

**VENDOR NR:**

OFFICE USE ONLY



# **VENDOR APPLICATION FORM**

## **SUPPLY CHAIN MANAGEMENT UNIT**

*Completed and sealed Supplier Database Application Form must be:*

Hand deliver to:  
52 Van Velden Street  
Brits  
Municipal Building  
1<sup>st</sup> Floor Room 102  
Supply Chain Management Unit

or

Posted to:  
The Supply Chain Management Unit  
Madibeng Local Municipality  
PO Box 106  
Brits  
0250

For more information please contact Supply Chain Management Unit at 012 318 9131/25/26

**VENDOR NAME:**

Section 112 (f), (i), (j), (k) and (l) of the Municipal Finance Management Act, (act 56 of 2003) requires that a Municipality must have measures in place to comply with the prescribed regulatory framework for municipal supply chain management.

In order to comply with Treasury Regulations 16A, the municipality developed a supplier database to be used by the Supply Chain Management Unit.

Please complete the form in full, in print, using black ink to ensure that all information is legible.  
Forms that are not readable or incomplete will be rejected.

***KINDLY KEEP COPIES OF ALL SUBMITTED FORMS AND ALL DOCUMENTS FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY MADIBENG LOCAL MUNICIPALITY***

**KINDLY KEEP THE FOLLOWING IN MIND WHEN COMPLETING THE VENDOR APPLICATION FORMS**

- The original Tax Clearance Certificate, BBEE certificate, CIPRO certificate, certified copies of ID's and CIDB certificate for construction works must be submitted together with the application form.
- A company profile must accompany the registration form but will not be accepted as a substitute for the application form.
- *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 continuous basis.
- *Certificate of correctness:* Kindly ensure that the Certificate of Correctness is signed and dated once all the required documents and information have been submitted.
- Completed registration forms and supporting documentation can be delivered to the address on the registration form.
- *Business Opportunities:* Kindly note that qualifying as a vendor does not in any way guarantee any persons, company, service provider, vendor, etc. any business from the Madibeng Local Municipality every time a bid is put out or requests for quotations made.
- *Amendments:* Please notify Madibeng immediately of any changes to the verified information submitted.
- Madibeng Reserves the right to perform an audit to confirm or verify any of the answers supplied in the applications form.
- Vendor can only choose 4 commodities.

**SUPPLIER DETAILS**

- *If not applicable to your company, please specify N/A.*

**BUSINESS PARTICULARS** (Master Detail)

<b>NAME OF BUSINESS:</b>	
<b>TRADING NAME:</b>	
<b>HOLDING COMPANY:</b>	

<b>PHYSICAL ADDRESS</b> ----- ----- <b>CODE</b> -----	<b>POSTAL ADDRESS</b> ----- ----- <b>CODE</b> -----
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<b>COMPANY REGISTRATION NUMBER:</b>	
<b>VAT REGISTRATION NUMBER:</b>	
<b>INCOME TAX REFERENCE</b>	
<b>MUNICIPAL AREA: (E.G. MADIBENG)</b>	
<b>TELEPHONE NUMBER</b>	
<b>CELL PHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>WEB ADDRESS</b>	

(Contact persons)

***(PLEASE TICK RELEVANT BOXES)***

<b>CONTACT TYPE</b>	<b>CONTACT PERSON</b>	
	<b>DIRECTOR/OWNER</b>	

FULL DETAILS OF CONTACT PERSON

<b>FULL NAME:</b>	
<b>JOB TITLE:</b>	
<b>CONTACT NUMBER</b>	
<b>ID NUMBER:</b>	

**TYPE OF SUPPLIER**

**(PLEASE TICK RELEVANT BOXES)**

<b>DISTRIBUTOR</b>	
<b>MANUFACTURER</b>	
<b>MANUFACTURER &amp; DISTRIBUTOR</b>	
<b>SERVICE PROVIDER</b>	
<b>OTHER (PLEASE SPECIFY):</b>	

(THIS PAGE MUST BE COMPLETED IN FULL)

