

INTRODUCTION AND GUIDELINES

This form is specifically designed to provide for the registration of suppliers on the Municipality's Supplier Database. In order to ensure that suppliers are considered legitimate tenders, it is imperative that the guidelines are adhered to.

Applicants must complete this form in **FULL**. 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 symbol **N/A** in the appropriate space. If the space provided is left blank, it will be regarded as information is still outstanding and you will **NOT** be registered.

DECLARATION OF INTEREST

NO bid will be accepted from persons in the services of the state MSCM Regulations ~~to~~ the service of the state+means to be:

- a) a member of:
 - ◆ any municipal council
 - ◆ any provincial legislature
 - ◆ 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

In order to give effect to the above, the following questionnaires must be completed

I. Full Name(s) of Member(s) of the business:

o o o o o o o o o o o o o o o o o o .

o o o o o o o o o o o o o o o o o o .

o o o o o o o o o o o o o o o o o o .

o o o o o o o o o o o o o o o o o o .

o o o o o o o o o o o o o o o o o o .

II. Are any one above mentioned presently in the service of the state? YES/NO

If so, furnish particulars

o o o o o o o o o o o o o o o o o o

o o o o o o o o o o o o o o o o o o

III. Have you been in the service of the state for the past twelve months? YES/NO
If so, furnish particulars.

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IV. Are any spouses, child or parent of the company's directors, managers, principle
shareholders or stakeholders in the service of the state? YES/NO
If so, furnish particulars.

o o o o o o o o o o o o o o o o o

o o o o o o o o o o o o o o o o o

DECLARATION

I, the undersigned (NAME) o
Certify that the information furnished on this declaration form is correct. I accept
that the Municipality may act against me should this declaration prove to be false.

o o o o o o o o o o o o o o o o o
Signature

o o ... o o o o o o o o o o o o o
Date

o o o o o o o o o o o o o o o o o
In his/her capacity

o o ... o o o o o o o o o o o o o
Name (Company)

o o o o o o o o o o o o o o o o o
Witness

o o o o o o o o o o o o o o o o o
Date

1.6. REQUIRED DOCUMENTS**1.6.1. Type of enterprise**

Sole Proprietor		Certified copy of ID Document
Partnership		Certified copy of Partnership Agreement
Close Corporation		Certified copy of CK1 Document
Private Company (PTY) LTD		Certified copy of Certificate of incorporation
Public Company LTD		Certified copy of Certificate of incorporation
Business Trust		Certified copy of Trust Document
Co-operatives		Identity Document

1.6.2. Location of an enterprise

If your Business located within Umuziwabantu Municipality, please provide **proof of residence** obtainable from your Ward Councilor

Umuziwabantu Municipality Area		Ward number	
Ugu District Municipality			
KwaZulu-Natal			
Republic of South Africa			
Other			

1.6.3. NATURE OF OPERATION(S)

Service providers are required to provide hereunder principal business activities. Refer to the attached Nature of operations listing for details

Code Number	Commodity
1.	
2.	
3.	
4.	

2. BANKING DETAILS (This part must be filled by Bank Institution)

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

1.2.1. Name of Bank institute

o o

1.2.2. Branch Name

o o o o o o o o o o o o o o o o o o o Branch Code o o o o o o o o o o

1.2.3. Bank Account Number

o o

1.2.4. Name under which account operated

o o

1.2.5. Type of Account

o o

Bank Stamp:

3. LIST OF DIRECTORS/ OWNERS/ PARTNERS/ MEMBERS

Name	Identity Number	Position	BBBEE Level	% of Business/ enterprise owned

4. PREVIOUS EXPERIENCE

List the last three (3) contracts successfully completed by your business or other previous experience related to your core business

Company/ Dept.	Contact person	Contact Number	Value of work	Year

5. DECLARATION BY BUSINESS UNDER OATH

I/ we undersigned duly authorized on behalf of the supplier, certifies that the information supplied in terms of this document including the annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect then Umuziwabantu Municipality may, in addition to any remedies it may have:
 - ❖ Disqualify the supplier/ contractor for a particular tender/ contract/ project it may be considered for, or which had been awarded to the supplier/ contractor;
 - ❖ Recover from the supplier/ contractor all costs, losses or damages incurred or sustained by Umuziwabantu Municipality as a result of breach of the contract;
 - ❖ Cancelled the contract and claim any damages which the Umuziwabantu Municipality may suffer by having to make less favorable arrangements after such cancellation and/ or
 - ❖ De-register the supplier registered on the Supplier Database

Signed on this Day of 20 At

Signature

Name in Block Letters

Supplier Name

Stamp

I know and understand the contents of this statement.
I have no objection to taking the prescribed oath.
I consider the prescribed oath to be binding on my conscience

Signature of the deponent

I certify that the above statement was signed and that the deponent has acknowledged that he /she knows and understands the contents of this statement .This statement was sworn to me before and the deponents signature was placed thereon in my presence at SAPS
DATE..... TIME

