

SUPPLIER DATABASE APPLICATION FORM

Registration of prospective suppliers is done according to the following prescripts:

1. Preferential Procurement Policy Framework Act No. 5 of 2000.
2. Preferential Procurement Regulations (No. R.502 of 8 June 2011)
3. Local Government Municipal Finance Management Act No. 56 of 2003
4. Witzenberg Municipality's Supply Chain Management Policy as approved by Council from time to time

This form must be fully completed, only with a black pen, signed as requested and placed together with supporting documentation as indicated in the sections below, in an envelope clearly marked "Supplier data base application form" and forwarded to the Manager: Supply Chain, P O Box 44, Ceres, 6835, or handed in at the Supply Chain Office, Dromedaris Street, Ceres (GPS coordinates 33 ° 22' 38" S; 19 ° 18' 29" E).

SUPPLIER DATABASE APPLICATION FORMS THAT ARE FAXED OR EMAILED WILL NOT BE ACCEPTED.

PLEASE NOTE

1. The use of correction fluid is prohibited. Any alterations must be initialled.
2. It is the responsibility of the supplier to supply the municipality with all updated information. The municipality will not be held liable for incorrect information supplied.
3. Registration on the Witzenberg Municipality's supplier database does not guarantee business opportunities with the municipality;
4. All supplier information will be treated strictly confidential;
5. Prospective suppliers must familiarise themselves with the content of Witzenberg Municipality's Supply Chain Management Policy which is available on its website (<http://www.witzenberg.gov.za/publications/policies>)
6. It is expected from prospective suppliers to comply with the requirements of the Supplier's Code of Conduct which is annexed to the municipality's Supply Chain Management Policy.

Please keep copies of the application form and all documentation submitted for your own records as no copies will be made by the Witzenberg Municipality.

This application form is also available at <http://www.witzenberg.gov.za/tenders>

For any further enquiries please contact the Supply Chain Management Unit on telephone number (023) 312-1761/5.

SECTION 1: BASIC SUPPLIER INFORMATION

Registered business name of supplier			
Trading name of supplier			
Business registration number			
Web address			
Email address 1			
Email address 2			
Contact person(s)			
Designation of contact person(s)			
Office telephone number			
Cell number			
Fax Number			
Registered postal address	Line 1		
	Line 2		
	Town/ City		Postal code
Registered physical address	Line 1		
	Line 2		
	Town/ City		Province
Municipal service account number(s)			
Business type (tick the appropriate box and attach the required documents)	Type	Required documentation to be attached for each business type	Tick box
	Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members	
	Sole Proprietor	Attach certified copy of ID Document	
	Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners	
	Trust	Attach certified copy of trust document Attach certified copies of identity documents of all trustees	
	NGO's/ NPO's	Attach certified copy of Constitution	

SECTION 2: BANKING INFORMATION

(Attach bank verification: Original stamped letter from bank or original cancelled cheque)

Bank name	
Branch name	

Branch code				
Account holder				
Account number				
Account type (Tick one)	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Transmission
	<input type="checkbox"/>	Savings	<input type="checkbox"/>	Other

SECTION 3: TAX INFORMATION (Attach a valid and original tax clearance certificate)
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Income tax number	
VAT registration Number	
PAYE registration number	
SDL registration number	
UIF registration number	
Tax clearance certificate number at time of submission	
Expiry date of tax clearance certificate at time of submission	
Supplier's SARS office branch	

SECTION 4: OTHER REGISTRATION PARTICULARS (Attach proof where applicable)
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CIDB registration number (for construction industry)		CIDB contractor grading(s) (for construction industry)	
Expiry date of CIDB registration			
ASATA registration number (for travel industry)		Expiry date of ASATA registration	
PSIRA registration number (for security related industry)		Expiry date of PSIRA registration	

SECTION 5: BROAD BASED BLACK ECONOMIC EMPOWERMENT INFORMATION (Attach a valid and certified copy of your B-BBEE status level certificate)

B-BBEE status level of contribution	
Name of issuer of certificate	
Issue date	
Expiry date	

SECTION 6: CLASSIFICATION AS A SMALL, MEDIUM OR MICRO ENTERPRISE

Small, medium and micro enterprise (SMME) status as per National Small Business Act no 102 of 1996 as amended) classification. Please complete the shaded areas in the following table to establish whether your business qualifies as a SMME.

