAXIMUM OF THREE
(3) COMMODITY GROUPS**

(PLEASE TICK RELEVANT BOXES)

CATERING(SDM)

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

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 Materials
- ☐ Laundry Services Materials
- ☐ 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
- ☐ Skills Development Expert Services
- ☐ Team Building Facilitating Services
- ☐ Human Resource Management (E.G. Behaviour Skills)Training

FLEET MANAGEMENT

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

ENGINEERINGSERVICES

- ☐ 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
- ☐ Design & Development Services-Printing
- ☐ Design & Development Services (Multimedia
- ☐ Mediating Services
- ☐ Publishing Services
- ☐ Subscription Services
- ☐ Translation & Interpreter Services

FINANCIALSERVICES

- ☐ 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

- ☐ Land Reform, Restitution & Development Training
- ☐ Training Monitoring& Evaluation Expert Services
- ☐ Audio Visual Production Services Training Course
- ☐ Information Technology(Hard& Software)Training Courses
- ☐ Emergency Medical Services Training
- ☐ Project Management Training

INFORMATION TECHNOLOGY SERVICES

- ☐ G.I.S.(Operators, System& Database Design, Development And Maintenance)
- ☐ Information Technology Equipment (Hardware)
- ☐ 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
- ☐ 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

INTERIOR DECORATING AND HOUSEHOLD SERVICES

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

LAND DEVELOPMENT PLANNINGSERVICES

- ☐ Alienation Act (Act111&Act119) Commissioners & Specialist Services
- ☐ Environmental Impact Assessment/Environmental Scoping Services
- ☐ Quantity Survey Services
- ☐ Town, Regional and Integrated Rural Development Planning Services
- ☐ Land & Rural Development & Planning Coordinating Services
- ☐ Land Development-Engineering Support Services
- ☐ LandParticipatorySituationAnalysisServicesParalegalSpecialistServices
- ☐ Land Surveyor Services

ELECTRICAL, HARDWARE SUPPLIES AND EQUIPMENT

- ☐ General Hardware
- ☐ Electrical Equipment
- ☐ Cabling
-
- ☐ Maintenance & Repair Services
- ☐

TRANSPORT, RE-LOCATION& FREIGHTSERVICES

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

VEHICLE MAINTENANCE & SERVICES

- ☐ Exterior Installations to Vehicles Services
- ☐ Interior Installations to Vehicles Services
- ☐ Auto Electrical Services
- ☐ Differential Services/Repairs
- ☐ Hydraulic Services/Repairs
- ☐ Panel beating Services
- ☐ Transmission Services/Repairs
- ☐ Vehicle Cleaning& Valet Services
- ☒ Vehicle Engine Services/ Repairs Wall
- ☐ Vehicle Exterior Services
- ☐ Vehicle Glass Services
- ☐ Vehicle Interior Services
- ☐ Vehicle Tracking Services
- ☐ Vehicle Tyre Serv (Fitting, Balancing, Alignment, Repair, Etc)

LEGALSERVICES

- ☐ Architectural Services Conveyance & Notary Services
- ☐ Labour Law Specialist Services
- ☐ Land Development & Planning-Law Specialist Services
- ☐ Legal Services Specialist
- ☐ Legal Drafters and Advisory Services
- ☐ Legal Entity Establishment Services

REPROGRAPHICSERVICES

- ☐ Graphic Designs
- ☐ Photographic Services:-Developing, Enlargements, Etc.
- ☐ Printing & Copying Services
- ☐ Video Services:-Developing, Copying, Editing,Etc

TELECOMMUNICATIONSERVICES

- ☐ Cell-Phone System Services
- ☐ Tele communication Installations, Maintenance & Repair Services
- ☐ Land-Line System Services

STATIONERY

- ☐ General Office Stationary
- ☐ Paper
- ☐ Cartridge Ink
- ☐ Cartridge Toner

SHE: SAFETY, HEALTH&ENVIRONMENTSERVICES

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

☐FURNITURE☐GARDENING EQUIPMENET☐☐MARKETING SERVICES

Vendors Banking Details

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

BANK STAMP TO CONFIRM/VERIFY THE ABOVE BANKING DETAILS

--

CONFIRMATION OF BANK DETAILS BY BANK OFFICIAL:

Initials and Surname (Bank official): _____

Telephone number (Bank official): () _____

Signature (Bank official): _____

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	

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

.....

¹MSCM 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.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

1.

3.12 Are any of the company’s directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

Suppliers must ensure that the database form is properly completed and all supporting documents are attached accordingly, failure to comply will lead to your company not being registered on the municipal database. The following mandatory documents must be affixed to a fully completed supplier database form for further consideration by the municipality:

- Fully completed and signed registration form (note: Commissioner's stamp is required).
- Original Valid Tax Clearance Certificate (no copies will be accepted).
- Certified Copy of CIPC (previously known as CIPRO) registration certificate.
- Company profile outlining products/ services on offer.
- Original certified copies of directors/members IDs.
- Account confirmation letter from the bank.
- B-BBEE certificate or certified copy thereof.
- Relevant accreditation certificate with professional bodies (e.g. PRISA certificates for security services, CIDB Grading certificates for construction services.)
- Your municipal rates and taxes or letter of confirmation from your landlord to confirm that you are a tenant.
- **Suppliers must ensure that the database form is properly completed and binded before being submitted.**

NB: All suppliers who were previously or are currently providing services or supplies to the municipality should re-register as they may not be automatically included in the database.

Queries relating to the registration may be addressed to the Supply Chain Management Unit:
Metsimaholo Local Municipality

No 10 Fichardt Street
Finance Building, 1st Floor
Ms Luyanda Radebe, tel: (016) 973 8749
Ms Palesa Mokoena, tel: (016) 973 8742

CERTIFICATION

<u>FOR OFFICE USE ONLY– METSIMAHOLO LOCAL MUNICIPALITY</u>	
CAPTURED BY	
DATE OF CAPTURE	
SIGNATURE	
REVIEWED BY	
SUPERVISOR'S SIGNATURE	