Commissioner of oath:

Full Names:

Business Address:

Rank:

Stamp

Documents Attached	Y	N	N/A	Office Use
Certified Company Registration Document				
Certified Proof of Ownership/Shareholders Certificates				
Certified copy of Identity Document(s)				
UIF Document				
VAT Registration Document				
PAYE Document				
Income Tax Registration Document				
An Original Valid Tax Clearance Certificate				
Security Office's Board Certificate				
Disability Documents				
Utility Bill (electricity bill, water bill)				
CIDB				
Ward Councilor Proof Residence				
BBBEE Certificate				
Workman's Compensation Document				
Electrical contractors/ Consultants				
Proof of Medium & Low Voltage Electrical Installation				
Electrical Contractors shall be registered on the Eskom Supplier Database				
Electrical Contractors shall provide details of previous Municipality experience				
Provide ECBSA- Electrical Contracting Board of SA Certificate				
Provide Curriculum Vitae of Consultants				

CODES	DESCRIPTION	TICK (appropriate box)
1010 001	AIR CONDITIONING AND TEMPERATURE	
1020 001	BUILDING EQUIPMENT & ACCESSORIES	
1030 001	BUILDING MATERIALS	
1040 001	CEILING BOARDS SKIRTING'S etc	
1050 001	CONSTRUCTION MACHINERY	
1060 001	DOORS & WINDOWS	
1070 001	ELECTRICAL SYSTEMS LIGHTING COMPONENTS	
1080 001	FLOORING MATERIALS	
1090 001	GLASS	
1100 001	PLUMBING WARE & MATERIALS	
1120 001	SANITATION WARE AND EQUIPMENT	
2010 001	BURGLAR PROOFING AND SYSTEM	
2020 001	CIVIL ENGINEERING STRUCTURES	
2030 001	CONCRETE MANUFACTURE & WORKS	
2040 001	CONSTRUCTION-RELATED TRANSPORT	
2050 001	DEMOLITION SERVICES	
2060 001	EARTHWORKS DRILLING AND LANDSCAPING	
2070 001	ELECTRICAL INSTALLATION	
2080 001	FENCING	
2090 001	GENERAL BUILDING	
2100 001	GLAZING	
2110 001	MECHANICAL CONTRACTS	
2120 001	METAL WORK	
2130 001	PAINTING	
2140 001	PAVING	
2150 001	PLUMBING	
2160 001	PRE-CAST CONCRETE MANUFACTURE	
2170 001	PUMP INSTALLATION	
2180 001	ROAD WORKS	
2190 001	SEWERAGE SYSTEM AND CONSTRUCTION	
2200 001	WATER WORKS AND PIPELINES	
2210 001	SPECIALIST TRADE CONTRACTORS	
2220 001	FORESTRY CLEANING	
2230 001	CCTV INSPECTION	
2240 001	ASPHALT PAVING	
2250 001	TRAFFIC SYSTEMS AND SIGNAGE	
2260 001	ROAD MARKING PAINTING	

3010 001	BEARING SUPPLIES	
3020 001	BOLTS NUTS AND FASTENERS	
3030 001	ELECTRIC CABLES	
3040 001	ELECTRICAL COMPONENTS SUPPLIES	
3050 001	ELECTRICAL EQUIPMENT	
3060 001	ELECTRICAL EQUIPMENT REPAIRS	
3070 001	HARDWARE SUPPLIES	
3080 001	LIFTING EQUIPMENT	
3090 001	MECHANICAL SEALS AND PACKING	
3100 001	PIPE AND IRRIGATION SUPPLIES	
3110 001	POWE GENERATION AND DISTRIBUTION	
3120 001	PUMP SPARES	
3130 001	SMALL TOOLS	
3140 001	TRANSFORMER SERVICES	
3150 001	VALVES COUPLINGS	
3160 001	WATER METER PIPES FITTINGS GALVANIZED	
4010 001	ACCOMMODATION AND LODGING	
4020 001	ADVERTISING	
4030 001	AUCTIONERERING SERVICES	
4050 001	BOOKING & ACCOUNTING SERVICES	
4060 001	CATERING & REFRESHMENTS	
4070 001	CLEANING SERVICES	
4080 001	COFERENCING FACILITIES & FACILITATION	
4090 001	CONTRACT ADMINISTRATION	
4100 001	COURIER SERVICES	
4110 001	EDUCATION TRAINING	
4130 001	FREIGHT FORWARDING & CLEARING SERVICES	
4290 001	PERSONNEL SERVICES	
4300 001	PEST CONTROL & REMOVAL SERVICES	
4310 001	PHOTOGRAPHIC & GRAPHIC DESIGN	
4320 001	PICTURE FRAMING	
4330 001	PRINTING	
4340 001	PROCUREMENT SERVICES	
4350 001	REAL ESTATE SERVICES	
4360 001	REASEARCH SERVICES	
4370 001	SECURITY & SAFETY SERVICES	
4380 001	SITE CLEANING	
4390 001	SOCIAL FACILITATING	
4400 001	STORAGE	
4410 001	TRANSLATION & INTERPRETING SERVICES	

