



44, Ceres, 6835  
50 Voortrekker St/ Str, Ceres, 6835  
Suid Afrika/ South Africa  
+27 23 316 1854  
+27 23 316 1877  
admin@witzenberg.gov.za  
www.witzenberg.gov.za

## 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

This form must be fully completed, only with a black pen, signed as requested and placed together with supporting documentation, 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. **SUPPLIER DATABASE APPLICATION FORMS THAT ARE FAXED OR EMAILED WILL NOT BE ACCEPTED.**

### **PLEASE NOTE**

1. Registration on the Witzenberg Municipality Supplier Database does not guarantee business opportunities with the Municipality
2. All supplier information will be treated strictly confidential.

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 form is also available on the Municipality's website at:  
<http://www.witzenberg.gov.za>

For any further enquiries please contact the Supply Chain Management Unit on telephone number (023) 312-1761/5 or via fax on (023) 312-1934.

**NB: INFORMATION AND GUIDELINES FOR COMPLETING AND SUBMITTING THE WITZENBERG  
MUNICIPALITY DATA BASE LISTING APPLICATION FORM**

- a) This application form must be completed in block letters and in black ink.
- b) Please complete all fields. If a field is not applicable to your business or situation clearly mark it as “Not Applicable” or “N/A.” Do not leave any field blank as this may result in the rejection of your application.
- c) Completion of Questions: Clearly state YES/NO by circling your choice or N/A to questions asked. Do not leave any fields blank.
- d) Please ensure that the form is signed by an authorised person(s).
- e) Required documentation: Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached. Failure to submit requested documentation may result in the rejection of the application. **The onus is on the applicant to ensure that all such documentation is submitted and certified where necessary.** The Municipality is under no obligation nor does it accept responsibility for contacting applicants in any way should all required documents not be attached. .
- f) **All or some of the following documentation may be relevant to your application (refer to page 4 and 5 of this application form for the list of documentation required per business type):**
  - i. Certified copies of company registration documents (including CK1 and CK2)
  - ii. Certified copies of identity documents of directors, owners, partners, members or shareholder
  - iii. Certified copies of shareholding documents (shareholder certificates etc.)
  - iv. Valid and original tax clearance certificate (compulsory for all businesses)
  - v. Original or certified copy of Broad-Based Black Economic Empowerment (BBBEE) certificate
  - vi. Cancelled cheque or letter from your bank confirming your business’ banking details
  - vii. Certified copies of Partnership agreements in the case of partnerships
  - viii. Certified certificate of incorporation if public company (CM3)
  - ix. Certified trust agreement, trustee details and letter of authority in the case of business trust
  - x. Certified certificate of Incorporation (Section 21 Company)
  - xi. Proof of Disability
  - xii. Copy of Value Added Tax Registration Certificate (VAT 103) (if supplier is registered for VAT)
  - xiii. Compensation of Occupational Injuries and Diseases (COID) Registration Certificate

and any other relevant registration certificate pertaining to your business, e.g. CIDB, NHBRC, ECSA, CESA, etc

- g) This form must be fully completed, only with a black pen, signed as requested and placed together with supporting documentation, 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.

## **SUPPLIER DATA BASE APPLICATION FORMS THAT ARE FAXED OR EMAILED WILL NOT BE ACCEPTED**

### **PLEASE NOTE:**

- **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 continual basis.
- **Owners, Shareholders and Partners:** Please ensure that the percentages of ownership, amount to 100% and that every field is completed for each of the business owners.
- **Declaration of Correctness:** Please ensure that the Declaration of Correctness (Section 8) is signed and dated once all required documents and information have been submitted.
- **Processing of registration:** Your completed registration will be processed, and, following verification and approval, you will be issued with a Supplier Database Registration Code to be used in all future communication with Witzenberg Municipality. This letter of verification will be dispatched to the correspondence details supplied by you on the application form.
- **Business Opportunities:** Please note that registration on the Witzenberg Municipal Supplier Database does not guarantee business opportunities.
- **Amendments or changes:** Please notify the Witzenberg Municipality Supply Chain Management Unit (SCM) immediately of any changes to the information submitted.
- **Multiple offices:** If a company has more than one office, each office must fill in a separate form, unless the point of transaction is centralized in the company's head office.
- **Commodity classification:** Please note that the key facilities in the database are classified as commodities and each potential supplier must indicate the commodities in which it would like to register for Request for Quotations (Please refer to Section 3.8). **Where a business wishes to be registered for five or more main commodity classes, the business must submit a company structure and qualifications of each of the sections which will be dealing with each main commodity class.**

