



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

REGISTRATION ON DATABASE

Companies / Firms / Enterprises who have previously registered with the Tender Board are hereby requested to register. Once in the database, providers will be required to update their profiles on annually basis to remain accredited. Registration forms are available at the Office of Thembelihle Municipality and are to be accompanied by the following documents:

Company Profile; An updated Original Tax Clearance Certificate [indicate on registration form from which SARS office obtained - for clearance purposes]; a certified copy of Identity Document of owner and shareholder/s.

Important Notes:

(Please read carefully)

- ❖ To be completed by All vendors seeking registration as an approved supplier;
- ❖ The questionnaire must be completed in full and be signed;
- ❖ A company profile may accompany the registration form, but will not be accepted as substitute for the application form – all fields on application form must be completed by the applicant;
- ❖ Applicants may be contacted via fax and must therefore submit an operating fax number, failure to comply may result in excluding the supplier from the data base.
- ❖ Thembelihle Municipality reserves the right to accept or reject any application without being obliged to give any reasons in this respect.
- ❖ Suppliers will not be notified whether application was accepted or not, but will be advise of the outcome if telephonically requested.
- ❖ Supplier must comply with all the registration – criteria for registration to be finalised – failure to do so may result in the application being declined.

at the following address:

Street Address

Thembelihle Municipality
Church street
HOPETOWN
8750

Telephone Number: [053] 2030 005/8

Fax Number : [053] 2030 490

E-mail Address: -

Box Address

Thembelihle Municipality
Private Bag X3
HOPETOWN
8750

NB: If you are not registered on the database, the Municipality will not buy from you or use your services
Thembelihle Municipality



THEMBELIHLE MUNICIPALITY
SUPPLY CHAIN MANAGEMENT

QUESTIONNAIRE FOR REGISTRATION ON DATABASE OF SUPPLIERS

NAME OF FIRM

POSTAL ADDRESS

.....
.....

PHYSICAL ADDRESS

.....
.....

TELEPHONE

FAX

E-MAIL

CONTACT PERSON

COMPANY REGISTRATION
NUMBER AND DATE

COMPANY/ENTERPRISE
INCOME TAX REF. NO.

VAT REGISTRATION NO.

NAME THE OFFICE THAT ISSUED
TAX CLEARANCE CERTIFICATE

1. LEGAL STATUS

(tick one box)

- PARTNERSHIP
- ONE PERSON BUSINESS / SOLE TRADER
- CLOSE CORPORATION
- PUBLIC COMPANY
- PRIVATE COMPANY
- SECTION 21 COMPANY
- TRUST
- PARASTATAL
- NGO

OTHER (PLEASE SPECIFY)

2. PRINCIPAL BUSINESS ACTIVITIES

(Tick per box applicable)

- COMMUNITY SERVICES
- FINANCIAL SERVICES
- HUMAN RESOURCES MANAGEMENT
- INFORMATION TECHNOLOGY
- ORGANISATIONAL DEVELOPMENT
- LEGAL SERVICES
- CONSTRUCTION INDUSTRY
- ROAD WORKS
- TRAFFIC RELATED MANUFACTURING
- STEEL WORKS
- PLUMBING
- ELECTRICAL WORKS
- HEALTH INDUSTRY
- GENERAL MANUFACTURING
- STRATEGIC DEVELOPMENT
- ENGINEERING
- PROJECT MANAGEMENT
- TRAINING AND DEVELOPMENT
- GENERAL RETAILER
- OFFICE AUTOMATIZATION
- STATIONERY / BOOKSHOP
- WHOLESALER
- CATERING
- SECURITY SERVICES
- GARDENING / CLEANING
- OTHER TRADES
- OTHER (SPECIFY)

**ATTACHED A SHORT COMPANY PROFILE (2 PAGES)
LIST IN YOUR COMPANY PROFILE AT LEAST TWO COMPANIES / CLIENTS PER BUSINESS
ACTIVITY THAT WOULD BE ABLE TO SERVE AS REFERENCES AS FOLLOWS:-**

COMPANY NAME	BUSINESS ACTIVITY	CONTACT PERSON	TELEPHONE NUMBER	POSITION IN COMPANY

--	--	--	--	--

3. STREET ADDRESS OF ALL FACILITIES USED BY THE FIRM (e.g. warehouses, storage space, offices, etc)

ADDRESS

FACILITY

.....
.....
.....
.....

4. DO YOU SHARE ANY FACILITIES? YES NO

IF YES, WHICH FACILITIES ARE SHARED?

5. DETAIL ALL TRADE ASSOCIATIONS / PROFESSIONAL BODIES / BUSINESS ASSOCIATIONS IN WHICH YOU HAVE MEMBERSHIP

.....

.....

6. Complete the following information for each partner, proprietor, shareholder, director and officer of the firm (viz, chairman, secretary, director, etc.)

TITLE	NAME	PDI STATUS [YES/NO]	% TIME DEVOTED TO FIRM

7. LIST THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM.

ITEM	QUANTITY	PRESENT FINANCIAL LIABILITY

8. SMME STATUS OF YOUR ENTERPRISE

Please use this table to determine the SMME status of your enterprise

Please tick the relevant box in each column.

