



MUSINA LOCAL MUNICIPALITY

Tel: 015 534 6118/ 6166
Fax: 086 518 4307

Private Bag X 611
Musina, 0900

VENDOR/SUPPLIER DATABASE REGISTRATION FORM

**VENDOR/SUPPLIER
NAME:**

You are hereby invited to register on Musina Local Municipality's supplier database. The following documents/ information must be provided/ attached when submitting the supplier database:

- Certified copy of BEE Certificate
- Company Profile
- Fax Number (compulsory)
- Proof of company registration
- Original Valid Tax Clearance Certificate
- Bank statement/original cancelled cheque / Bank letter
- Proof of payment of Municipal Rates and taxes
- CIDB Certificate – applicable to construction related services
- PSIRA-applicable to security related services
- Certified copies of identity documents for all directors or members of the company as listed on the company registration document
- Certified proof of disability if the owners are people with disability

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

| | | |
|------------------------------------|--|--|
| Postal Address: | Supply Chain Management contact details | Physical Address: |
| Private Bag X611 Musina 0900 | Tel: 015 534 6166/6118 | 21 Corner Irwin & Scholtz Street Musina 0900 |

Application Forms are available at the Procurement Office, Musina Local Municipality civic centre, 21 Irwin and Scholtz Street and website: [www. http://musina.gov.za](http://musina.gov.za)

1. BUSINESS PARTICULARS

1.1 Name of business as registered with Registrar of Companies / Close Corporations

1.2 Name of business used for trading purposes, if different from 1.1 or Name of Business if not registered with the Registrar of Companies / Close Corporations

1.3 Registration Number as registered with the Registrar of Companies / Close Corporations(if applicable)

1.4 Vat Registration Number

1.5 Income Tax Reference Number

1.6 Unemployment Insurance Fund No. (if applicable) *

* Please attach copy of Registration Form. If you are unable to do so, kindly provide explanation.

1.7 Compensation Commissioner Registration No. (if applicable) *

* Please attach copy of Registration Form. If you are unable to do so, kindly provide explanation.

1.16 P.A.Y.E. Number (if applicable)

1.8 Telephone Number

1.9 Fax Number

1.10 Cell Number

1.11 Email Address

1.12 Website Address

Preferred Method of communication

| | |
|--------|--------------------------|
| E-Mail | <input type="checkbox"/> |
| Fax | <input type="checkbox"/> |
| Post | <input type="checkbox"/> |
| SMS | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

2. FULL DETAILS OF CONTACT PERSON

| | |
|-----------------|--|
| TITLE: | |
| FULL NAME: | |
| TEL NO: | |
| CELL NO: | |
| FAX NO: | |
| E-MAIL ADDRESS: | |
| ID NUMBER: | |
| JOB TITLE: | |

2.1 Postal Address

| |
|--|
| |
|--|

**2.2 Physical Address
(if different to postal address)**

| |
|--|
| |
|--|

3. TYPE OF BUSINESS

Please tick the appropriate box.

| | |
|--------------------------|--|
| Public Company (Pty) Ltd | |
| Close Corporation CC | |
| Sole Proprietor | |
| Partnership | |
| Trust | |
| Co-operative | |
| Voluntary Associations | |

* Please ensure to attach a certified copy of the appropriate document dependent on type, e.g. Public Co. to attach certified copy of Certificate of Incorporation

4. COMPANY STRUCTURE

Please state a total and not a percentage on Item A, B & C

| | | Directors Total: | |
|---|--|---------------------|----------------|
| A | Directors/Members (<i>Total of directors on B+C+D+E+F = A</i>) | | Shareholders % |
| B | NON-HDI Total of Directors/Members (<i>Historically Disadvantaged Individual - Documentary Proof required</i>) | | |
| C | HDI Total of Directors/Members | | |
| D | Women (that forms part of the Directors/Members) | | |
| E | Disabled (that forms part of the Directors/Members) | | |
| F | Youth (that forms part of the Directors/Members) (<i>The National Youth Policy, 1997(5) defines youth males and females aged between 14 and 35 years</i>) | | |
| H | Company situated in the Musina Municipal Area | | Y N |

