

AMAHLATHI LOCAL MUNICIPALITY



SERVICE PROVIDERS DATABASE APPLICATION FORM

APPLICATION FORM FOR SERVICE PROVIDERS TO BE INCLUDED ON THE
AMAHLATHI MUNICIPALITY SERVICE PROVIDER'S DATABASE.

Please note:

This form must be completed by all applicants wishing to register as a service provider with the Amahlathi Local Municipality [ALM]. Please reflect all the goods/service provided by the firm. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. The Municipality will determine the suitability of firms for entry into its database, based on the information provided.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the firm.

Date:

Once the Application is completed return it to:

The Supply Chain Management Unit
Corner of Hill & Maclean Street
Stutterheim
4930

Or posted to:

The Supply Chain Management Unit
Amahlathi Local Municipality
P / Bag X 4002
STUTTERHEIM
4930

PARTICULARS OF FIRM

1. **Name of Firm** _____

2. Name of Managing Principal _____

3. Type of firm (tick relevant box)

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

4. Co./ CC Registration Number: _____

5. Vat. Registration Number: _____

6. Company income tax reference number: _____

Note: Insert personal income tax reference number if one – man business and personal income tax reference numbers of all parties if a partnership.

7. Banking details:

Please attach: Copy of a blank cancelled cheque / Bank Statement

8. Complete the following table and provide supporting documents to confirm information:

B-BBEE Status Level of Contributor	Mark with a X
1	
2	
3	
4	
5	
6	

7	
8	
Non-compliant contributor	

REGISTRATION PRE-REQUISITES

NOTE: SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET:

1. Company Profile describing what the company does. What is the core business of the company?
2. Company Business Registration (Founders Statement) depicting ownership / shareholding.
3. Original and Current Tax Clearance Certificate obtainable from the South African Revenue Services.
4. **(a)** A valid original or certified copy of the B-BBEE Status Level Verification Certificate;
(b) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates (EME's);
(c) In respect of Exempted Micro Enterprises (EME's) i.e. an enterprise including a sole propriety with an annual total revenue of R5million or less, a valid original or copy issued by an Accounting Officer, Registered Auditor or a Verification Agency.
5. Contractors must be registered with the Construction Industry Development Board (CIDB) and provide ALM with proof of registration (CRS No).
6. Previous experience related to the category of works the service provider is registering for must be provided.
7. Banking details : Copy of a blank cancelled cheque or a letter from bank containing the following:
 - Branch
 - Bank Code
 - Account Holder
 - Account Number
8. Delivery or send to : The Supply Chain Management Unit
 12 Maclean Street
 Stutterheim
 4930
9. Certified Copies of Identity Documents for the owners/shareholders.
10. Catering Certificate from Amathole District Municipality.

11. Choose only 3 Commodities.

12. Municipal debt clearance Certificate (Not older than 3 Months)/ Lease agreement

CONTACT DETAILS

1. Company Name: _____

Contact person: _____

Phone No.: _____

Cell No.: _____

Fax No.: _____

E-Mail: _____

2. Postal Address: _____

Postal Code: _____

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

LIST OF GOODS/SERVICES PROVIDED

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) YOUR FIRM WILL BE REGISTERING FOR. (CHOOSE NOT MORE THAN 3)

CATEGORY OF WORKS	(√)
Plumbing	
Tourism	
Travelling Agency	
Air Conditioning, Install & Supply	
Advertising Services	
Fencing	
Conference Facilities	
Car Repairs	
Car Suppliers	
Tyre Repairs & Sales	
Blinds: Installation And Suppliers	
Building Material Suppliers	
Bush Clearing	
Taxi Hire - Transport	
Catering Services	
Cleaning Materials / Refuse bags / Toilet Papers	
Crockery and Cutlery	
Electric Appliances	
IT (Hardware, Software, Consumables, Networking, Cabling, etc.)	
Cleaning Services	
Courier Service	
Events Management (Tents, PA and Audio Systems, Chairs, Tables, Table Cloths, Pots, Plates, Staging, etc.)	
Glass Repairs And Suppliers	
Interior Decorating	
Locksmith Specialists	
Office Furniture and Supplies	
Pest Control	
Plant Hire	
Printing & Branding Services	
Protective Clothing Suppliers	
Refreshments	
Repairs And Sales Of Domestic And Commercial Appliances	
Sign Manufacturers	
Printing & Stationery Suppliers	

Suppliers Of Pipe System For Water, Sewerage And Industrial Applications	
Renovations to buildings	
Accommodation – Hotels & B & B's	
Funeral services	
Carpentry	
Entertainment – Traditional Groups	
Legal Services	
Security Services	
Data Checking	
Electrical Suppliers	
Consulting Services - Specify	
Occupational Health & Safety	
Communication Services	
Construction Services - Specify	
Welding Services	
Grass Cutting Services	
Heavy Duty Machinery – Repairs & Maintenance	
Promotional Material - Banners	
Training	
Auctioneers	

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.

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**

3.6.1 If so, furnish particulars.

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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.

.....

□ 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.

3.8 Do you, have any relationship (family, friend, **YES / NO** other) with persons in the service of the state and who may be involved with the evaluation and or **adjudication** of this bid?

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons **YES / NO** in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

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

3.10.1 If so, furnish particulars.

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3.11 Are any spouse, child or parent of the company's directors, **YES / NO**
managers, principal shareholders or stakeholders in service of the state?

3.11.1 If so, furnish particulars.

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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

DECLARATION IN TERMS OF BIDDERS PAST SCM 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. wilfully 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>Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	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	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?	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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS 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

FOR OFFICE USE ONLY.

Checked by **Date**

Confirmed by **Date**

Captured by **Date**