**COMMODITY GROUP**

**PLEASE NOTE THAT ANY VENDOR MAY ONLY REGISTER FOR A MAXIMUM OF FIVE (5) COMMODITY GROUPS**

**(PLEASE TICK RELEVANT BOXES)**

<b>COMMODITY CATEGORIES (PLEASE TICK RELEVANT BOXES)</b> <b><u>ONLY 5 PER VENDOR</u></b>
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CODE	GOODS RELATED COMMODITIES	(X)	CODE	(X)
1	<b>ADVERTISING AGENCIES</b>			<i>Land Reform, Rest, Redistbtn &amp; Land Tenure Researc, Advisors, Analysts &amp; Needs Assessors</i>
	<i>Electronic Media</i>			<i>Mediation &amp; Conflict Resolution Serv - Land Reform, Restitution &amp; Redistribution (Incl Beneficiary Verification, Land Rights Enqu)</i>
2	<b>CATERING (MLM)</b>			<i>Social Science Practitioners</i>
	<i>Catering Services</i>		26	<b>LEGAL SERVICES</b>
	<i>Gala Events</i>		27	<b>PROFESSIONAL SERVICES (INCLUDING CONSULTANTS)</b>
3	<b>EVENT MANAGEMENT</b>			<i>Civil Works</i>
	<i>Events Management Services</i>			<i>Attorney And Legal Services</i>
4	<b>FLEET SERVICES (Fleet rental, Plant and Equipment rental)</b>			<i>Forensics Service</i>
5	<b>CLEANING MATERIALS</b>			<i>Insurance Brokers</i>
6	<b>COMPUTER EQUIPMENT &amp; SOFTWARE</b>			<i>Investigation</i>
7	<b>CUTLERY, CROCKERY AND KITCHEN EQUIPMENT</b>			<i>IT Consulting</i>
8	<b>GENERAL HARDWARE SUPPLIES</b>			<i>Labour Broker</i>
9	<b>ELECTRICAL SUPPLIES (Cables and Electrical equipment)</b>			<i>Maintenance &amp; Construction</i>
10	<b>FURNITURE (Office furnitur and others)</b>			<i>Road Trafficking Works</i>
11	<b>CORPORATE GIFTS AND PROMOTIONAL MATERIALS</b>		28	<b>MARKETING SERVICES</b>
12	<b>OFFICE AUTOMATION</b>		29	<b>REPROGRAPHIC SERVICES</b>
13	<b>MEDICAL SUPPLIES (Medical waste, medical consumables, medical equipment, medical products)</b>			<i>Dvd-Ing Services &amp; Video-Ing Services:- Developing, Copying, Editing, Etc.</i>

14	<b>LABOUR SAVING DEVICES AND ACCESSORIES</b>			Graphic Designs
15	<b>PROTECTIVE CLOTHING AND UNIFORM</b>			Photographic Services:- Developing, Enlargements, Etc.
16	<b>STATIONERY</b>			Printing & Copying Services
17	<b>CLEANING SERVICES</b>		30	<b>SHE: SAFETY, HEALTH &amp; ENVIRONMENT SERVICES</b>
18	<b>COMMUNICATION &amp; INFORMATION MANAGEMENT SUPPORT SERVICES</b>			Fumigating & Hygiene Services
	Broadcasting			Sanitary Services
	Franking And Postage Services			Health & Medical Services
	Materials Design & Development Services - Printing			Safety: Fire Control Equipment Services
	Materials Design & Development Services (Multimedia)			Security Surveillance & Alarm Services
	Mediating Services		31	<b>TELECOMMUNICATION SERVICES (Telecommunication Installations, Maintenance &amp; Repair Services)</b>
	Publishing Services		32	<b>TRAINING AND DEVELOPMENT SERVICES</b>
	Subscription Services		33	<b>TRANSPORT, RE-LOCATION &amp; FREIGHT SERVICES</b>
	Translation & Interpreter Services			Air Freight Services
19	<b>ENGINEERING SERVICES</b>			Bus & Public Transport Services
	Chemical Engineering Works			General Road Transport & Delivery Services
	Civil Engineering Works			Vehicle Sales
	Electrical Engineering Works			Office Furniture & Household Removal / Re-Location Services
	General Building			Postal & Courier Service
	Mechanical Engineering Works			Transport & Removal Of Hazardous Substances
	Road Maintenance And Rehabilitation			Refuse Removal
	Road Trafficking Engineering Works			Transport Of Money Services
	Water Services			Fuel Supplies
20	<b>FINANCIAL MANAGEMENT SERVICES</b>		34	<b>VEHICLE MAINTENANCE &amp; SERVICES</b>
21	<b>GENERAL SERVICES</b>			Differential Services / Repairs
	Auctioneering Services			Panel beating Services
	Fencing & Paving			Vehicle Tracking Services
	Framing Services			Vehicle Tyre Serv (Fitting, Balancing, Alignment, Repair, Etc)
	Insp & Testing Serv (SABS Studies, CSIR Studies, Water Anal, Etc.)		35	<b>COMPUTER SOFTWARE ( Installations &amp; Licenses)</b>
	Landscaping Specialists & Gardening Services		36	<b>SUPPLY OF KITCHEN APPLIANCES</b>
	Pest Control Services		37	<b>SUPPLY OF OFFICE MACHINES</b>
	Storage / Records Management Services		38	<b>SUPPLY OF PROMOTIONAL MATERIALS</b>
22	<b>HUMAN RESOURCE MANAGEMENT, SUPPORT &amp; SERVICES</b>		39	<b>TELECOMMUNICATION SERVICES</b>
23	<b>INFORMATION TECHNOLOGY SERVICES</b> (Supplies, installations, repairs and maintenance)		40	<b>LAND DEVELOPMENT PLANNING SERVICES</b>
24	<b>INSTALLATIONS, MAINTENANCE &amp; REPAIR SERVICES</b>			Alienation
	Air Conditioner Installations, Maintenance & Repair Services			Architectural Services
	Building (Exterior) Painting, Maintenance & Repair Services			Environmental Impact Assessment / Environmental Scoping Services
	Building (Interior) Painting, Maintenance & Repair Services			General Project Management Services