1. Indicate your economic sector

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. Please indicate your sector "X"	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 with an "X"
		Less than:	Less than:	Less than:	
All tiers of government	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture	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	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	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	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	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	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	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	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	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	Medium	200	R 26 m	R 5 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	
Community, social and personal services	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	

SECTION 7: SELECTION OF COMMODITY TYPES

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box on the next page. Mark with an "x" the category of commodities / services you are able to supply.

Where a business wishes to be registered for five or more main commodities, the business must submit a company structure and qualifications of staff for each commodity type.

Businesses are encouraged to indicate commodities that are in their main line of business.

00100	CONSTRUCTION EQUIPMENT AND SUPPLIES	
00101	Air conditioning and temperature control equipment	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)	
00104	Ceiling boards, skirtings, etc	
00105	Construction machinery	
00106	Doors and windows	
00107	Electrical systems, lighting, components accessories and supplies	
00108	Flooring materials (carpets, tiles, etc)	
00109	Plumbing ware and materials	
00110	Roofing materials	
00111	Sanitation ware and equipment	
00112	Glass	
00113	Manhole covers and frames	
00200	CONSTRUCTION SERVICES	
00201	Burglar proofing and systems	
00202	Concrete manufacture and works	
00203	Construction-related transport	
00204	Demolition services	
00205	Earthworks, drilling and landscaping	
00206	Electrical installation	
00207	Fencing	
00208	General building work	
00209	Glazing	
00210	Mechanical contracts	
00211	Metalwork	
00212	Painting	
00213	Paving	
00214	Plumbing	
00215	Pre-cast concrete manufacture	
00216	Pump installation	
00217	Road works	
00218	Sewerage systems and construction	
00219	Water works and pipelines	
00220	Asphalt paving	
00221	Tiling	
00222	Carpentry	
00223	Road marking and painting	
00300	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES	
00301	Bearing supplies	
00302	Bolts, nuts and fasteners	
00303	Electric cables	
00304	Electrical component supplies	
00305	Electrical equipment	
00306	Electrical equipment repairs	
00307	Hardware supplies	
00308	Lifting equipment	
00309	Mechanical seals and packing	
00310	Pipe and irrigation supplies	
00311	Power generation and distribution machinery and accessories	
00312	Pump spares	
00313	Small tools	
00314	Transformer services	
00315	Valves, couplings	
00316	Water meters, pipes, fittings, PVC, polyethylene, etc	
00400	GENERAL SERVICES	
00401	Accommodation and lodging	
00402	Advertising, communication, design, editorial, publication and marketing services	
00403	Auctioneering services	
00404	Signs & traffic accessories	
00405	Bookkeeping and accounting services	
00406	Catering and refreshments	
00407	Cleaning services	
00408	Conferencing facilities and facilitation	
00409	Contract administration	
00410	Courier services	
00411	Education and training	
00412	Environmental impact studies	
00413	Freight forwarding and cleaning services	
00414	General maintenance services	
00415	General Wholesale	
00416	Health care	
00417	Horticulture	
00418	Infrastructural maintenance	
00419	Inspection services	
00420	Insurance	

00435	Real estate services	
00436	Research services	
00437	Security and safety services	
00438	Site cleaning	
00439	Social Facilitating	
00440	Storage	
00441	Translation and interpreting services	
00442	Transport services, general	
00443	Travel services	
00444	Vehicle hire	
00445	Vending services	
00446	Entertainment	
00447	Funeral services	
00448	Cell phones and cell phone vouchers	
00449	Removal of bees	
00450	Recycling	
00451	Cash in transit services	
00452	Transcription services	
00453	Hiring of crockery, cutlery etc	
00500	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	
00501	Computer equipment, networks and software	
00502	Consumables	
00503	Corporate gifts	
00504	Domestic, industrial and cleaning equipment and supplies	
00505	Electronic equipment, including audio-visual equipment	
00506	Fire protection equipment	
00507	Flowers and plants	
00508	Food and refreshments	
00509	Household furniture, appliances and goods	
00510	Office furniture and equipment	
00511	Office supplies and stationery	
00512	Printing, copying and photographic equipment and supplies	
00600	MISCELLANEOUS GOODS AND SUPPLIES	
00601	Environmental cleansing equipment, goods and supplies	
00602	Fire protection equipment, goods and supplies	
00603	Garden tools	
00604	Gas	
00605	Material and warehousing machinery, equipment and goods	
00606	Measuring, testing and observation equipment	
00607	Pharmaceutical	
00608	Protective clothing and uniforms	
00609	Security equipment, goods and services	
00610	Sports and recreational equipment and goods	
00611	Laboratory chemicals	
00612	Specialised imported chemicals	
00613	Swim and water sport training	
00614	Agricultural chemicals	
00700	PROFESSIONAL SERVICES	
00701	Accounting, auditing and management services	
00702	Architectural services	
00703	Consulting engineering-Electrical	
00704	Consulting engineering-Environmental	
00705	Consulting engineering-Other	
00706	Consulting engineering-Project management	
00707	Consulting engineering-Roads and Storm water	
00708	Consulting engineering-Sewerage systems	
00709	Consulting engineering-Structures, Buildings, Bridges, etc	
00710	Consulting engineering-Water systems	
00711	Consulting engineering-Geo-technical	
00712	Consulting engineering-Solid waste	
00713	Engineering services	
00714	Financial services	
00715	Land surveying	
00716	Legal services-contracts	
00717	Legal services-conveyancing	
00718	Legal services-litigation	
00719	Legal services -other	
00720	Consulting engineering-Mechanical	
00721	Medical services	
00722	Project management	
00723	Quantity surveying	
00724	Town and regional planning	
00725	Tax consulting	
00726	Occupational Health & Safety	
00727	Forensic auditing and forensic accounting services	
00800	VEHICLE SUPPLY AND TRANSPORTATION SERVICES	

