



REGISTRATION FORM: SUPPLIER / SERVICE PROVIDERS

SECTION A

CORPORATE DETAILS

- 1. Title: (Prof./ Dr./ Mr./ Mrs./ Ms.)
- 2. Surname:(Identitynumber.....)
(name of contact person)
- 3. Name of business:
(Contracts / orders will be placed on this name and invoices must reflect it.)
- 4. Registered name of business
- 5. Street address of business:
.....
.....
- 6. Post/Postnet address of business:
.....
.....
(This is the address to which an Invitation to Tender / enquiry and orders / contracts must be sent)
- 7. E-mail address:
- 8. Telephone numbers of business: Code: Number:
- 9. Cellphone number of business: Code: Number:
- 10. Contact person fax number: Code: Number:
(Used by Cape Agulhas Municipality for electronic faxing of Request for Quotations, Contracts and Purchase orders)
- 11. Is this a dedicated fax number? (y/n):
- 12. Enterprise/ company Income Tax no.:
(Insert personal income tax number if a sole proprietor, and personal income tax numbers of partners, if a partnership)
- 13. VAT registration no:
- 14. Corporate entity registration no.:
- 15. Type of enterprise:.....
(eg. partnership, company, cc, one person business etc.)
- 16. Country of registration or incorporation:
- 17. Manner of participation:
(eg. main contractor, supplier, professional service provider, joint venture, consortium etc.)
- 18. Business Sector:

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19. Did your company exist under a previous name? (y/n):

19.1 If yes, provide the name?

19.2 Who were the owners/partners/directors?

.....

20. List all the partners, proprietors and shareholders by name, identity number, citizenship and shareholding:

Name	ID-number	Date RSA Citizenship obtained	Ra ce	Gender M/F	Disabled Yes/No	Date of Ownership	% of time devoted to enterprise	% Share- Holding/Ownership

Note: Where owners are themselves a corporate entity or partnership, please identify such.

21. How many permanent and temporary employees do the company employ.

	Historically Disadvantage Individual		Other	
	Permanent	Temporary	Permanent	Temporary
Male				
Female				

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SECTION B

HISTORICAL DISADVANTAGE INDIVIDUAL AND WOMEN EMPOWERMENT PROFILE

The following definitions serve as a guide as to how Cape Agulhas Municipality interprets HDI:-

“Historically Disadvantaged Individual (HDI) means a SA 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 RSA, 1983 (Act No 110 of 1983) or the Constitution of the RSA, 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 SA citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.”

Preference will be given to Historically Disadvantage Individual shareholders who is actively involve in the daily activities and management of the organisation.

“Small, Medium and Micro Enterprises (SMME’s)” bears the same meaning as assigned to this expression in the Small Business Act 102 of 1996.

“Women” means a female person who is a South African citizen, and includes women from all racial groups.

Based on the above definitions, does your enterprise qualify as:-

- 1. A Historically Disadvantaged Enterprise (y/n):
- 2. A Small Medium and Micro Enterprises (y/n):

SECTION C

SERVICE PROVIDER PROFILE

Please note: *Where any specific query does not apply to your enterprise, please mark the relevant query as not applicable (NA), and do not just leave the query blank.*

PART A – BANKING INFORMATION

- 1. Please attach an original cancelled cheque or an original bank verification letter.
- 2. Bank:
- 2.1 Account Holder Name:
- 2.2 Branch number/code:
- 2.3 Branch location:
- 2.4 Bank Account number:
- 2.5 Account type:
- 2.6 Bankstamp

BANK STAMP
(It is confirmed that the bank account as supplied above is that of the account holder as specified)

- 3 All Payment will be done via ACB (Electronic) transfer.
- 4 Mark against the appropriate category or categories listed in Annexure A attached hereto, the products/services your business can supply to Cape Agulhas Municipality.

SECTION D

1. Each service provider must sign this service provider declaration in order to be considered for listing on the Cape Agulhas Municipality service provider panel.
2. Cape Agulhas Municipality reserves the right to require of any service provider at any time substantiate any information provided in any manner Cape Agulhas Municipality may require.

SERVICE PROVIDER DECLARATION

I, the undersigned,.....
warrant that I am authorised by my organisation/enterprise/firm/company to provide the information contained in this application and that all information it is both true and correct.

I further specifically declare that the claims made regarding Historically Disadvantaged Individuals, Previously Disadvantaged Enterprises, Women-owned Enterprises and Small Medium and Micro Enterprises status are true and correct, and that I, or any member of my organisation, will immediately inform Cape Agulhas Municipality of any change in the mentioned status, irrespective of the consequences it may have regarding continued or future placement on the service provider panel of Cape Agulhas Municipality.