	<i>Carpentry &amp; Joinery Installations, Maintenance &amp; Repair Services</i>			<i>Geo-Technical Services</i>	
	<i>Electrical Installations, Maintenance &amp; Repair Services</i>			<i>Land &amp; Rural Development &amp; Planning Coordinating Services</i>	
	<i>Electronic &amp; Labour Saving Device (Excl. Computers &amp; It Related Items) Installations, Maintenance &amp; Repair Services</i>			<i>Land Development - Engineering Support Services</i>	
	<i>Glass Installations, Maintenance &amp; Repair Services</i>			<i>Land Participatory Situation Analysis Services</i>	
	<i>Installations, Maintenance &amp; Moving Of Radio And It Equipment</i>			<i>Land Surveyor Services</i>	
	<i>Machinery (Excl Office Equipment) Installations, Maintenance &amp; Repair Services</i>			<i>Land Use Planning &amp; Investigating Services</i>	
	<i>Plumbing &amp; Drain Installations, Maintenance &amp; Repair Services</i>			<i>Natural &amp; Land Resource Management Expert / Assessor (Incl. Feasibility Studies) Services</i>	
	<i>Repairs And Maintenance To Plant And Equipment (Including Lawnmowers, Etc)</i>			<i>Property Lease Management Services</i>	
	<i>Roads &amp; Stormwater Construction, Maintenance &amp; Repair Services</i>			<i>Quantity Surveyor Services</i>	
	<i>Sewer Reticulation Networks Maintenance &amp; Repair Services</i>			<i>Services With Regards To State Land Issues</i>	
	<i>Underwater Maintenance And Repair Services</i>			<i>State Land Audit Services</i>	
	<i>Welding Installations, Maintenance &amp; Repair Services</i>			<i>Town, Regional And Integrated Rural Development Planning Services (Incl. Township Establishment)</i>	
25	<b>INTERIOR DECORATION AND HOUSEHOLD SERVICES</b>		41	<b>LAND REFORM, RESTITUTION, REDISTRIBUTION &amp; LAND TENURE PROGRAMME SERVICES</b>	
	<i>Blinds</i>			<i>Land Reform Progr Orientation, Facilitation, Community Survey &amp; Scoping Serv</i>	
	<i>Floor Ware (Tiles And Laminated Floors)</i>			<i>Land Reform Programme Management Monitoring &amp; Evaluation Services</i>	
	<i>General Interior Decorating Services - Furniture Design And Manufacturing</i>		42	<b>TRAVEL AND RELATED SERVICES</b>	
	<i>Installation Of Carpets</i>				
	<i>Laundry And Upholstery Services</i>				
	<i>Wall Ware Services</i>				
	<i>Window Ware Services</i>				

**REGION**

KINDLY INDICATE IN WHICH REGION YOUR COMPANY IS SITUATED:

<b>FREE STATE</b>	
<b>GAUTENG</b>	
<b>KWAZULU-NATAL</b>	
<b>LIMPOPO</b>	
<b>MPUMALANGA</b>	
<b>NORTH-WEST</b>	
<b>NORTHERN CAPE</b>	
<b>EASTERN CAPE</b>	
<b>WESTERN CAPE</b>	

**\*(Banking Details)**

<b>BANK NAME:</b>	
<b>BRANCH CODE:</b>	
<b>ACCOUNT OWNER:</b>	
<b>ACCOUNT TYPE</b>	
<b>ACCOUNT NUMBER</b>	

<b>PAYMENT METHOD</b>	<b>CHEQUE</b>	
	<b>ELECTRONIC</b>	

**\*DATE STAMP OF BANK  
CERTIFIED AS CORRECT**

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**CONFIRMATION OF BANK DETAILS BY BANK OFICIAL:**

Initials and Surname (Bank official): \_\_\_\_\_

Telephone number (Bank official) : (\_\_\_\_\_) \_\_\_\_\_

Signature (Bank official): \_\_\_\_\_



**SIGNATURE AUTHORITY**

\*Signature \_\_\_\_\_ duly authorized to sign on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Name of organization) address