A. Sector	B. Full time paid employees				C. Annual turnover (millions)				D. Total gross asset value (property)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
	Empl.	Empl.	Empl.	Empl.	R.mil	R.mil	R.mil	R.mil	R.mil	R.mil	R.mil	R.mil
Agriculture	100	50	10	5	4	2	0.4	0.1	4	2	0.4	0.1
Mining & Quarrying	200	50	10	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	10	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	10	5	20	5	2	0.15	4	1	0.4	0.1
Retail & Motor Trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Communications	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Other Trade	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Commercial Agents	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1

9. FINANCIAL DECISIONS

FINANCING DECISIONS	NAME	PDI STATUS (yes/no)	LENGTH OF SERVICE
Cheque signing			
Signing & co-signing for loans			
Acquisitioning of lines of credit			
Sureties			
Major purchases or acquisitions			
Signing contracts			

10. MANAGEMENT DECISIONS

MANAGEMENT DECISIONS	NAME	PDI STATUS (yes/no)	LENGTH OF SERVICE
Estimating			
Marketing and sales operations			
Hiring and firing of management personnel			
Hiring and firing of non-management personnel			
Supervision of office personnel			
Supervision of field/production activities			

11. LIST THE FOLLOWING PERSONNEL OR FIRMS WHO PROVIDE THE FOLLOWING SERVICES:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

12. LIST ALL PARTNERS, PROPRIETORS AND SHAREHOLDERS BY NAME, ID NUMBER, CITIZENSHIP, PDI STATUS AND OWNERSHIP, AS RELEVANT

NAME	ID NUMBER	CITIZENSHIP	MALE / FEMALE	PDI STATUS (YES/NO)	DATE OF OWNERSHIP	% OWNERSHIP	VOTING POWER %

13. NAMES OF EXECUTIVE MANAGEMENT TEAM

SURNAME	INITIAL	MALE / FEMALE	POSITION	PDI STATUS	YEARS IN SERVICE	CITIZENSHIP	ACTIVE IN DAILY RUNNING

14. INTEREST OF SHAREHOLDERS IN OTHER FIRMS

SURNAME	INITIAL	NAME OF OTHER FIRM	TYPE OF BUSINESS	NATURE OF INTEREST	% OWNERSHIP

--	--	--	--	--	--

15. EMPLOYMENT PROFILE / EQUITY AND SKILLS DEVELOPMENT

NUMBER OF EMPLOYEES	PROFESSIONAL		TECHNICAL		ADMIN		GENERAL WORKERS	
	PDI	NON-PDI	PDI	NON-PDI	PDI	NON-PDI	PDI	NON-PDI
FULL-TIME								
PART-TIME								
FEMALE								
MALE								
DISABLED								

- ❖ Is your firm subjected to the Employment Equity Act in terms of the number of employees and turnover Yes No
- ❖ If yes, please append a summary of your employment equity plan.
- ❖ Percentage of payroll currently being spend on training and development%
- ❖ Append a summary of training and development programmes being undertaken by your firm in the last 3-years.

16. FIRMS WITH WHICH YOU HAVE CONDUCTED JOINT VENTURE PROJECTS (ALSO CONSULTING PROJECTS) OR WITH WHICH YOU HAVE A CLOSE ASSOCIATION

	FIRM 1	FIRM 2	FIRM 3
NAME OF FIRM			
PARTNER-BASED			
LOCAL / INTERNATIONAL			
NAME OF PROJECT			
LOCATION OF PROJECT			
PARTNER SPECIALISATION			
% OF WORK TO PARTNER			

17. ANNUAL TURNOVER OF OWN WORK

- UP TO R300 000
- UP TO R1 MILLION
- BETWEEN R1 MILLION AND R5 MILLION
- BETWEEN R5 MILLION AND R15 MILLION
- ABOVE R15 MILLION

18. EXPERIENCE AND COMPETENCY

PROJECTS UNDERTAKEN DURING THE LAST 3-YEARS

DESCRIPTION	CLIENT	START	FINISH	VALUE

19. FINANCIAL INSTITUTION DETAILS

NAME OF BANK :

BRANCH :

BRANCH CODE :

NAME OF ACCOUNT HOLDER :

ACCOUNT NUMBER :

ACCOUNT TYPE :

20. Is any of your Partners / Shareholders / Proprietors employed by either National, Provincial or Local Government? Yes No

DECLARATION

The firm agrees to abide by any reasonable and acceptable code of conduct published by the Northern Cape Provincial Administration (NCPA). All the information supplied in this application is true and correct. The firm will, without protest, submit to all reasonable & acceptable procedures instituted by the NCPA. The firm will, if requested to do so, supply further information and documentary evidence for scrutiny. The firm will update the registration particulars whenever a significant change in details occurs and, in any event, at intervals of two years. The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, confirms that the contents of this Affidavit are within their personal knowledge and, save where otherwise stated, to the best of their knowledge, both true and correct.

Signed: **duly authorised to sign on behalf of**

.....

signed at:**on this the** **day of**

..... **(month)** **(year)** 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.

MBD 4

DECLARATION OF INTEREST

- 1. No bid 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 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, shareholder²):.....

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.
.....

¹MSCM 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**

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number	Personal Income Tax Reference number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. 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><u>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?</u></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>	Yes <input type="checkbox"/>	No <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>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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item Question Yes No			
4.4	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4

PLEASE ATTACH

A VALID ORIGINAL

COPY OF

BEE SCORE CARD

PLEASE ATTACH

A VALID ORIGINAL

COPY OF

TAX CLEARANCE CERTIFICATE