4420 001	TRANSPORT SERVICES GENERAL	
4430 001	TRAVEL SERVICES	
4440 001	VEHICLE HIRE	
4450 001	VENDING AREA	
4470 001	TRAFFIC SIGNS	
4480 001	HAIR DRESSING	
4490 001	HR SERVICES	
5010 001	COMPUTER EQUIPMENT NETWORK & SOFT	
5020 001	CONSUMSBLES	
5030 001	CORPORATE SERVICES	
5040 001	DOMESTIC INDUSTRIAL & CLEANING EQUIP	
5050 001	ELECTRIC EQUIPMENT INCL AUDIO	
5060 001	FIRE PROTECTION EQUIPMENT	
5070 001	FLOWERS & PLANTS	
5080 001	FOOD & REFRESHMENTS	
5090 001	HOUSEHOLDS FURNITURE & EQUIPMENT	
5100 001	OFFICE FURNITURE & EQUIPMENT	
5110 001	OFFICE SUPPLIES & STATIONERY	
5120 001	PRINTING COPYING & PHOTOGRAPHIC EQUIP	
6010 001	ENVIROMENTAL CLEASING EQUIPMENT	
6030 001	GARDEN TOOLS	
6040 001	GAS	
6050 001	MATERIAL & WAREHOUSING MACHINERY EQUIP	
6060 001	MEASURING TESTING & OBSERVATION EQUIP	
6070 001	PHARMACEUTICAL	
6080 001	PROTECTIVE CLOTHING & UNIFORMS	
6090 001	SECURITY EQUIPMENT GOODS & SERVICES	
6100 001	SPORTS & RECREATIONAL EQUIPMENT	
6110 001	LABORATORY CHEMICALS	
6120 001	SPECIALIZED IMPORTED CHEMICALS	
6130 001	PHARMACY	
6140 001	SWIM & WATER SPORT TRAINING	
7010 001	ACCOUNTING AUDITING & MANAGEMENT	
7020 001	ARCHITECTURAL SERVICES	
7030 001	CONSULTING ENGINEERING: ELECTRICAL	
7040 001	CONSULTING ENGINEERING: ENVIROMENTAL	
7050 001	CONSULTING ENGINEERING: OTHER	
7060 001	CONSULTING ENGINEERING: PROJECT MANAGEMENT	
7070 001	CONSULTING ENGINEERING: ROADS & STORM	
7080 001	CONSULTING ENGINEERING: SEWERAGE SYSTEM	

7090 001	CONSULTING ENGINEERING: STRUCTURES BUILDING	
7100 001	CONSULTING ENGINEERING: WATER SYSTEMS	
7110 001	CONSULTING ENGINEERING: GEO-TECHNICAL	
7120 001	CONSULTING ENGINEERING: SOLID WASTE	
7130 001	ENGINEERING SERVICES	
7140 001	FINANCIAL SERVICE	
7150 001	LAND SURVEYING	
7160 001	LEGAL SERVICES-CONTRACTS	
7170 001	LEGAL SERVICES-CONVEYANCE	
7180 001	LEGAL SERVICES-LITIGATION	
7190 001	LEGAL SERVICES-OTHER	
7200 001	CONSULTING ENGINEERING:MECHANICAL	
7210 001	MEDICAL SERVICES	
7220 001	PROJECT MANAGEMENT	
7230 001	QUANTITY SURVEYING	
7240 001	TOWN & REGIONAL PLANNING	
7250 001	TAX CONSULTING SERVICES	
7260 001	AERIAL SURVEY & DIGITAL MAPPING	
7270 001	OCCUPATIONAL HEALTH & SAFETY	
8010 001	ALARM & TRACKING SYSTEMS	
8020 001	BATTERIES	
8030 001	ENGINE OVERHAULS	
8040 001	FUEL OILS & LUBRICATIONS	
8050 001	HYDRAULICS	
8060 001	PANEL BEATING	
8070 001	RADIATOR REPAIRS	
8080 001	RADIO & ELECTRONIC EQUIPMENT	
8090 001	SPARES AND PARTS	
8100 001	TOWING SERVICES	
8110 001	TRANSMISSIONS	
8120 001	TYRES & TUBES	
8130 001	UPHOLSTERY	
8140 001	VEHICLE FLEET MANAGEMENT	
8150 001	VEHICLE SUPPLY	
8160 001	WINDSCREENS	
8170 001	AUTO ELECTRICAL REPAIRS	
8180 001	PROSHAFT REPAIRS & BALANCING	
8190 001	RENTAL OF CRANE TRUCKS & FORKLIFTS	
8200 001	RIGGING	

NB: if you ticked more than Four (4) boxes, only the first Four will be considered