00421	IT, broadcasting and telecommunication services	
00422	Interior decorating, refurbishment and upholstery	
00423	Land valuation services	
00424	Laundry and dry-cleaning services	
00425	Locksmith services	
00426	Mailing services	
00427	Management services	
00428	Miscellaneous equipment and goods hiring	
00429	Personnel services	
00430	Pest control and removal services	
00431	Photographic and graphic design services	
00432	Picture framing	
00433	Printing	
00434	Procurement services	

00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Spares and parts	
00809	Towing services	
00810	Transmissions	
00811	Tyres and tubes	
00812	Upholstery	
00813	Vehicle fleet management	
00814	Vehicle supply	
00815	Windscreens	
00816	Auto electrical repairs	
00817	Rental of crane trucks and forklifts	
00818	Exhaust fitting and repair	
00819	Air-conditioning installations and repairs/ service	

Add any commodities/ services that not listed above:

SECTION 8: DISCLOSURE OF STATE AND MUNICIPAL INTERESTS

- (a) This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. **No Registration will be accepted from persons in the service of the state*.**

- (b) In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

- (c) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
 - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - (ii) been convicted for fraud or corruption during the past five years;
 - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
 - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
 - (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

8.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/are or has/have been in the service of the State, the Witzenberg Municipality or any other municipality during the previous twelve months.

YES / **NO**

If YES, please provide full details, in which capacity:

Name of person currently in the service of the state	Your relation to the person in the service of the state	Name of employer of person in the service of the state	Job title of person in the service of the state	State employee number

8.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, shareholder or stakeholder of your enterprise is/are or has/have been in the service of the state, the Witzenberg Municipality or any other municipality in the previous twelve months.

YES / **NO**

If YES, please provide details, including names, relationships, employers and capacities:

* 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.

SECTION 9: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I / We the undersigned, warrant that I am/we are duly authorised to do so and on behalf of

_____ (name of business)

declare that:

1. The information contained in this document is correct;
2. No municipal rates and taxes or municipal service charges owed by the supplier or any of its directors to any municipality/ municipal entity, are in arrears for more than three (3) months;
3. Witzenberg Municipality may utilise tools at its disposal to verify all information contained and attached hereto;
4. All copies of relevant documentation are attached as indicated under each section;
3. If there are any changes to the information supplied on this document, the Supply Chain Unit of Witzenberg Municipality will be informed in writing within seven (7) working days of any changes; and
4. The enterprise subscribes to the suppliers code of conduct as annexed to Witzenberg Municipality's Supply Chain Management Policy.

If the information supplied is found to be incorrect then the Witzenberg Municipality in addition to any remedies it may have, may

- (i) disqualify the supplier/applicant for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
- (ii) recover from the supplier all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract, and/or;
- (iii) cancel the contract and claim any damages which the municipality may suffer by having to make favourable arrangements after such cancellations, and/or;
- (iv) de-register the supplier from the supplier database and/or;
- (v) list the supplier on National Treasury's database of restricted suppliers; and/or;
- (vi) take any other action as may be deemed necessary.

PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER SECTION IS ATTACHED HERETO

Full name of representative: _____

Signature: _____

Capacity: _____

Date: _____

FOR OFFICIAL USE:

Date received by SCM Office	
Date of verification	
Approval of registration by	
Date captured on financial system	
Supplier registration number	
Business name as registered	