5. CATEGORY OF SERVICES

Please state the category of services

| | | | |
|----|-----------------------------------|---|---|
| A) | GENERAL SUPPLY | Y | N |
| B) | SOLE SUPPLIER (CERTAIN GOODS) | Y | N |
| C) | APPOINTED AGENT FOR AREA | Y | N |
| D) | MANUFACTURER | Y | N |
| E) | SERVICE AND MAINTENANCE | Y | N |
| F) | CONSULTANTS/PROFESSIONAL SERVICES | Y | N |

Declaration

I/ we, the undersigned on behalf of the business declare that the information furnished is true and correct and that I/we, have attached all the required documentary proof to substantiate the validity of the credentials of the business and give the municipality the authority to reject or impose any penalty should the business be found to have misrepresented some vital information. I/we declare that the banking details provided are correct. And declare that I/we are fully acquainted with the conditions of purchase and delivery, payments, definitions, vendor requirements and general definitions as stipulated on page 12 to 16.

Signature of the Applicant

Date

Witnesses 1. _____

2. _____

6. FOR OFFICIAL USE ONLY

| | Yes | No |
|---|-----|----|
| Is a Valid tax Clearance Certificate attached? | | |
| Is a Municipal Services Clearance Certificate attached? | | |
| Are the people in managerial Positions of the business not in Municipal services areas for more than 3 months | | |
| | | |
| | | |

| |
|-------------------|
| SUPPLIER'S NUMBER |
| |

I have checked all the details provided by this business and found to be in order and that all the necessary documentary proof has been provided to my satisfaction and therefore accept the registration of this business in the Municipal Service Provider database.

Database Administrator _____

Date _____

7. COMMODITY GROUPS

PLEASE STATE TYPE OF BUSINESS - SUPPLY/SERVICES

PLEASE TICK ACCORDINGLY

NB: SERVICE PROVIDER MAY ONLY REGISTER FOR A MAXIMUM OF THREE (3) COMMODITY/SERVICE OF THEIR SPECIALISATION. IF MORE THAN THREE IS SELECTED THE MUNICIPALITY WILL ONLY CONSIDER THE FIRST THREE SERVICES SELECTED

A)

| | SUPPLY | SERVICES |
|------------------------------|--------|----------|
| AUTO ELECTRICAL | | |
| AUTOMOTIVE SPARES | | |
| AUDITING | | |
| AIRCON | | |
| ARCHITECTS | | |
| AUCTIONEER | | |
| ADVERTISING | | |
| AUDIO SYSTEM | | |
| ACCOMMODATION (LODGE/HOTELS) | | |
| AGENTS (ALL TYPES) | | |

B)

| | SUPPLY | SERVICES |
|----------------------|--------|----------|
| BLASTING SERVICES | | |
| BOOKKEEPING | | |
| BANKERS | | |
| BOREHOLE EQUIPMENT | | |
| BOREHOLE DRILLING | | |
| BOREHOLE MAINTENANCE | | |
| BRICKS | | |
| BURIAL SERVICES | | |

C)

| | SUPPLY | SERVICES |
|-----------|--------|----------|
| CATERING | | |
| CARPENTRY | | |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

| | | |
|-------------------------------------|--|--|
| CHEMICALS | | |
| CABINET MAKING | | |
| CLEANING SERVICES | | |
| CEMENT | | |
| COMPUTER EQUIPMENT | | |
| CONCRETE READY MIX | | |
| Construction, Engineering, Building | | |
| CAR HIRE | | |
| CABLING | | |
| COURIER SERVICES | | |

