



LANGEBERG MUNICIPALITY

APPLICATION FOR LISTING AS PROVIDER OF GOODS AND SERVICES

This application must be completed and returned to

The Municipal Manager
Private Bag X2
Ashton
6715

NB: Please complete the form fully – use a black pen. Please print so that all information is legible. Forms that are not readable or incomplete will be rejected. Each page must be initialised.

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE LANGEBERG MUNICIPALITY

Please note: All alterations are to be initialised by the applicant.

PROVIDERS INFORMATION

A. PERSONAL DETAILS

1. Name of Business

2. Address: Physical

Address: Postal

Code

Telephone

Fax

Name of Contact Person:

E-mail address Cell Number

Contact person:

B. TYPE OF BUSINESS

PLEASE CONSIDER THE ATTACHED COMMODITY LIST AT THE BACK BEFORE COMPLETING THIS SECTION

3. Sector (e.g. Construction)

3.1 Nature of Business (e.g. Plumbing)

C. TYPE OF REGISTRATION OF BUSINESS

4. Registered as:

PUBLIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM3)
PRIVATE COMPANY (PTY) LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM3)
CLOSE CORPORATION CC		CERTIFIED COPY OF CK 1 DOCUMENT IF APPLICABLE.
SOLE PROPRIETOR		COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT
PARTNERSHIP		COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT
BUSINESS TRUST		CERTIFIED COPY OF REGISTRATION DOCUMENT
OTHER (If Joint Venture)		CERTIFIED COPY OF REGISTRATION DOCUMENT

D. IMPORTANT NUMBERS – PLEASE COMPLETE

5.1	Registration no	
5.2	VAT Registration no (Attach Certified Copy)	
5.3	Income Tax no (Attach valid certificate)	
5.4	Rates & Services Account no (Attach copy of account)	

K. SHAREHOLDERS WHO ARE ACTIVELY INVOLVED IN DAILY OPERATION OF THE BUSINESS

12. Complete the following for the shareholders who are actively involved in the management and daily business operation of the business

*DEFINITION OF A PDI (Previous Disadvantaged Individuals) IS A PERSON WHO PRIOR TO 1994 ELECTIONS WAS DISENFRANCHISED (African, Coloured or Indian) FEMALES OF ALL RACES AND ALL DISABLED PERSONS.

Explanation of abbreviations used in the following tables:

Capacity		PDI / HDI Status	
Director	D	PDI	H
Partner	P	Woman	W
Member	M	Disabled	D
Proprietor	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be attached.

NB: CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP MUST BE SUPPLIED

Multiple copies of this page may be submitted if required.

13. Total shareholding by PDI's %

NAME ALL SHAREHOLDERS INDICATING % SHARE , CAPACITY, GENDER AND PDI / HDI STATUS

1.	First Name																										
	Surname																										
	Identification number																										
	Percentage Share														%												
	Capacity	D	P	M	R	O	M	F	Gender	PDI Status	H	W	D														

2. First Name

Surname

Identification number

Percentage Share %

Capacity Gender PDI Status

3. First Name

Surname

Identification number

Percentage Share %

Capacity D P M R O M F Gender PDI Status H W D

4. First Name

Surname

Identification number

Percentage Share %

Capacity D P M R O M F Gender PDI Status H W D

L. DECLARATION OF “IN THE SERVICE OF THE STATE”

14. If a spouse, child or parent of the owner, director, manager, shareholder or stakeholder of the entity is in the service of the state, or has been in the service of the state in the previous twelve months, the following information must be completed: (Please indicate if not applicable)

The name of the person in the employment of the state

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The capacity in which that person is in service of the state

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The relationship to the owner, director, manager, shareholder or stakeholder of the entity

	Spouse	Child	Parent
Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

“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.

M. CHECKLIST FOR DOCUMENTS TO BE ATTACHED

<u>DOCUMENT</u>	<u>ATTACHED</u> (Mark with X)	
REGISTRATION DOCUMENT (AS IN PAR 4)	YES	NO
COPY OF VAT CERTIFICATE	YES	NO
COPY OF INCOME TAX CLEARANCE CERTIFICATE	YES	NO
CANCELLED CHEQUE / BANK STATEMENT	YES	NO
CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP	YES	NO
COPY OF ID DOCUMENT OF OWNER/S OF BUSINESS	YES	NO
COPY OF RATES & SERVICES ACCOUNT	YES	NO

15. 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. The PDI points claimed are correct and based on owners/shareholders who are actively involved in the day to day management of the enterprise
4. I take note that payment will be effected 30 days after delivery was affected if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax act I hereby authorise the CTMM to deduct PAYE and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).
6. None of the owners, directors, managers, shareholders or stakeholders of this entity is in the service of the state, or has been in the service of the state in the previous twelve months.

Signature of authorised person

Date

Personal information in block letters

Name

Surname

Telephone No

Capacity

ON BEHALF OF THE (SUPPLIER'S NAME)

Signed and sworn to before me at on this the day of

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.

