



# NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

Private bag x 503  
Ndwedwe 4342  
KwaZulu-Natal  
Republic of South Africa  
Tel: (032) 532 5000  
Fax: (032) 532 5032

## APPLICATION FOR REGISTRATION MUNICIPALITY SERVICES PROVIDERS DATABASE

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO**

DEPARTMENT OF FINANCE: SUPPLY CHAIN MANAGEMENT UNIT  
NDWEDWE LOCAL MUNICIPALITY KZN293  
LOT 47-48 ROAD P100  
NDWEDWE COURT HOUSE  
NDWEDWE  
4342

OR POSTED TO:

DEPARTMENT OF FINANCE: SUPPLY CHAIN MANAGEMENT UNIT  
NDWEDWE LOCAL MUNICIPALITY KZN293  
PRIVATE BAG X 503  
NDWEDWE  
4342

ENQUIRIES: TEL 032 532 5000 FAX 032 532 5032 / 31

**CSD REG NUMBER : .....**

FOR OFFICIAL PURPOSES ONLY

NAME OF SUPPLIER	:	.....			
REGISTRATION NUMBER:	:	.....			
CAPTURED BY	:	.....	DATE	:	.....
CHECKED BY	:	.....	DATE	:	.....



N.B COPIES OF REGISTRATION CERTIFICATES FOR 1.7 AND 1.8 MUST BE SUPPLIED (if you cannot provide these certificates, kindly attach explanation)

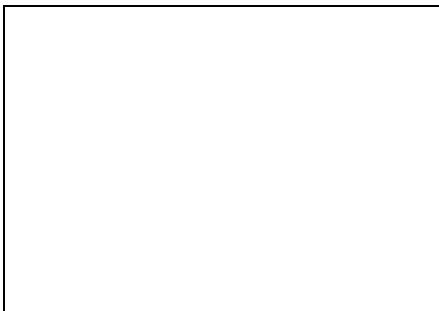
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**2. BANKING DETAILS**

I/We hereby request and authorize Ndwedwe Local Municipality to pay any amounts that are due my/our bank account held at the below mentioned financial institution. (The below banking details must be of a company not for individuals person.)

This authority will remain in force until such time is cancelled by me/us giving (30) days written notice by prepaid registered post.

<u>Initial and Surname</u>	<u>Authorized Signature</u>	<u>Date</u>
2.1 NAME OF BANK	:	_____
2.2 NAME OF BRANCH	:	_____
2.3 BRANCH CODE	:	_____
2.4 NAME OF ACCOUNT HOLDER	:	_____
		(Name under which account is operated)
2.5 ACCOUNT NUMBER:		_____
2.6 ACCOUNT TYPE:	<input type="checkbox"/>	CURRENT ACCOUNT
	<input type="checkbox"/>	SAVING ACCOUNT
	<input type="checkbox"/>	TRANSMISSION ACCOUNT
	<input type="checkbox"/>	CHEQUE ACCOUNT
	<input type="checkbox"/>	OTHER (PLEASE SPECIFY) _____



DETAILS OF BANK OFFICIAL: \_\_\_\_\_  
NAME: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

Bank stamp certifying the above bank Account details as correct



## **5. CLASSIFICATION OF BUSINESS**

### **5.1 CLASSIFICATION FOR NDWEDWE LOCAL MUNICIPALITY DATABASE (MANDATORY)**

In order to assist with the classification process, a short summary of your core business and key products and services must be provided. . Service providers are required to register for only one commodity/service.

Our core business is:

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**Please mark with an "X" the appropriate block to clearly indicate the industrial sector related to the goods and services that you supply**

#### **Finance and Business service**

- |                                   |                          |
|-----------------------------------|--------------------------|
| Banking                           | <input type="checkbox"/> |
| Legal services                    | <input type="checkbox"/> |
| Chartered accountants             | <input type="checkbox"/> |
| Insurance                         | <input type="checkbox"/> |
| Securities broker                 | <input type="checkbox"/> |
| Architects & quantity surveyors   | <input type="checkbox"/> |
| Investments                       | <input type="checkbox"/> |
| Credit institutions               | <input type="checkbox"/> |
| Engineering                       | <input type="checkbox"/> |
| Business & management consultants | <input type="checkbox"/> |
| Other (Please Specify)            | <input type="checkbox"/> |

#### **Community, social & personal services**

- |   |                          |
|---|--------------------------|
| Collectibles & awards                         | <input type="checkbox"/> |
| Sports equipment & accessories                | <input type="checkbox"/> |
| Camping, outdoor equipment & accessories      | <input type="checkbox"/> |
| Fitness equipment                             | <input type="checkbox"/> |
| Cleaning & Janitorial equipment               | <input type="checkbox"/> |
| Water, wastewater treatment supply & disposal | <input type="checkbox"/> |
| Cleaning & Janitorial equipment               | <input type="checkbox"/> |
| Industrial laundry & dry cleaning equipment   | <input type="checkbox"/> |

