

**VENDOR NR:**

OFFICE USE ONLY

**MOQHAKA LOCAL MUNICIPALITY**



**SUPPLIER DATABASE FORM**

**SUPPLY CHAIN MANAGEMENT**

*Completed and sealed Supplier Database Application Form*

**BY POST:**                    **OR**  
Moqhaka Local Municipality  
Supply Chain Database Forms  
P O BOX 302  
Kroonstad  
9499

**BY HAND DELIVERY/COURIER:**  
Moqhaka Local Municipality  
Supply Chain Database Forms  
Municipal Building, Hill Street  
Kroonstad  
9499

<b><u>FOR OFFICE USE</u></b>	
<b>SUPPLIERS NAME</b>	
<b>CAPTURED BY</b>	
<b>DATE CAPTURED</b>	
<b>SIGNATURE</b>	
<b>NAME OF SUPERVISOR</b>	
<b>SUPERVISOR'S SIGNATURE</b>	

## **CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED SUPPLIER ON MOQHAKA LOCAL MUNICIPALITY'S SUPPLIER DATABASE**

In compliance with the Municipal Finance Management Act (MFMA) and the Preferential Procurement Policy Framework Act (PPFA) and to ensure a competitive procurement process, Moqhaka Local Municipality invites all prospective suppliers to register on the Moqhaka Local Municipality's supplier database.

### **PLEASE NOTE**

#### **INSTRUCTION TO SUPPLIERS**

This form must be duly completed, preferably with a black pen, signed as requested. In order to ensure that the Service Providers are considered legitimate Bidders, it is imperative that the following instructions are strictly adhered to:

- **REGISTRATION ON THE MOQHAKA LOCAL MUNICIPALITY'S DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE MUNICIPALITY**
- **ALL SUPPLIER INFORMATION WILL BE TREATED STRICTLY CONFIDENTIAL**
- **THE APPLICATION FORM MUST BE COMPLETED IN FULL**
- **COPIES OF THE FOLLOWING CERTIFIED DOCUMENTS MUST BE ATTACHED**
  - Certified Company Registration Documents
  - Certified Identity documents of owners, partners, directors, members and shareholders
  - Value Added Tax Registration Certificate **(if applicable)**
  - Certified B-BBEE Status Level Verification Certificate and **only SANAS Accredited BBEE Certificate will be accepted and the BBEE Affidavit which is signed by the commissioner of oaths otherwise no other BBEE Certificate will be acceptable according to the revised PPR.**
  - Proof of Banking
  - Proof of CSD registration
  - Company Profile
  - Certified disability documents
  - Any other relevant registration certificate pertaining to your business.
  - Proof of Rates and Taxes Statement of where the business operates from or landlord are up to date (i.e. Municipal Account Statement). Where a business is operating from home, an affidavit must be attached to indicate so.
- Registration of the Business on the Database shall be subjected to a 30 day waiting period commencing from the date of receipt of the application by the Supply Chain Management unit.
- Forms may be downloaded from the website: [www.moqhaka.gov.za](http://www.moqhaka.gov.za) however, the completed forms including Tax Clearance Certificate, etc. must be submitted to the Supply Chain Management Unit in its original form.

**1. BUSINESS INFORMATION**

1.1 NAME OF THE ENTERPRISE

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1.2 TRADING NAME

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1.3 HEAD OFFICE POSTAL ADDRESS

Town/City		Province	
Code			

1.4 HEAD OFFICE PHYSICAL ADDRESS

Town/City		Province	
Code			

1.5 TELEPHONE NUMBER

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1.6 FAX NUMBER

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1.7 E-MAIL ADDRESS

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1.8 CONTACT PERSON (for the correspondence)

Title		First Name (s)	
Surname			
Cell Phone Number			

1.9 PREFERRED METHOD OF COMMUNICATION

E-mail	Fax	Post	SMS
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**REQUIRED DOCUMENTS**