Commissioner of Oaths

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	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? (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).	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"/>
4.7.1	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

CODE	SELECT	COMMODITY / PLEASE MARK WITH A "X" INDICATING THE GOODS OR SERVICES RENDERED
00100:		CONSTRUCTION EQUIPMENT AND SUPPLIES
00101:		Air conditioning and temperature control equipment
00102:		Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)
00103:		Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)
00104:		Ceiling boards, skirting, etc
00105:		Construction machinery
00106:		Doors and windows
00107:		Electrical systems, lighting, components accessories and supplies
00108:		Flooring materials (Carpets, tiles, etc)
00109:		Glass repair works
00110:		Plumbing ware and materials
00111:		Roofing materials
00112:		Sanitation ware and equipment
00200:		CONSTRUCTION SERVICES
00201:		Burglar proofing and systems
00202:		Civil Engineering Structures
00203:		Concrete manufacture and works
00204:		Construction-related transport
00205:		Demolition services
00206:		Earthworks, drilling and landscaping
00207:		Electrical installation
00208:		Fencing
00209:		General building work
00210:		Glazing
00211:		Mechanical contracts
00212:		Metalwork
00213:		Painting
00214:		Paving
00215:		Plumbing
00216:		Pre-cast concrete manufacture
00217:		Pump installation
00218:		Road works
00219:		Sewerage systems and construction
00220:		Specialist Trade Contractors
00221:		Water works and pipelines
00300:		ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES
00301:		Bearing supplies
00302:		Bolts, nuts and fasteners
00303:		Electric cables
00304:		Electrical component supplies
00305:		Electrical equipment
00306:		Electrical equipment repairs
00307:		Hardware supplies
00308:		Lifting equipment
00309:		Mechanical seals and packing
00310:		Pipe and irrigation supplies
00311:		Power generation and distribution machinery and accessories
00312:		Pump spares
00313:		Small tools
00314:		Transformer services
00315:		Valves, couplings

00316:		Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera
00400:		GENERAL SERVICES
00401:		Accommodation and lodging
00402:		Advertising, communication, graphic design, editorial, publication and marketing services
00403:		Auctioneering services
00404:		Bookkeeping and accounting services
00405:		Catering and refreshments
00406:		Cleaning services
00407:		Conferencing facilities and facilitation
00408:		Contract administration
00409:		Courier services
00410:		Education and training
00411:		Environmental impact studies
00412:		Freight forwarding and clearing services
00413:		General maintenance services
00414:		General Wholesale
00415:		Health care
00416:		Horticulture
00417:		Infrastructural maintenance
00418:		Inspection services
00419:		Insurance
00420:		IT, broadcasting and telecommunication services
00421:		Interior decorating, refurbishment and upholstery
00422:		Land valuation
00423:		Laundry,dry-cleaning and ironing services
00424:		Locksmith services
00425:		Mailing services
00426:		Management services
00427:		Miscellaneous equipment and goods hiring
00428:		Personnel Services
00429:		Pest,weed control and removal services
00430:		Photographic and graphic design services
00431:		Picture framing
00432:		Printing
00433:		Procurement services
00434:		Real estate services
00435:		Research services
00436:		Security,safety services and law enforcement
00437:		Site cleaning
00438:		Social Facilitating
00439:		Storage
00440:		Translation and interpreting services
00441:		Transport services,general
00442:		Travel services
00443:		Vehicle hire
00444:		Vending services
00445:		Cellphones and vouchers
00446:		Funeral services
00500:		OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES
00501:		Computer equipment hardware, networks and software
00502:		Consumables
00503:		Corporate gifts
00504:		Domestic,industrial and cleaning equipment and supplies
00505:		Electronic equipment, including audio-visual equipment
00506:		Fire protection equipment

00507:		Flowers, plants,compost and nursery acc
00508:		Food and refreshments
00509:		Households furniture and equipment
00510:		Office furniture and equipments
00511:		Office supplies and stationery
00512:		Printing, copying and photographic equipment and supplies
00600:		MISCELLANEOUS GOODS AND SUPPLIES
00601:		Environmental cleansing equipment,goods and supplies
00602:		Fire fighting protection equipment,goods and supplies
00603:		Garden tools
00604:		Gas
00605:		Laboratory chemicals
00606:		Material and warehousing machinery, equipment and goods
00607:		Measuring, testing and observation equipment
00608:		Pharmaceutical products,drugs etc
00609:		Protective clothing and uniforms
00610:		Security equipment, goods and services
00611:		Specialised imported chemicals
00612:		Sports and recreational equipment and goods
00613:		Road and Traffic signs manufacturers
00614:		Wine Distributing
00700:		PROFESSIONAL SERVICES
00701:		Accounting, auditing and management services
00702:		Architectural services
00703:		Consulting engineering-Electrical
00704:		Consulting engineering-Environmental
00705:		Consulting engineering-Geo-technical
00706:		Consulting engineering-Mechanical
00707:		Consulting engineering-Other
00708:		Consulting engineering-Project management
00709:		Consulting engineering-Roads and Storm water
00710:		Consulting engineering-Sewerage systems
00711:		Consulting engineering-Solid waste
00712:		Consulting engineering-Structures, Building, Bridges,etc
00713:		Consulting engineering-Water systems
00714:		Engineering services
00715:		Financial services
00716:		Land surveying
00717:		Legal services–contracts
00718:		Legal services-conveyance
00719:		Legal services–litigation
00720:		Legal services–other
00721:		Medical services,equipment and accessories
00722:		Project management
00723:		Quantity surveying
00724:		Town and regional planning
00725:		Motivational speakers
00800:		VEHICLE SUPPLY AND TRANSPORTATION SERVICES
00801:		Alarm and tracking systems
00802:		Auto electrical repairs
00803:		Batteries
00804:		Engine overhauls
00805:		Fuel, oils and lubrications
00806:		Hydraulics

00807:		Panel beating
00808:		Radiator repairs
00809:		Radio and Electronic equipment
00810:		Spares and parts
00811:		Towing services and vehicle storage
00812:		Transmissions
00813:		Tyres and tubes
00814:		Upholstery
00815:		Vehicle fleet management
00816:		Vehicle supply
00817:		Windscreens
00818:		Taxi,busses-transportation services