Recreation, playground, swimming, spa equipment & supplies

Other (Please Specify)

**Mining & quarrying**

Lubricants, oils, greases, & anti corrosives

Fuels

Oil, gas drilling & operating equipment

Elements & gases

Other (Please Specify)

**Transport, storage and communication**

Communications devices & accessories

Aircraft

Transportation services equipment

Transportation components & systems

Software

Computer equipment & accessories

Structural building products

Data voice, multimedia network equipment or platforms & accessories

Components for information technology, broadcasting or telecommunications

Aerospace systems, components & equipment

Other (Please Specify)

**Catering and accommodation and other trade**

Edible oils & fats

Bread & bakery products

Fruits, vegetables, nuts & seeds

Meat & poultry products

Restaurant

Hotels

Lodges

Bed & breakfast

- Photographic & recording media
- Art galleries
- Photographic filmmaking supplies
- Printing & publishing equipment
- Media
- Photographic, filming or video equipment
- Film
- Music
- Audio, visual presentation & composing equipment
- Other (Please Specify)
- Agricultural, forestry and fishing**
- Live animals
- Animal feed
- Seeds, bulbs, seedlings & cuttings
- Pest control products
- Fertilizers, plant nutrients & herbicides
- Agricultural, forestry, landscape material & equipment
- Other (Please Specify)
- Electricity, gas and water**
- Power sources
- Electrical wire, cable & harness
- Power generation
- Fluid & gas distribution
- Heating, ventilation & air circulation
- Industrial filtering & purification
- Batteries, generators & kinetic power transmission
- Industrial pumps & compressors
- Atomic, nuclear energy machinery & equipment
- Other (Please Specify)

**Construction**

- Roads & landscape
- Prefabricated structures
- Doors, windows & glass
- Insulation
- Permanent structures
- Interior finishing materials
- Plumbing fixtures
- Structural materials & basic shapes
- Structural building products
- Hand tools
- Heavy construction machinery & equipment
- Pneumatic machinery & equipment
- Construction & maintenance support material
- Other (Please Specify)

**Wholesale trade, commercial agents and allied services**

- Durable goods
- Non-Durable goods
- Other (Please Specify)

**Retail, motor trade and repair service**

- Petrol stations
- Furniture, furnishing & equipment stores
- Repair service
- Fleet management
- Motor vehicles
- Vehicle bodies & trailers
- Other (Please Specify)

**Manufacturing**

- Packing supplies
- Emergency & field medical services products
- Laboratory supplies & fixtures



Packaging materials

Other (Please Specify)

**5.2 INDICATE VALUE FOR THE FOLLOWING BASED ON THE LATEST FINANCIAL STATEMENT**

5.2.1 Total Fixed assets @ book value (e.g. Land, building, plant, equipment) R \_\_\_\_\_

5.2.2 Vehicle @ book value R \_\_\_\_\_

Number of vehicle \_\_\_\_\_

5.2.3 Average stock on hand R \_\_\_\_\_

5.2.4 Cost of goods produced annually R \_\_\_\_\_

Quality of produced annually \_\_\_\_\_

Units of measure (e.g. tons, kilolitres) R \_\_\_\_\_

5.2.5 Total current assets (e.g. stock debtors, cash) R \_\_\_\_\_

Total current liabilities (e.g. creditors, bank, overdraft) R \_\_\_\_\_

**6. BUSINESS INFORMATION**

**THE FOLLOWING TABLE MUST BE COMPLETED IN ORDER TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME IN TERMS OF THE SMALL BUSINESS ACT 102 OF 1996. SELET AND TICK THE SECTOR AND TICK THE APPROPRIATE BLOCK IN CULUMN 2,3AND 4**