CONSULTANTS

| | SUPPLY | SERVICES |
|----------------------------|--------|----------|
| CIVIL ENGINEERING | | |
| MECHANICAL ENGINEERING | | |
| ARCHITECTURAL LAND SCAPE | | |
| QUANTITY SURVEYING | | |
| LAND SURVEYING | | |
| ELECTRICAL ENGINEERING | | |
| PROPERTY VALUERS | | |
| TOWN PLANNING | | |
| ENVIRONMENTAL CONSULTATION | | |
| ATTORNEY/LEGAL ADVISORS | | |
| PROJECT MANAGEMENT | | |
| IT CONSULTANTS | | |
| PROPERTY DEVELOPERS | | |
| PROPERTY EVALUATORS | | |
| FINANCIAL SERVICES | | |
| PUBLIC HEALTH SERVICES | | |

D)

| | SUPPLY | SERVICES |
|----------------------------|--------|----------|
| DEMOLITION AND DISMANTLING | | |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

| | | |
|------------|--|--|
| DECORATION | | |
|------------|--|--|

E)

| | SUPPLY | SERVICES |
|------------------------------------|--------|----------|
| EARTH MOVING AND RELATED EQUIPMENT | | |
| ELECTRICAL GOODS (HIGH VOLTAGE) | | |
| ELECTRICAL GOODS (LOW VOLTAGE) | | |
| ELECTRICAL / REPAIRS | | |
| ELECTRONIC REPAIRS | | |
| EMPLOYMENT AGENCIES | | |

F)

| | SUPPLY | SERVICES |
|-----------------|--------|----------|
| FURNITURE | | |
| Fencing | | |
| FUEL / OIL/ GAS | | |

H)

| | SUPPLY | SERVICES |
|----------------------|--------|----------|
| HOUSEHOLD APPLIANCES | | |

I)

| | SUPPLY | SERVICES |
|-------------------|--------|----------|
| INTERIOR DESIGNER | | |
| INSURANCE BROKERS | | |

L)

| | SUPPLY | SERVICES |
|------------------|--------|----------|
| LABOUR HIRE | | |
| LIBRARY SERVICES | | |
| LAWN MOWER | | |
| LOCKSMITH | | |

M)

| | SUPPLY | SERVICES |
|-------------------|--------|----------|
| MEDICAL EQUIPMENT | | |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

| | | |
|------------------|--|--|
| MEDICAL SERVICES | | |
| MACHINE HIRING | | |

P)

| | SUPPLY | SERVICES |
|--|--------|----------|
| PLANTS AND FLOWERS | | |
| PRINTING | | |
| PROTECTIVE CLOTHING - EMBROIDERY/TAILORING | | |
| PROTECTIVE CLOTHING - PRINTING | | |
| PROTECTION / SECURITY SERVICES | | |
| PRECAST PRODUCTS | | |
| PHOTOGRAPHY | | |
| DISTRIBUTION | | |
| PANEL BEATING | | |
| PLUMBING | | |
| | | |
| PAINTING | | |
| PEST CONTROL | | |
| PLASTERING | | |

R)

| | SUPPLY | SERVICES |
|-----------------------------|--------|----------|
| ROADS (STORM WATER) CULVERT | | |
| RUBBERIZING | | |
| RECRUITMENT | | |
| REFRIGERATION | | |
| RESEARCH | | |
| ROOFING | | |

S)

| | SUPPLY | SERVICES |
|--------------------------|--------|----------|
| SLASH WORK | | |
| SIGNBOARD (SIGN WRITING) | | |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166
 Fax: 086 743 1811
 Email: suzanm@musina.gov.za

| | | |
|-------------------|--|--|
| STEEL WORK | | |
| SECURITY SYSTEM | | |
| STATIONERY | | |
| SOUND HIRE | | |
| STORAGE EQUIPMENT | | |
| SEWER SYSTEM | | |
| SHELVING | | |
| SHOP FITTERS | | |
| SWIMMING POOL | | |
| SAND | | |
| SCRAP METAL | | |
| SOLD WASTE | | |