**2.1 TYPE OF ENTERPRISE**

Sole Proprietor		Certified copy of I.D document
Partnership		Certified copy of partnership agreement
Close Corporation		Certified copy of CK1 document
Private Company (Pty) Ltd		Certified copy of certificate of incorporation – CM2
Public Company Ltd		Certified copy of certificate of incorporation – CM2
Business Trust		Certified copy of trust document
Co - operatives		Certified copy of registration certificate
Other		Certified copy of registration certificate

**2.2 LOCATION OF AN ENTERPRISE**

1. Mophaka Local Municipality Area	
2. Free State	
3. South Africa	
4. Other	

**3. NATURE OF OPERATION (S)**

Service Providers are required to provide hereunder principal business activities. Refer to the attached Nature of Operations Listings for details

Code	Commodity
1.	
2.	
3.	

**4. BUSINESS DETAILS**

**4.1 ENTITY/BUSINESS REGISTRATION NUMBER**

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**4.2 PROOF OF SHAREHOLDING DOCUMENTS**

Certified Copies of shareholders certificates or CK members share allocation documents must be attached

Have you attached proof of shareholders documents?

Y	N	N/A
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**4.3 PROOF OF BANKING DOCUMENTS**

Original cancelled cheque or confirmation letter from the bank

Have you attached the proof of banking details?

Y	N	N/A
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4.4 VAT REGISTRATION NUMBER

4.5 INCOME TAX REGISTRATION NUMBER

4.6 TAX CLEARANCE CERTIFICATE

**Original Valid Tax Clearance Certificate must be attached**

4.7 BEE CERTIFICATE

Issued by either verification agencies accredited by South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA)

Attach a valid original or a certified BEE certificate

 Y N N/A

4.8 MUNICIPAL RATES AND TAXES ACCOUNT

NAME OF THE MUNICIPALITY

4.9 PROOF OF REGISTRATION TO A STATUTORY BODY REGULATING YOUR INDUSTRY

**5. ANNUAL AVERAGE TURNOVER**

Indicate annual average turnover, excluding value added tax during the past 3 years: R

Indicate gross asset value:

R

Financial Statements of the last financial year must be attached if applying for SMME status

**6. SMALL BUSINESS INFORMATION**

The following table must be completed to establish whether a business can be classified as an SMME in terms of the national Small Business Act, (Act 102 of 1996). Indicate the sector by ticking the appropriate block in column 1.

Economic Sector		Type of Business	
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	ISO listed
<input type="checkbox"/>	Mining & Quarrying	<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Distributor
<input type="checkbox"/>	Electricity, Gas & Water	<input type="checkbox"/>	Sales
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Services
<input type="checkbox"/>	Retail, Motor Trade & Repair Services	<input type="checkbox"/>	Importer

	Wholesale Trade, Commercial Agents & Allied Services			Exporter
	Catering, Accommodation & Other Trade			Repairer
	Transport, Storage & Communications			
	Finance & Business Services			
	Community, Social & Personal Services			

**7. TOTAL FULL EQUIVALENT OF PAID EMPLOYEES**

Total full time equivalent of paid employees

**8. SMME STATUS**

Micro       Very Small       Small       Medium

**9. BANKING DETAILS**

I/We, the undersigned, hereby authorize and instruct Moqhaka Local Municipality to pay all amounts that may hereinafter, from time to time, become due and payable to me/us by Moqhaka Local Municipality by electronically transferring the same to the bank mentioned below for the credit of my/our account detailed below.

**9.1.1 NAME OF BANKING INSTITUTE**

**9.1.2 BRANCH NAME**

**9.1.3 BRANCH CODE**

**9.1.4 BANKING ACCOUNT NUMBER**

**9.1.5 NAME UNDER WHICH ACCOUNT IS OPERATED**

**9.1.6 TYPE OF ACCOUNT**

Current Account	Transmission Account	Savings Account
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**BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK**

I/We confirm that the above information on the client's account at this bank is correct.