- **Taxes:** It's a condition of bidding or tendering for the delivery of goods and services that a provider's taxes must be in order, or satisfactory arrangements must have been made with the South African Receiver of Revenue to meet his/her tax obligations. In bids where partnerships/consortia/joint ventures/sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- **Municipal obligations:** No listing will take place if a provider is not in good standing in as far as his/her tax and municipal service obligations (e.g. water, electricity, etc.) are concerned.
- **Proof of Disability** has to be submitted and can be obtained from the Department of Social Welfare – Disability Grant registration; Medical Assessment report.
- **Return of documents:** Documents submitted to the Municipality in support of this application will not be returned if an application is unsuccessful or under any other circumstances.
- **Non-compliance:** Non-compliance to any services or goods of business awarded will result in your company being removed from the accredited supplier database.

**DOCUMENTS REQUIRED (please ensure that all relevant documentation are attached)**

<b>DOCUMENTS REQUIRED</b>	<b>Sole Proprietor</b>	<b>CC's and Private Companies</b>	<b>Partnerships</b>	<b>Public Company</b>	<b>Business Trust</b>	<b>Non Profit Organisation (NPO)</b>	<b>Where to get documents</b>
<b>COMPANY REGISTRATION CERTIFIED COPIES</b>	N/A	Certificate of incorporation  CK1 / CK2	Partnership agreement	Certificate of Incorporation  CM3	Trust agreement	Certificate of Incorporation  Section 21	Registrar of CC's & Companies
<b>PROOF OF OWNERSHIP CERTIFIED COPIES</b>	N/A	Shareholding  CK1 / CK2	Partnership agreement	Shareholding  CM3	Trustees details: Letter of Authority	Auditor's letter – no shareholding	Registrar of CC's & Companies
<b>PROOF OF BANKING DETAILS</b>	Cancelled cheque/  Letter from bank confirming banking details	Cancelled cheque/  Letter from bank confirming banking details	Cancelled cheque/  Letter from bank confirming banking details	Cancelled cheque/ Letter from bank confirming banking details	Cancelled cheque/  Letter from bank confirming banking details	Cancelled cheque/ Letter from bank confirming banking details	Bank at which account is opened
<b>VALID AND ORIGINAL TAX CLEARANCE CERTIFICATE (compulsory for all business types)</b>	For the owner of the enterprise	For the company / CC	For each individual partner	For the company	For the trust	For the NPO	SARS
<b>ORIGINAL OR CERTIFIED COPIES OF BBEE CERTIFICATES</b>	For the enterprise	For the company / CC	For the partnership	For the company	For the trust	For the NPO	SANAS/ IRBA/ ACCOUNTING OFFICER OF CC
<b>P.A.Y.E</b>	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
<b>VAT REGISTRATION</b>	Yes	Yes	Yes	Yes	Yes	Yes	SARS
<b>U.I.F. Certificate</b>	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
<b>Workman's Compensation</b>	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour

<b>DOCUMENTS REQUIRED</b>	<b>Sole Proprietor</b>	<b>CC's and Private Companies</b>	<b>Partnerships</b>	<b>Public Company</b>	<b>Business Trust</b>	<b>Non Profit Organisation (NPO)</b>	<b>Where to get documents</b>
<b>Security Officer's Board - CERTIFIED</b>	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	If applicable – for security industry	Security Service Regulatory Authority
<b>Proof of Disability</b>	If owner is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	If shareholder is disabled	Department of Social Welfare – Disability Grant Registration
<b>Proof of Identity document CERTIFIED</b>	Owner	Directors / Members	Partners	Directors	Trustees	Directors	Department of Home Affairs
<b>CIDB registration (for construction)</b>	YES	YES	YES	YES	YES	YES	CIDB
<b>Catering services (Registration with the District Municipality for certificate of acceptability of premises for food Preparation)</b>	YES	YES	YES	YES	YES	YES	District Municipality
<b>Travel Agency registration</b>	YES	YES	YES	YES	YES	YES	ASATA
<b>Proof of physical address (not PO Box address)</b>	YES	YES	YES	YES	YES	YES	See list below

- Utility bill (municipal account) less than three months old
- Bank statements less than three months old
- Recent lease or rental agreement
- Rates invoice from your municipality less than three months old
- Mortgage / Home loan statement less than three months old
- Telkom or cell phone account less than three months old
- Official SARS document less than one year old
- Recent insurance policy document
- Valid TV licence documents less than one year old
- Motor vehicle registration documentation

**FOR OFFICIAL USE**

Business name as registered	
Date Received	
Data captured by	
Verification of registration by	
Date of verification	
Approval of registration by	
Database Registration Number	

**Section 1: Personal / Business Information**

1.1 Registered name of business: \_\_\_\_\_

1.2 Postal address: Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Postal code \_\_\_\_\_

1.3 Physical address: Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Postal code \_\_\_\_\_

1.4 Location of business: \_\_\_\_\_

1.4.1 Within Western Cape Province?  Yes or  No

1.4.2 Within Cape Winelands District Municipal Area  Yes or  No

1.4.3 Within Witzenberg Municipal Area?  Yes or  No

1.4.3.1 If yes to 1.4.3, please indicate in which the enterprise is situated

Ceres	Tulbagh	Wolseley	PA Hamlet	Op-die-Berg
-------	---------	----------	-----------	-------------

1.5 Office telephone number \_\_\_\_\_

1.6 Fax number \_\_\_\_\_

1.7 Cell phone number \_\_\_\_\_

1.8 E-mail address \_\_\_\_\_

1.9 Contact Person \_\_\_\_\_

1.10 Designation of contact person \_\_\_\_\_

1.11 Preferred method of communication 

Email	SMS	Fax	Telephone
-------	-----	-----	-----------

**Section 2: Type of Business: (Tick appropriate Box)**

- 2.1 Sole Proprietor / One person Business
- 2.2 Partnership
- 2.3 Public Company (Ltd)
- 2.4 Private Company (PTY) (Ltd)
- 2.5 Closed Corporation
- 2.6 Trust
- 2.7 Other

2.7.1 If other, Please specify:

**Section 2A: Please describe briefly your principal business activities:**

---

---

---

---

---

---

**Section 3: Business Details:**

- 3.1 Company Registration No. \_\_\_\_\_
- 3.2 Construction Industry Development Board (CIDB) Registration No \_\_\_\_\_
- 3.3 Income Tax Registration No. \_\_\_\_\_
- 3.4 VAT Registration No. \_\_\_\_\_
- 3.5 UIF Registration No. \_\_\_\_\_
- 3.6 Witzenberg Municipal Account Number: Account 1: \_\_\_\_\_
- 3.7 Witzenberg Municipal Account Number: Account 2: \_\_\_\_\_
- 3.8 Witzenberg Municipal Account Number: Account 3: \_\_\_\_\_

**3.9 Banking Details:**

Name of bank \_\_\_\_\_

Branch name \_\_\_\_\_

Branch code \_\_\_\_\_

Account number \_\_\_\_\_

Account Type \_\_\_\_\_

Name of account holder \_\_\_\_\_

Preferred EFT reference \_\_\_\_\_

**3.10 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 as applicable.**

**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"
All tiers of government	
Agriculture	
Mining and quarrying	
Manufacturing	
Electricity, gas and water	

Size of class	Total full time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business with an "X"
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
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	
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	
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	
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	

**Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box on the next page. Where a business wishes to be registered for five or more main commodities, the business must submit a company structure and qualifications of each of the sections which will be dealing with each main commodity. Mark with “x” the category of commodities / services you can supply**

<b>00100</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>	
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	
<b>00200</b>	<b>CONSTRUCTION SERVICES</b>	
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	
<b>00300</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>	
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, etcetera	
<b>00400</b>	<b>GENERAL SERVICES</b>	
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	
00421	IT, broadcasting and telecommunication services	
00422	Interior decorating, refurbishment and upholstery	
00423	Land valuation services	

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	
<b>00500</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>	
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	
<b>00600</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>	
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 watersport training	
<b>00700</b>	<b>PROFESSIONAL SERVICES</b>	
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	
00710	Consulting engineering-Structures, Buildings, Bridges, etc	
00711	Consulting engineering-Water systems	
00712	Consulting engineering-Geo-technical	
00713	Consulting engineering-Solid waste	
00714	Engineering services	
00715	Financial services	
00716	Land surveying	
00717	Legal services-contracts	
00718	Legal services-conveyancing	
00719	Legal services-litigation	
00720	Legal services -other	
00721	Consulting engineering-Mechanical	
00722	Medical services	
00723	Project management	
00724	Quantity surveying	
00725	Town and regional planning	
00726	Tax consulting	
00727	Occupational Health & Safety	
<b>00800</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	

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	

00807	Radiator repairs	
00809	Spares and parts	
00810	Towing services	
00811	Transmissions	
00812	Tyres and tubes	
00813	Upholstery	
00814	Vehicle fleet management	
00815	Vehicle supply	
00816	Windscreens	
00817	Auto electrical repairs	
00818	Rental of crane trucks and forklifts	

**Add any commodities/ services not listed above:**

-----

-----

-----

-----

-----

-----

-----

-----

**Section 4: List all Directors / Owners / Partners / Members**

Name of Director/ Owner/ Partner/ Member	Position occupied in enterprise	ID Number	Date RSA citizenship obtained	*HDI STATUS									% owner ship
				White	No franchise prior to elections			Woman				Disabled	
					Black	Coloured	Asian	White	Black	Coloured	Asian		

**If the space above is not sufficient, make a copy of this page and attach it to this application form**

\* Indicate Yes or No

“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 Constitution of the Republic of South Africa, 1983 (Act No 110 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 to be an HDI

## PREFERENTIAL PROCUREMENT REGULATIONS 2011

### Broad-Based Black Economic Empowerment (B-BBEE) status

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**BID DECLARATION**

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

		Yes	No
1	Has your enterprise/ company been assessed for BBBEE		
2	What is your enterprise/ company's B-BBEE rating?		
3 (a)	Have you attached an original or certified copy of your enterprise/ company's B-BBEE or verification certificate?		
3 (b)	If your answer is yes to question 3a, please indicate below by whom such a certificate was issued:		
i	A verification agency accredited by the South African National Accreditation System (SANAS)		
ii	An accounting officer as contemplated in the Close Corporation Act (CCA)		
iii	A Registered Auditor		

**A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR B-BBEE PREFERENCE POINTS.**

**Section 5: Supplier Profile**

5.1 Are there any pending legal proceedings or previous judgments against your business or has your business ever been declared insolvent:

Yes / No - If yes, please elaborate:

---

---

---

5.2 Is your business a permit holder under the SABS mark scheme?

Yes / No

If yes, indicate product(s) for which permits are held, including permit numbers

---

---

---

5.3 Does your business operate a Quality Management System covering the product / service you provide?

Yes / No - If yes, please elaborate:

---

---

---

5.4 Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act?

Yes / No

5.5 Are you registered with the Compensation for Occupational Injuries and Diseases Act (COID)? Yes / No.

COID Registration No: \_\_\_\_\_

5.6 Do you have Environmental Policy in place? Yes / No

5.7 Has your organization supplied any goods or services to the Witzenberg Municipality during the past five years:

Yes / No - If yes, please provide details:

---

---

---

**Section 6: Disclosure of State / 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) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. 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) willfully 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).

-----

6.1 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 another Municipality during the previous twelve months. If YES, please provide full details, in which capacity it was:

---

---

---

6.2 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 another Municipality in the previous twelve months. 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 7: 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

---

declare that:

1. That the information contained in this document is correct.
2. All copies of relevant documentation are attached.
3. The Historically Disadvantaged status of individuals as stated is correct and based on owners/shareholders/partners actively involved in the day-to-day management of this enterprise.
4. 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.

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 you/your enterprise 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) take any other action as may be deemed necessary.

Full names: \_\_\_\_\_

Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

Date: \_\_\_\_\_