T)

| | SUPPLY | SERVICES |
|----------------------------|--------|----------|
| TRENCH DIGGING | | |
| TOOLS | | |
| TREATED POLES | | |
| TAR PRODUCTS | | |
| TRAFFIC CONTROL EQUIPMENTS | | |
| TYRES | | |
| TOURISM | | |
| TELECOMMUNICATION | | |
| TRANSPORT | | |
| TILES/TILING | | |
| THATCHING | | |
| TRAVEL AGENCY | | |
| TOWING SERVICES | | |

V)

| | SUPPLY | SERVICES |
|--------------------|--------|----------|
| VEHICLE PURCHASING | | |
| VIDEO PRODUCTION | | |

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

| | | |
|-------------------------|--|--|
| VALUATORS AND ACTUARIES | | |
| VETERINARY SERVICES | | |

W)

| | | |
|----------------------------------|--------|----------|
| | SUPPLY | SERVICES |
| WATER RELATED FITTINGS & PIPES | | |
| WATER AND ELECTRIC DISCONNECTION | | |

IF ANY ARE NOT MENTIONED ABOVE, PLEASE STATE BELOW

| | | |
|--|--------|----------|
| | SUPPLY | SERVICES |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

8. CONDITIONS OF PURCHASES & DELIVERY

1. No purchases will be done without the necessary quotations.
2. All purchases will be done on official orders.
3. DELIVERY NOTES / INVOICES must accompany the delivery of goods.
4. All goods must be delivered at the stores, except where other arrangement has been made between the purchaser and suppliers.

9. CONDITIONS OF PAYMENT

1. A valid TAX INVOICE must be provided before any payment can be done as been required by the ACT.

Enquiries can be directed to Procurement Office, P/ bag x 611, Musina, Tel: 015 534 6118 / 6166

Fax: 086 743 1811

Email: suzanm@musina.gov.za

2. Payment will be done 30 DAYS AFTER STATEMENT.

10. VENDOR REQUIREMENTS

1. In order for council to obtain any goods or services from a vendor the following requirements must be met:
 - I The vendor must be registered with the council and a database with the relevant information will be submitted by the Financial Manager to the relevant departmental managers;
 - II All vendors must supply the council with their business addresses and their tax certificates;
 - III All vendors rendering goods and services to the council must comply with any labour legislation or regulations promulgated, with special reference to the Basic Conditions of Employment Act, Labour Relations Act, and the Occupational, Health and Safety Act (where a vendor do not comply with the above legislation the Council has the right to intervene, to correct the situation within available legal remedies.
 - IV All vendors must declare the employment rations and compliance with the Employment Equity Act;
 - V Council may require from vendors to enter into Joint ventures with other vendors;
 - VI Vendors must declare their business and family relationship with any person working for council or their relationship with a Councilor;
 - VII Vendors may not be in arrears with their Municipal Accounts for more than 30 days. The Council will set off any outstanding balances for longer than 30 days against any money outstanding to the vendor.
 - VIII Vendors must indicate on their tender document how many jobs will be created or maintained when executing a tender.

11. DEFINITIONS

- 1 In this policy, unless the context indicates otherwise, a word or expression to which a meaning has been assigned in the Act and Regulations bears the same meaning, and -
- a) **Affirmable Business Enterprise (ABE):** A business which adheres to statutory labour practices, is a legal entity, registered with the South African Revenue Service and a continuing and Independent Enterprise for profit, providing a Commercially Useful Function and
- i) which is at least 51% Owned by one or more Previously Disadvantaged Individuals or in the case of a company, at least 51% of the shares are owned by one or more Previously Disadvantaged Individuals and,
- ii) whose management and daily business operations are under the control of one or more of the Previously Disadvantaged Individuals who effectively own it provided, however, that during the period for which the business has been operating or the previous three financial years, whichever period is the lesser, the average annual turnover of the business (excluding VAT and any turnover generated in respect of work performed by other parties in a joint venture in a consortium) does not exceed:
- 1) R10 million in respect of contractors who mainly perform Civil Engineering Services.
 - 2) R2,5 million in respect of labour-only subcontractors
 - 3) R10 million in respect of Manufacturers
 - 4) R15 million in respect of Vendor
 - 5) R2,5 million, exclusive of any turnover generated in respect of out-sourced activities which the enterprise does not have the in-house competence and expertise to perform, in respect of professional service providers, and
 - 6) R2,5 million in respect of other service providers, e.g.