..... **Bank Stamp:-**  
Signed on behalf of Bank

.....  
Name

.....  
Capacity

**BUSINESS PARTICULARS**

**SALES AND ACCOUNTS DEPARTMENTS**

<p><b><u>Sales Department:</u></b></p> <p>Contact Name: _____</p> <p>Cell No: _____</p> <p>Email Address _____</p> <p>Telephone Fax _____</p>	<p><b><u>Accounts Department:</u></b></p> <p>Contact Name: _____</p> <p>Cell No: _____</p> <p>Email Address _____</p> <p>Telephone Fax _____</p>
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**NOTE: THIS INFORMATION WILL SUPERCEDE ANY PREVIOUS AUTHORIZATION AND INSTRUCTION LODGED WITH MOQHAKA LOCAL MUNICIPALITY.**

**10. DISCLOSURE OF STATE / DECLARATION OF INTEREST**

**NB: ALL THE ACTIVE MEMBERS/DIRECTORS OF THE COMPANY MUST COMPLETE THIS PART**

1. No registration forms will be accepted from persons in the service of the state<sup>1</sup>.
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, hareholder<sup>2</sup>):.....
- 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. ....

<sup>1</sup>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.

<sup>2</sup> 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 (Compulsory-must be completed)	Identity Number (Compulsory-must be completed)	State Employee Number (Ignore this column if not working for the State)

.....  
Signature Date

.....  
Date



Capacity Name

Name of Service Provider

**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	

In terms of section 37(2) of the Occupational Health and Safety Act 1993 (Act 85 of 1993) as amended the mandatory (contractor) hereby acknowledges that he is an employer in his own right. He undertakes to determine all risks associated with the work he is required to perform and to determine and implement all cautionary measures to mitigate or remove such risk. The Applicant will take all necessary steps to ensure compliance with the Occupational Health and Safety Act 1993.

Where the Applicant is found not to comply with the requirements of the occupational Health and Safety Act the MLM or its representative will be able to stop the activities of the mandatory, without any cost to the MLM, until such time as the mandatory complies with the requirements of the Act.

**CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/We \_\_\_\_\_ declare that the above particulars and information furnished to the Moqhaka Local Municipality for the purpose of registering our organization on the supplier database are true in substance and in fact and that I/We fully understand the meaning thereof.

\_\_\_\_\_  
**SIGNATURE OF AUTHORISED PERSON**

\_\_\_\_\_  
**DATE**

**PERSONAL INFORMATION IN BLOCK LETTERS**

<b>NAME:</b>	
<b>SURNAME:</b>	
<b>CAPACITY:</b>	

Signed and sworn to before me at \_\_\_\_\_ on this the

\_\_\_\_\_ day of \_\_\_\_\_.by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATH**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

	<b>STAMP</b> <b>MUST BE DATE STAMPED AND SIGNED BY A</b> <b>COMMISSIONER OF OATHS</b>
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**COMMODITY CATEGORIES – GOODS/PRODUCTS (PLEASE TICK RELEVANT BOXES)**  
**ONLY 3 PER VENDOR**

CODE	GOODS RELATED COMMODITIES	SELECTION
	<b>ADVERTISING</b>	
	<i>Electronic Media</i>	
	<i>Printed Media</i>	
	<i>Other (specify)</i>	
	<b>EVENT MANAGEMENT</b>	
	<i>Accommodation Facilities (B&amp;B, Venues, Conferences, Guest Houses ) &amp; Services</i>	
	<i>Catering Services &amp; Beverages</i>	
	<i>Performers</i>	
	<i>Tent &amp; Toilet Hire</i>	
	<i>Corporate Gifts &amp; Promotional items (branding, banners, posters, flyers)</i>	
	<i>Photographic &amp; Videos</i>	
	<i>Stage And Sound Services and PA systems</i>	
	<i>Team Building Services</i>	
	<i>Travel Agent Services (Reservations, Bookings, Etc.)</i>	
	<i>Function &amp; Event Hire (marquees, tables, chairs, decorations)</i>	
	<i>Other (specify)</i>	
	<b>FLEET MANAGEMENT</b>	
	<i>Rental Of Vehicles</i>	
	<i>Vehicle Tracking &amp; Monitoring Services</i>	
	<i>Vehicle Spare parts</i>	
	<i>Vehicle repairs and maintenance</i>	
	<i>Panel beating services</i>	
	<i>Other (specify)</i>	
	<b>CLEANING EQUIPMENT AND SUPPLIES</b>	
	<i>Cleaning supplies</i>	
	<i>Cleaning equipment</i>	
	<i>Laundry Services</i>	
	<i>Other (specify)</i>	
	<b>COMPUTER EQUIPMENT &amp; SOFTWARE</b>	
	<i>Computer Hardware</i>	
	<i>Computer Software Applications</i>	
	<i>Computer Consumables (e.g. cartridges)</i>	
	<i>Other (specify)</i>	
	<b>ELECTRICAL HARDWARE SUPPLIES &amp; EQUIPMENT</b>	
	<i>General Hardware</i>	
	<i>Electrical Equipment</i>	
	<i>Cabling</i>	
	<i>Office Furniture</i>	

