



APPLICATION FOR REGISTRATION SUPPLIERS DATABASE UBUHLEBEZWE MUNICIPALITY

THESE FORMS MUST BE COMPLETED AND SUBMITTED TO:

**SUPPLY CHAIN MANAGEMENT UNIT
UBUHLEBEZWE MUNICIPALITY
29 MARGARET STREET
IXOPO
3276**

OR POSTED TO:

**P O BOX 132
IXOPO
3276**

ENQUIRIES:

**SUPPLY CHAIN MANAGEMENT UNIT
TEL: 039-834-7700
FAX: 039 834- 2978
039-834-1168**

FOR OFFICIAL PURPOSES ONLY

NAME OF SUPPLIER :

REGISTRATION NUMBER :

CAPTURED BY : **DATE**

APPROVED BY: **DATE**

APRIL 2017

INTRODUCTION AND GUIDELINES

Applicants must complete pages 1 to 20, where applicable. Failure by an applicant to provide **ALL** relevant information and documents required will result in non-registration. If the information required is not applicable to your business; clearly insert the symbols "**N/A**" in the appropriate space. If the space provided is left blank, it will be regarded as information that is outstanding and you **WILL NOT** be registered.

Applicants are advised that only **ORIGINAL** DATABASE REGISTRATION FORMS or PHOTOSTAT copies thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.

It is imperative that only supporting documents with an **ORIGINAL** signature be submitted.

All signatures to the document must be commissioned by an authorized Commissioner of Oaths. **Failure** to do so will result in the applicant **not qualifying** for registration.

A supplier registered on the Suppliers Database **MUST** notify the Supply Chain Management – Suppliers Registration Office of any changes to information provided in the initial DATABASE REGISTRATION FORMS, as captured onto the Suppliers Database. **Failure** to do so may result in such a supplier being **removed** from the Suppliers Database and/or the **cancellation of contracts** awarded to the supplier, on the basis of misrepresentation.

Suppliers providing information **incorrectly or fraudulently** in their forms will be **disqualified** from tendering and **removed** from the Suppliers Database, in addition to any other action the Municipality may institute against such a supplier. Further, in the event of the Municipality being prejudiced financially, it reserves the right to **take legal** action against the supplier.

Any **alterations** made by the supplier to its own information inserted on this document, must be **initialed** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant business/supplier.

Reminder letters will be issued by Ubuhebezwe Municipality to suppliers to update their information. It remains the responsibility of the supplier to ensure that their information is updated in the Suppliers Database, therefore if a reminder letter is not received, the supplier must follow up with the Municipality.

REQUIREMENTS FOR REGISTRATION ON THE DATABASE

- TAX CLEARANCE CERTIFICATE AND SARS LETTER WITH A PIN TO VERIFY COMPLIANCE STATUS
- CERTIFIED COPY OF B-BBEE CERTIFICATE OR A SWORN AFFIDAVIT
- PROFESSIONAL AFFILIATIONS (WHERE APPLICABLE)

- BANK STATEMENT OR CONFIRMATION LETTER (NOT OLDER THAN 60 DAYS)
- COMPLETED UBULEBEZWE MUNICIPALITY DATABASE FORMS SIGNED BY THE COMMISSIONER OF OATHS.
- **CERTIFIED COPY OF RECENT MUNICIPAL ACCOUNTS OR LETTER FROM LANDLORD STATING THAT RENT IS UP TO DATE AND WHETHER THE RENT INCLUDES MUNICIPAL SERVICES OR NOT.**
- **AN AFFIDAVIT STATING WHETHER THE DIRECTORS/SHAREHOLDERS ARE IN THE SERVICE OF THE STATE.**
- **PROOF OF REGISTRATION ON CENTRAL SUPPLIERS DATABASE**

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

APPLICATION FOR REGISTRATION ON UBUHLEBEZWE MUNICIPAL SUPPLIERS DATABASE

(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant business)

A. BUSINESS PARTICULARS:

1.1 Name of Business as registered with the Registrar of Companies/Close Corporations

1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar

1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable) : _____

1.4 Postal address : _____

Postal Code: _____

Physical address : _____

Ward number and ward area (If under Ubhlebezwe Municipality) _____

Postal Code: _____

Telephone no. : (____) _____ Fax no.: (____) _____

Cell. no. : _____

E-mail address (if available): _____

Preferred Language: IsiZulu English Afrikaans

1.5 Contact person : _____

1.6 Physical location of Head Office (if applicable) _____

1.7 Unemployment Insurance Fund no. (if applicable) : _____

1.8 Compensation Commissioner Registration no. (if applicable): _____

1.9 Income Tax Reference Number : _____

N.B. *Insert personal income tax no. if a one person business (Sole Proprietor) and Personal Income Tax Numbers of all partners in a partnership. If insufficient space, kindly attach information with original signature.