Telephone no. (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

\* Mandatory

**COMPANY REGISTRATION**

*NB: Documentary proof must be provided where applicable (Please mark N/A if not applicable)*

TYPE OF COMPANY	CERTIFIED COPY	√ *	REGISTRATION NUMBER
PUBLIC COMPANY LTD	Certificate of Incorporation (Cm3)		
PRIVATE COMPANY (PTY) LTD	Certificate of Incorporation (CM3)		
CLOSE CORPORATION CC	CK1 Document or CK 2 if Applicable		
PARTNERSHIP	Partnership Agreement		
BUSINESS TRUST	Registration Document or Trust deed		
OTHER (IF JOINT VENTURE)	Registration Document		

***NB: All above fields are mandatory.***

**CORE BUSINESS OPERATION**

*(Mark with X in applicable fields)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Prime Contractor      | <input type="checkbox"/> Sub-Contractor *    | <input type="checkbox"/> Labour-only contractor                             |
| <input type="checkbox"/> Supplier              | <input type="checkbox"/> Manufacturer        | <input type="checkbox"/> Labour Agency                                      |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Construction (CIDB) | <input type="checkbox"/> Education, Development & Training Service Provider |

Other, please specify: \_\_\_\_\_

**ANNUAL AVERAGE TURNOVER**

Indicate annual average turnover excluding Value Added Tax during the past three years

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### **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. Indicate the sector by ticking the appropriate block in column

<b>ECONOMIC SECTOR</b>		<b>TYPE OF BUSINESS</b>	
	Agriculture		ISO Listed
	Mining and Quarrying		Manufacturer
	Manufacturing		Distributor
	Electricity, Gas and Water		Sales
	Construction		Services
	Retail, Motor Trade and Repair Services		Importer
	Wholesale Trade, Commercial Agents & Allied Services		Exporter
	Catering, accommodation & other Trade		Repairer
	Transport, Storage and Communications		<b>SMME STATUS</b>
	Finance and Business Services		Micro: Turnover below R300 000 per year.
	Community, Social & Personal Services		Small: Turnover from R300 000-R32 million per year
			Medium: Turnover from R32-64 million per year

## **B-BBEE INFORMATION**

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 OR 80/20 system)</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>16</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

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 points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE score card 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 specialised 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 id 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 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 that 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:

**B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE**

7.1 B-BBEE Status level of contribution: .....= ..... (Maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA)

**SUB-CONTRACTING**

Will any portion of the contract be sub-contracted? YES/NO (delete which is not applicable)  
If yes, indicate:

- (i) What percentage of the contract will be subcontracted? .....%
- (ii) The name of the sub-contractor? .....
- (iii) The B-BBEE status level of the sub-contractor? .....
- (iv) Whether the sub-contractor is an EME? YES/NO (delete which is not applicable)

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

I/We the undersigned is/are duly authorised to do so on behalf of the firm certify that:

- 1. The information supplied is correct.
- 2. All copies of relevant information are attached.
- 3. I take note that payment will be effected 30 days after delivery was effected if delivered with an original invoice.
- 4. The B-BBEE claimed is in accordance with the new Preferential Procurement Policy Framework Act 2000 (PPPFA)

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

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

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid by each of the shareholders/members of the relevant company (Copies of this declaration may be added)

3.1 Full Name: .....

3.2 Position held:.....

3.3 Identity Number: .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 Name of Employer:.....

3.7 Tel nr of Employer: (.....) .....

3.8 Address of Employer:.....

.....

3.9 Contact person:.....

3.10 VAT Registration Number:.....

3.12 Are you presently in the service of the state \* **YES/NO**

If YES, furnish particulars.

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3.13 Have you been in the service of the state for the past **YES/NO**  
twelve months?

If YES, furnish particulars.

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3.14 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**

If YES, furnish particulars.

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3.15 Are you, aware of any relationship (family, friend, other) between a 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**

If YES, furnish particulars

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3.16 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If YES, furnish particulars.

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3.17 Are any spouse, child or parent of the company's directors, Managers, principle shareholders or stakeholders in service Of the state? **YES / NO**

If YES, furnish particulars.

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\* **MSCM Regulations: "in the service of the state" means to be –**

(a) A member of –

- any Municipal Council;
- any Provincial Legislature; or
- 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.

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS  
CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

\_\_\_\_\_  
**SIGNATURE**

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

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**NAME OF BIDDER**

<b><u>FOR OFFICE USE ONLY – MADIBENG LOCAL MUNICIPALITY</u></b>	
<b>CAPTURED BY</b>	
<b>DATE OF CAPTURE</b>	
<b>SIGNATURE</b>	
<b>NAME OF SUPERVISER</b>	
<b>SUPERVISER’S SIGNATURE</b>	