	Gardening Equipment And Accessories	
	Other (specify)	
	<b>OFFICE EQUIPMENT</b>	
	<i>Photocopy Machines</i>	
	<i>Projectors, Data</i>	
	<i>Fax machines</i>	
	Office Refreshments	
	Protective Clothing and Uniform	
	Stationery	
	Other (specify)	
	<b>SERVICES RELATED COMMODITIES</b>	<b>SELECTION</b>
	<b>ENGINEERING SERVICES</b>	
	<i>Chemical Engineering Works</i>	
	<i>Civil Engineering Works</i>	
	<i>Electrical Engineering Works</i>	
	<i>General Building</i>	
	<i>Mechanical Engineering Works</i>	
	<i>Road Maintenance And Rehabilitation</i>	
	<i>Water Services</i>	
	Other (specify)	
	<b>FINANCIAL SERVICES</b>	
	<i>Banking Services</i>	
	<i>Business And Financial Advisory Services</i>	
	<i>Cash Management</i>	
	<i>Chartered Accountants / Auditing Services</i>	
	<i>Disconnection &amp; Reconnection Services</i>	
	<i>Finance Systems Designing Services</i>	
	<i>Insurance Brokers</i>	
	Other (specify)	
	<b>GENERAL SERVICES</b>	
	<i>Auctioneering Services</i>	
	<i>Electrical Installation &amp; Maintenance Services</i>	
	<i>Fencing &amp; Paving</i>	
	<i>Framing Services</i>	
	<i>Landscaping Specialists &amp; Gardening Services</i>	
	<i>Pest Control Services</i>	
	<i>Burial Services</i>	
	<i>Storage / Records Management Services</i>	
	<i>Strategic Management Facilitation Services</i>	
	Other (specify)	
	<b>INSTALLATIONS, MAINTENANCE &amp; REPAIR SERVICES</b>	
	<i>Air Conditioner Installations, Maintenance &amp; Repair Services</i>	