1.10 P.A.Y.E. Number (if applicable) _____

**N.B. COPIES OF REGISTRATION CERTIFICATES FOR 1.7 AND 1.8 MUST BE SUPPLIED
(If you cannot provide these certificates, kindly attach explanation)**

B. BANKING DETAILS

- 2.1 Name of banking institution : _____
- 2.2 Branch Name : _____
- 2.3 Town/City : _____
- 2.4 Banking account number : _____
- 2.5 Bank Branch Code : _____
- 2.6 Account Holder (Name under which account is operated):

**N. B. PROOF OF BANKING DETAILS MUST BE SUBMITTED WITH FORM.
IF A COPY OR ORIGINAL BANK STATEMENT IS SUPPLIED IT MUST NOT BE OLDER THAN 60 DAYS.**

3. TYPE OF BUSINESS

3.1 Tick whichever block is applicable to your business or firm and attach the relevant certified copy.

PUBLIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
PRIVATE COMPANY (PTY) LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)
CLOSE CORPORATION CC		CERTIFIED COPY OF CK 1 DOCUMENT AND CK 2 IF APPLICABLE
SOLE PROPRIETOR		CERTIFIED COPY OF I.D. DOCUMENT
PARTNERSHIP		CERTIFIED COPY OF PARTNERSHIP AGREEMENT
TRUST		CERTIFIED COPY OF TRUST DOCUMENT
CO-OPERATIVE		CERTIFIED COPY OF PROOF OF REGISTRATION WITH THE DIRECTORATE CO-OPERATIVES
VOLUNTARY ASSOCIATIONS		CERTIFIED COPY OF CONSTITUTION
OTHER		

4. PREVIOUS BUSINESS INFORMATION

- 4.1 Did your business exist under a previous name? (Answer to be encircled) **Yes** or **No**
- 4.2 If "yes" what was the previous business name? : _____

- 4.3 Why was the name changed? : _____

- 4.4 Previous Suppliers Database registration number: _____
- 4.5 Who were the owners, partners, members or shareholders under the previous name ?

BUSINESS TITLE	NAME	IDENTITY NUMBER

5. CLASSIFICATION OF BUSINESS

5.1 CLASSIFICATION FOR UBULEBEZWE SUPPLIERS DATABASE (M A N D A T O R Y)

In order to assist with the classification of suppliers, please indicate the industrial sector related to the goods /services that you supply (**Only a maximum of FOUR industrial sectors may be selected**). **If the supplier selects more than FOUR (4) Industrial Sectors, only the FIRST FOUR will be considered**).

Our core business is: _____

Please mark with an "X" the appropriate block to clearly indicate the industrial sector related to the goods and services that you supply

Finance and Business service

- Banking
- Legal services
- Chartered accountants
- Insurance
- Securities broker
- Architects & quantity surveyors
- Investments
- Credit institutions
- Engineering
- Exchanges
- Business & management consultants
- Other (Please Specify) _____

Community, social & personal services

- Collectibles & awards
- Sports equipment & accessories
- Camping, outdoor equipment & accessories
- Fitness equipment
- Cleaning & Janitorial equipment
- Fishing & hunting equipment
- Water sports equipment
- Field & court sports equipment
- Winter sports equipment
- Janitorial equipment
- Gymnastics & boxing equipment
- Target, table games & equipment
- Water, wastewater treatment supply & disposal
- Cleaning & Janitorial equipment
- Industrial laundry & dry cleaning equipment

- Recreation, playground, swimming, spa equipment & supplies
- Other (Please Specify)_____
- Mining & quarrying**
- Lubricants, oils, greases, & anti corrosives
- Fuels
- Oil, gas drilling & operating equipment
- Elements & gases
- Well drilling & operating equipment
- Mining, quarrying machinery & equipment
- Gaseous fuels & additives
- Oil, gas drilling & exploration equipment
- Oil, gas operating & production equipment
- Fuel for nuclear reactors
- Other (Please Specify)_____
- Transport, storage and communication**
- Non motorized cycles
- Spacecraft
- Communications devices & accessories
- Aircraft
- Transportation services equipment
- Transportation components & systems
- Software
- Computer equipment & accessories
- Structural building products
- Marine transport
- Hydraulic machinery & equipment
- Automotive specialty tools
- Railway, tramway machinery & equipment
- Data voice, multimedia network equipment or platforms & accessories
- Components for information technology, broadcasting or telecommunications
- Aerospace systems, components & equipment
- Other (Please Specify)_____
- Catering and accommodation and other trade**
- Edible oils & fats
- Bread & bakery products
- Fruits, vegetables, nuts & seeds
- Meat & poultry products