I agree that in the event that any claims made or information provided in this application is found to be false or fraudulently provided, Cape Agulhas Municipality may in addition to any other remedy it may have:

- recover all costs, losses or damages incurred or sustained by Cape Agulhas Municipality as a result of the provision of false or fraudulent information from my organisation; and/or
- cancel any contract which may have been concluded with the service provider; and/or
- claim any damages that Cape Agulhas Municipality may suffer by having to make less favourable arrangements after such cancellation; and/or
- prohibit the organisation or individual from future contracts with Cape Agulhas Municipality (black listing).

Signature **Date**

Capacity

Duly authorised to sign on behalf of

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SECTION E

DOCUMENTATION TO BE PROVIDED

Please attach copies of the following documents to your application (where applicable):

- Service Provider Application Form duly completed and signed (**Section A – D**).
- An original and valid Tax clearance certificate (compulsory).
- Copies of Identification Documents of Shareholders/Owners
- Latest Municipal Account
- Company/CC/Trust/other Registration documents.
- VAT registration certificate (where applicable).
- Copy of P.A.Y.E, UIF and Workman's Compensation registration documents (where applicable).
- Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security companies; ECB (Electrical Contractors Board) etc.
- Original cancelled cheque or an original bank verification letter.
- Company Organogram, showing Holding and Subsidiary company(s) as well as operating divisions.

NB - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the CAM Suppliers Database and thereby ensure your eligibility to conduct business with Cape Agulhas Municipality. Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new certificate is submitted.

These forms must be completed and submitted to one of the following:

Cape Agulhas Municipality
1 Dirkie Uys Street
Bredasdorp
7280

Cape Agulhas Municipality
PO BOX 51
Bredasdorp
7280

Direct enquiries to the Cape Agulhas Municipality Supply Chain Management Office - Tel: 028 425 5500
Email: roberto@capeagulhas.com /sakkie@capeagulhas.com Fax: 028 425 1019

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Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate boxes with a X:Plz only what your company Specilizes in.

CODE	COMMODITY	x	CODE	COMMODITY	x
00100:	CONSTRUCTION EQUIPMENT AND SUPPLIES		00400:	GENERAL SERVICES	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, graphic design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirting, etc		00404	Bookkeeping and accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring materials (Carpets, tiles, etc)		00408	Contract administration	
00109	Glass repair works		00409	Courier services	
00110	Plumbing ware and materials		00410	Education and training	
00111	Roofing materials		00411	Environmental impact studies	
00112	Sanitation ware and equipment		00412	Freight forwarding and clearing services	
			00413	General maintenance services	
			00414	General Wholesale	
			00415	Health care	
			00416	Horticulture	
			00417	Infrastructural maintenance	
			00418	Inspection services	
00200:	CONSTRUCTION SERVICES		00419	Insurance	
00201	Burglar proofing and systems		00420	IT, broadcasting and telecommunication services	
00202	Civil Engineering Structures		00421	Interior decorating, refurbishment and upholstery	
00203	Concrete manufacture and works		00422	Land valuation	
00204	Construction-related transport		00423	Laundry , dry-cleaning & ironing services	
00205	Demolition services		00424	Locksmith services	
00206	Earthworks, drilling and landscaping		00425	Mailing services	
00207	Electrical installation		00426	Management services	
00208	Fencing		00427	Miscellaneous equipment and goods hiring	
00209	General building work		00428	Personnel Services	
00210	Glazing		00429	Pest,weed control and removal services	
00211	Mechanical contracts		00430	Photographic and graphic design services	
00212	Metalwork		00431	Picture framing	
00213	Painting		00432	Printing	
00214	Paving		00433	Procurement services	
00215	Plumbing		00434	Real estate services	
00216	Pre-cast concrete manufacture		00435	Research services	
00217	Pump installation		00436	Security , safety services & law enforcement	
00218	Road works		00437	Site cleaning	
00219	Sewerage systems and construction		00438	Social Facilitating	
00220	Specialist Trade Contractors		00439	Storage	
00221	Water works and pipelines		00440	Translation and interpreting services	
			00441	Transport services, general	
			00442	Travel services	
			00443	Vehicle hire	
			00444	Vending services	
			00445	Cellphones & vouchers	
			00446	Funeral services	
00300:	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES		00700:	PROFESSIONAL SERVICES	
00301	Bearing supplies		00701	Accounting, auditing and management services	

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 bid invitations. 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 supplier registration form.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

* 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.

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

.....
.....

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 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

3.9.1 If so, furnish particulars

.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors,

YES / NO

managers, principle shareholders or stakeholders in service of the state?

3.11.1 If so, furnish particulars.

.....
.....

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 Supplier