	<i>Building Maintenance &amp; Repair Services</i>	
	<i>Carpentry &amp; Joinery Installations, Maintenance &amp; Repair Services</i>	
	<i>Electrical Installations, Maintenance &amp; Repair Services</i>	
	<i>Glass Installations, Maintenance &amp; Repair Services</i>	
	<i>Installations, Maintenance &amp; Moving Of Radio And It Equipment</i>	
	<i>Locksmith Installations, Maintenance &amp; Repair Services</i>	
	<i>Machinery (Excl Office Equipment) Installations, Maintenance &amp; Repair Services</i>	
	<i>Plumbing &amp; Drain Installations, Maintenance &amp; Repair Services</i>	
	<i>Repairs And Maintenance To Plant And Equipment (Including Lawnmowers, Etc)</i>	
	<i>Roads &amp; Stormwater Construction, Maintenance &amp; Repair Services</i>	
	<i>Sewer Reticulation Networks Maintenance &amp; Repair Services</i>	
	<i>Underwater Maintenance And Repair Services</i>	
	<i>Other (specify)</i>	
	<b>INTERIOR DECORATING AND HOUSEHOLD SERVICES</b>	
	<i>Blinds</i>	
	<i>Floor Ware (Tiles, Carpet and Laminated Floors)</i>	
	<i>General Interior Decorating Services - Furniture Design And Manufacturing</i>	
	<i>Other (specify)</i>	
	<b>LEGAL SERVICES</b>	
	<i>Act (Act 111 &amp; Act 119) Commissioners &amp; Specialist Services</i>	
	<i>Conveyance &amp; Notary Services</i>	
	<i>Labour Law Specialist Services</i>	
	<i>Land Development &amp; Planning - Law Specialist Services</i>	
	<i>Land Legal Specialist (Legal Representation - Insecure Tenure People) Services</i>	
	<i>Legal Drafters And Advisory Services</i>	
	<i>Legal Entity Establishment Services</i>	
	<i>Paralegal Specialist Services</i>	
	<i>Other (specify)</i>	
	<b>PROFESSIONAL SERVICES (INCLUDING CONSULTANTS)</b>	
	<i>Civil Works</i>	
	<i>Forensics Service</i>	
	<i>Insurance Brokers</i>	
	<i>Investigation</i>	
	<i>IT Consulting</i>	
	<i>Maintenance &amp; Construction</i>	
	<i>Road Traffic Works</i>	
	<i>Other (specify)</i>	
	<b>TRANSPORT AND RE-LOCATION</b>	
	<i>Bus &amp; Public Transport Services</i>	
	<i>Office Furniture Removals</i>	
	<i>Postal &amp; Courier Service</i>	
	<i>Railway Transport Services</i>	

# **ANNEXURE A**

## SMME STATUS

# SCHEDULE

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Sector or subsector in accordance with the Standard Industrial Classification</b>	<b>Size of class</b>	<b>The total full-time equivalent of paid employees</b>	<b>Total turn-over</b>	<b>Total gross asset value(fixed property excluded)</b>
Agriculture	Medium	100	R5m	R5m
	Small	50	R3m	R3m
	Very Small	10	R0.50m	R0.50m
	Micro	5	R0.20m	R0.10m
Mining & Quarrying	Medium	200	R39m	R23m
	Small	50	R10m	R6m
	Very Small	20	R4m	R2m
	Micro	5	R0.20m	R0.10m
Manufacturing	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very Small	20	R5m	R2m
	Micro	5	R0.20m	R0.10m
Electricity, Gas & Water	Medium	200	R51m	R19m
	Small	50	R13m	R5m
	Very Small	20	R5.10m	R1.90m
	Micro	5	0.20m	R0.10m
Construction	Medium	200	R26m	R5m
	Small	50	R6m	R1m
	Very Small	20	R3m	R0.50
	Micro	5	R0.20m	R0.10m
Retail & Motor Trade & Repair Services	Medium	200	R39m	R6m
	Small	50	R19m	R3m
	Very Small	20	R4m	R0.60m
	Micro	5	R0.20m	R0.10m
Wholesale Trade, Commercial Agents & Allied Services	Medium	200	R64m	R10m
	Small	50	R32m	R5m
	Very Small	20	R6m	R0.60m
	Micro	5	R0.20m	R0.10m
Catering, Accommodation	Medium	200	R13m	R3m

& Other Trade				
	Small	50	R6m	R1m
	Very Small	20	R5.10m	R1.90m
	Micro	5	R0.20m	R0.10m
Transport, Storage & Communication	Medium	200	R26m	R6m
	Small	50	R13m	R3m
	Very Small	20	R3m	R0.60m
	Micro	5	R0.20m	R0.10m
Finance & Business Services	Medium	200	R26m	R5m
	Small	50	R13m	R3m
	Very Small	20	R3m	R0.50m
	Micro	5	R0.20m	R0.10m
Community, Social & Personal Services	Medium	200	R13m	R6m
	Small	50	R6m	R3m
	Very Small	20	R1m	R0.60m
	Micro	5	R0.20	R0.10m