- Cereal & pulse products
- Prepared & preserved foods
- Sea food
- Dairy products & eggs
- Restaurant
- Hotels
- Camps
- Liquor outlets
- Lodges
- Bed & breakfast
- Institutional food services equipment
- Vending machines
- Gambling or wagering equipment
- Amusement & recreational services
- Museums
- Zoological gardens
- Photographic & recording media
- Art galleries
- Photographic filmmaking supplies
- Printing & publishing equipment
- Media
- Botanical gardens
- Photographic, filming or video equipment
- Film
- Music
- Audio, visual presentation & composing equipment
- Chocolate, sugars, sweeteners, confectionary products
- Other (Please Specify) _____
- Agricultural, forestry and fishing**
- Live animals
- Animal feed
- Seeds, bulbs, seedlings & cuttings
- Domestic pet products
- Animal containment & habitats
- Saddlery & harness goods
- Pest control products
- Floriculture & silviculture products

- Fertilizers, plant nutrients & hebiciders
- Agricultural, forestry, landscape material & equipment
- Fishing & aquaculture equipment
- Gymnastics & boxing equipment
- Other (Please Specify) _____

Electricity, gas and water

- Power sources
- Electrical wire, cable & harness
- Power generation
- Fluid & gas distribution
- Heating, ventilation & air circulation
- Industrial filtering & purification
- Batteries, generators & kinetic power transmission
- Industrial pumps & compressors
- Atomic, nuclear energy machinery & equipment
- Other (Please Specify) _____

Construction

- Roads & landscape
- Prefabricated structures
- Doors, windows & glass
- Insulation
- Permanent structures
- Interior finishing materials
- Plumbing fixtures
- Structural materials & basic shapes
- Structural building products
- Hand tools
- Hydraulic machinery & equipment
- Automotive specialty tools
- Heavy construction machinery & equipment
- Pneumatic machinery & equipment
- Construction & maintenance support material
- Other (Please Specify) _____

Wholesale trade, commercial agents and allied services

- Durable goods
- Non-Durable goods

Other (Please Specify) _____

Retail, motor trade and repair service

Petrol stations

General merchandise stores

Furniture, furnishing & equipment stores

Repair service

Apparel & accessory stores

Fleet management

Motor vehicles

Vehicle bodies & trailers

Other (Please Specify) _____

Manufacturing

Packing supplies

Industrial refrigeration

Textile, fabric machinery & accessories

Paper materials

Emergency & field medical services products

Laboratory supplies & fixtures

Wound care products

Machined raw stock

Machine made parts

Adhesives & sealants

Fabricated structural assemblies

Housings, cabinets & casings

Castings

Moldings

Fabricated bar stock assemblies

Gaskets & seals

Magnets & magnetizing materials

Raw materials processing machinery

Compounds & mixtures

Medical sterilization products

Light weapons & ammunition

Solvents

Clinical nutrition

Dental equipment & supplies

Surgical products

- Paints, primers & finishes
- Industrial food & beverage equipment
- Weaving & knitting
- Dyeing & tanning extracts
- Fabricated pipe assemblies
- Lamps & light bulbs
- Grinding, polishing & smoothing materials
- Bearings, bushings, wheels & gears
- Paper products
- Workshop machinery, equipment & supplies
- Packaging materials
- Electronic hardware, component parts & accessories
- Metal waste scrap
- Postmortem, mortuary equipment & supplies
- Saw milling, lumber processing machinery & equipment
- Physical, occupational therapy & rehabilitation products
- Respiratory, anesthesia & resuscitation products
- Orthopedic, prosthetic & sports medicine products

5.2 INDICATE VALUE FOR THE FOLLOWING BASED ON THE LATEST FINANCIAL STATEMENT

5.2.1	Total Fixed Assets @ Book Value (e.g. land, buildings, plant, equipment, vehicles)	R _____
5.2.2	Vehicles @ Book value	R _____
5.2.3	Number of vehicles	_____
5.2.4	Average stock on hand	R _____
5.2.5	Cost of goods produced annually	R _____
5.2.6	Quantity produced annually	_____
5.2.7	Units of measure (e.g. tons, kilolitres)	_____
5.2.8	Total Current assets (e.g. stock, debtors, cash)	R _____
5.2.9	Total Current liabilities (e.g. creditors, bank overdraft)	R _____

6. Municipalities

Please clearly indicate, with an X, the District Municipality/s where business operates.

- | | |
|-----------------------------------|--------------------------|
| EThekweni Municipality (DC 20) | <input type="checkbox"/> |
| Ugu Municipality (DC 21) | <input type="checkbox"/> |
| Umgugundlovu Municipality (DC 22) | <input type="checkbox"/> |
| Uthukela Municipality (DC 23) | <input type="checkbox"/> |
| Umzinyathi Municipality (DC 24) | <input type="checkbox"/> |
| Harry Gwala Municipality (DC 47) | <input type="checkbox"/> |
| Amajuba Municipality (DC 25) | <input type="checkbox"/> |
| Zululand Municipality (DC 26) | <input type="checkbox"/> |
| Umkhanyakude Municipality (DC 27) | <input type="checkbox"/> |
| UThungulu Municipality (DC 28) | <input type="checkbox"/> |
| Ilembe Municipality (DC 29) | <input type="checkbox"/> |

7. BUSINESS INFORMATION

THE FOLLOWING TABLE MUST BE COMPLETED IN ORDER TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME IN TERMS OF THE NATIONAL SMALL BUSINESS ACT 102 OF 1996. SELECT THE SECTOR AND COMPLETE THE APPROPRIATE BLOCKS IN COLUMN 2, 3 AND 4.

PLEASE COMPLETE A MAXIMUM OF TWO (2) SECTORS; THESE SECTORS MUST BE LINKED TO CORE BUSINESS UNDER SECTION FIVE (5).

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees (PLEASE WRITE NUMBER OF EMPLOYEES)	Total annual turnover (PLEASE WRITE AMOUNT IN RANDS)	Total gross asset value (fixed property excluded). (PLEASE WRITE VALUE IN RANDS)
Agriculture			
Mining and Quarrying			
Manufacturing			
Electricity, Gas and Water			
Construction			
Retail, Motor Trade and Repair Services			
Wholesale Trade, Commercial Agents & Allied Services			
Catering, accommodation & other Trade			
Transport, Storage and Communications			
Finance and Business Services			
Community, Social & Personal Services			

PREVIOUS EXPERIENCE (IF APPLICABLE)

List the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

EMPLOYER/DEPARTMENT	CONTACT PERSON and TELEPHONE NO.	CONTRACT VALUE IN RAND	COMPLETED SUCCESSFULLY YES/NO	YEAR

9. PLEASE INDICATE ANY OWNER WHO HAS A CONTROLLING OWNERSHIP INTEREST IN ANOTHER BUSINESS

NAME OF OWNER	NAME AND ADDRESS OF OTHER BUSINESS	POSITION HELD	% OF OWNERSHIP	TYPE OF BUSINESS

10. IDENTIFY BY NAME, HDI STATUS AND LENGTH OF SERVICE, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON OWNERS) RESPONSIBLE FOR DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS.

	NAME	HDI STATUS (YES/NO)	LENGTH OF SERVICE (YEARS)
CHEQUE SIGNING			
SIGNING AND CO- SIGNING FOR LOANS			
BUSINESS FINANCING (overdraft, lease agreements)			
SURETIES			
APPROVAL OF MAJOR PURCHASES OR ACQUISITIONS			
SIGNING CONTRACTS			

****HDI is for 'Historically Disadvantage Individual'

11. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - been convicted for fraud or corruption during the past five years;
 - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 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).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No

4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p> <p>Please attached recent certified copy of municipal account or letter from landlord</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.4.1	<p>If so, furnish particulars:</p>		
4.5	<p>Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.7.1	<p>If so, furnish particulars:</p>		

12. DECLARATION OF INTEREST

1. No application form 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 application in terms of this invitation. 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 application form.

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

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.

.....

'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.

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

- ii. Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the Municipality as a result of breach of the contract;
- iii. Cancel the contract and claim any damages which the Municipality may suffer by having to make less favorable arrangements after such cancellation: and/or;
- iv. De-register the suppliers registered on the Supplier Database

SIGNED ON THIS _____ DAY OF _____ 20____ AT _____

BEFORE THE COMMISSIONER OF OATHS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME IN BLOCK LETTERS

SUPPLIER'S NAME: _____

<p>Signed and affirmed to, before me at, _____ on this _____ day of _____ year _____, by the deponent who has acknowledged that he/she knows and understands, the contents of this document, and he/she has acknowledged that he/she has no objection to affirming, that he/she regards the affirmation to be binding on his/her conscience.</p> <p>_____ COMMISSIONER OF OATHS</p> <p>FULL NAME: _____</p> <p>BUSINESS ADDRESS : _____</p> <p>CAPACITY : _____</p> <p>AREA : _____</p>

OFFICIAL DATE STAMP