transports and that the sum of the average annual turnovers over the same period of all the business concerns which are under the Control of Previously Disadvantaged Individuals within the business entity and Affiliated Entities does not exceed one and a half (1,5) times the maximum allowable annual average turnover for the particular category of enterprise as set out in 11) above, seeking ABE status.

- b) **“Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
- c) **“Agent”** means a person mandated by another person (“the principal”) to do business for and on behalf of, or to represent in a business transaction, the principal, and thereby acquire rights for the principal against an organ of state and incur obligations binding the principal in favour of an organ of state;
- d) **“Closed quotations”** A closed quotation system will be where all quotations from the internal vendor database whether advertised or nominated is obtained on the same time and date as determined. It can also be done on the internet where all prices and the supplier become known on the same time and date.
- e) **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- f) **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- g) **“Contract”** means the agreement that results from the acceptance of a tender by an organ of state;
- h) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual or sensory function, which results in restricted, or lack of ability to perform an activity in the manner or within the range, considered normal for a human being;
- i) **“Firm price”** is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, A imposition, or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of

any supplies, or the rendering costs of any service, for the execution of the contract;

- j) **“Historically Disadvantaged Individual (HDI)”** means a South African citizen -
- (1) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitutions of the Republic of South Africa, 1983 (Act no 10 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (“the Interim Constitution”) and/or
 - (2) Who is a female; and /or
 - (3) Who has a disability;
- Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not be an HDI.
- k) **“Management”** in relation to an enterprise or business, means an activity inclusive of control and performed on a daily bases, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director;
- l) **“Non-firm prices”** means all prices other than “firm” prices;
- m) **“Person”** includes reference to a juristic person;
- n) **“Rand value”** means the total estimated value of the contract in Rand denomination which is calculated at the time of tender invitations and includes all applicable taxes and excise duties;
- o) **“Small, Medium and Micro Enterprises (SMMEs)”** bears the same meaning assigned to the expression in the National Small Business Act, 1996 (Act No 102 of 1996);
- p) **“Sub-Contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing, another person to support such primary contractor in the execution or part of a project in term of the contract;
- q) **“Tender”** means a written offer or bid in a prescribed or stipulated form in response to an invitation by an organ of state for the provisioning of

services or goods;

- r) **“Trust”** means the arrangement through which the property of one person is made over a bequeathed to a trustee to administer such property for the benefit of another person;
- s) **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;
- t) **“Vendor Data Base”** is a supplier of goods and services to Musina Local Municipality and who is registered on the vendor data base.
- u) **“Youth”** The National Youth Policy (1997:5) defines youth as young males and females aged between 14 and 35 years.

The system of awarding tenders is subject to the following point scoring system:

-The tenders that are submitted to specialists / consultants by the relevant Manager or Delegated Official for evaluation must be returned to the Manager or Delegated Official with a detailed list of all the tenders to be included in the point scoring system.

-The tenders received which were not submitted to specialists / consultants for evaluation must be evaluated before being included in the point scoring system.

ANNEXURE “1”

CERTIFIED BANKING DETAILS FORM

This form needs to be completed, certified by the appropriate Banking Institution and attached to the registration form.

Name of Banking Institution

Branch Name

Branch Code

Town / City

Banking Account Number

Name of Account Holder (Name under which Account is Operated)

Account Type (Cheque/Savings etc.)

Please place Bank stamp here

Received and stamped By (Name in Block Letters) Signature of Recipient

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

Date of Receipt

NB: * Please ensure to attach bank statement/original cancelled cheque/Bank letter

ANNEXURE “2”

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

.....
.....

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

3.13.1 If 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