<b>COLUMN1</b>	<b>COLUMN2</b>		<b>COLUMN3</b>		<b>COLUMN4</b>	
Sector or sub-sector in accordance with the standard industrial council	Total full time equivalent of paid employees <b>TICK WHERE APPLICABLE</b>		Total annual turnover <b>TICK WHERE APPLICABLE</b>		Total gross asset value (fixed property excluded) <b>TICK WHERE APPLICABLE</b>	
Agriculture	MORE THAN 100		MORE THAN R 5M		MORE THAN R 5M	
	LESS THAN 100		LESS THAN R 5M		LESS THAN R 5M	
Mining and quarrying	MORE THAN 200		MORE THAN R 39M		MORE THAN R23M	
	LESS THAN 200		LESS THAN R 39 M		LESSTHAN R 23M	
Manufacturing	MORE THAN 200		MORE THAN R 51M		MORE THAN R 19M	
	LESS THAN 200		LESS THAN R 51M		LESS THAN R19M	
Electricity ,gas and water	MORE THAN 200		MORE THAN R 51M		MORE THAN R19M	
	LESS THAN 200		LESS THAN R51 M		LESS THAN R 19M	
Construction	MORE THAN 200		MORE THAN R 26M		MORE THAN R5M	
	LESS THAN 200		LESS THAN R 2M		LESS THAN R 5M	
Retail, motor trade and repairs services	MORE THAN 100		MORE THAN R 39M		MORE THAN R 6M	
	LESS THAN 100		LESS THAN R 39M		LESSTHAN R 6M	
Wholesale trade, Commercial Agents &	MORE THAN 100		MORE THN R 64 M		MORE THAN R 10 M	
	LESS THAN 100		LESS THAN R 64 M		LESS THAN R 10 M	
Catering ,Accommodation & other trade	MORE THAN 100		MORE THAN R 13M		MORE THAN R3 M	
	LESS THAN 100		LESS THAN R 13M		LESS THAN R 3 M	
Transport , storage and Communication	MORE THAN 100		MORE THAN R 26M		MORE THAN R 6 M	
	LESS THAN 100		LESS THAN R 26M		LESS THAN R 6 M	
Finance and Business Services	MORE THAN 100		MORE THAN R 26M		MORE THAN R5 M	
	LESS THAN 100		LESS THAN R 26 M		MORE THAN R5 M	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13M		MORE THAN R 6 M	
	LESS THAN 100		LESS THAN R 13M		LESS THAN R 6 M	



**8. PREVIOUS EXPERIENCE (IF APPLICABLE)**

List the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

EMPLOYER/DEPARTMENT	CONTACT PERSON AND TELEPHONE NO	CONTRACT VALUE IN RAND	COMPLETED SUCCESSFULLY YES/NO	YEAR

**9. PLEASE INDICATE ANY OWNER WHO HAS A CONTROLLING OWNER INTEREST IN OTHER BUSINESS**

NAME OF OWNER	NAME AND ADDRESS OF OTHER BUSINESS	POSITION HELD	% OF OWNERSHIP	TYPE OF BUSINESS

**10. IDENTIFY BY NAME, HDI STATUS AND LENGTH OF SERVICES THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON OWNERS) RESPONSIBLE FOR DAY TO DAY MANAGEMENT AND BUSINESS DECISION.**

	NAME	HDI STATUS (YES/NO)	LENGTH OF SERVICE (YEAR)
CHEQUE SIGNING			
ING AND CO-SIGNING FOR LOANS			
BUSINESS FINANCING (OVERDRAFT,LEASE AGREEMENT)			
SURETIES			
APPROVAL MAJOR PURCHASES OR ACQUISITION			
SIGNING CONTRACT			

11. VERIFICATION OF INFORMATION SUPPLIED RELATING TO PREFERENCES THAT THE APPLICANT (BUSINESS) MAY APPLY FOR

I/WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO DO SO ON BEHALF OF THE SUPPLIERS, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS FORM INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE ACKNOWLEDGE THAT:

1. The supplies will be required to furnish documentary proof of the information relating to preference, if requested to do so.
2. If the information supplied is found to be incorrect then the municipality may, in addition to any remedies it may have:
3.
  - i. Disqualify the supplier/ contract for a particular bid/contract/project if it may be considered for, or which had been awarded to the supplier/ contractor.
  - ii. Recover from the supplier / contractor all costs, losses or damages incurred or sustained by the province as a result of breach of the contract
  - iii. Cancel the contract and claim any damages which the municipality may suffer by having to make less favorable arrangements after such cancellation: and/or:
  - iv. De-register the supplier registered on the supplier Database.

SIGNED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_

BEFORE THE COMMISSIONER OF OATHS

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
NAME IN BLOCK LETTERS

SUPPLIER'S NAME \_\_\_\_\_

Signed and affirmed to, before me at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_, by the deponent who has acknowledged that he/she has known and understands, the contents of this document, and he/she has acknowledged that he/she has no objection to affirming, that he/she regards the affirmation to be binding on his/her conscience.

\_\_\_\_\_  
COMMISSIONER OF OATHS

FULL NAME

BUSINESS ADDRESS:

CAPACITY: \_\_\_\_\_

AREA: \_\_\_\_\_

## **ANNEXURE A**

### Required document

Please ensure that all documentation listed below is attached (where applicable) to the registration form.

#### **Document**

#### **Attached**

Original Tax Clearance Certificate if applicable

Company registration certificate

Certified copy of ID

Certified copy of BBBEE certificate

Declaration of interest form

Central Supplier database registration (CSD)

**Banking details certified by bank (page 3)**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:.....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder?):.....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**





**4 DECLARATION**

I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS  
DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder