

Mbizana Local Municipality

Physical Address
51 Winnie
Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

MBIZANA LOCAL MUNICIPALITY

TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON THE DATABASE OF MBIZANA LOCAL MUNICIPALITY

All suppliers are herewith invited to register as an approved supplier on the database of Mbizana Local Municipality.

In order to comply with procedures set out in the Supply Chain Regulations and the Mbizana Local Municipality Supply Chain Policy, as referred to in the Municipal Finance Management Act 56 of 2003, Mbizana Local Municipality has developed a supplier database to be used by the Supply Chain Management Office.

The purpose of this database is to give all prospective suppliers registered on the Suppliers Database an equal opportunity to submit quotations to Mbizana Local Municipality.

Preference will be given to registered suppliers on the Suppliers Database, but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to Mbizana Local Municipality. It is envisaged however, that this database will contribute to efficient administration and compliance with MFMA and as such all suppliers are encouraged register.

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that

- CK/Proof of Company Registration,
- Tax Clearance Certificate or Tax Pin
- Certified copies of ID documents of members/shareholders of the company,
- CIDB certificate, Electrical License, Construction Board Certificate, NBRC (Note that all these documents should be supplied where they are applicable),
- Central Supplier Data-Base Form (CSD)
- B-BBEE Status or level or rating and any other relevant documentation must be attached.
- Proof of Residence

APPLICATION FOR REGISTRATION

Mbizana Local Municipality Suppliers Database

(The following information must be filled in by the applicant. Failure to submit all the required information may lead to non-registration or de-registration of the applicant business)

1. BUSINESS PARTICULARS:

1.1 Name of Business as registered with the Registrar of Companies/Close Corporations

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.....

1.2 Name of business used for **trading purposes**, if different from 1.1 above:

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1.3 Registration Number as registered with the Registrar of companies/close corporations:

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1.4 Postal Address.....
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Physical address:

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Postal Code.....
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Telephone no:.....Fax no:

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(Please note that communication will mainly be through a fax, it is therefore important that you supply us a working fax number)

Cell no:
.....

E-mail address, if available.....

Preferred method of Communication :(Email, Fax, Post)
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1.5 Contact person: **(Print name)**.....

1.6. Physical location of head office (if applicable)
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1.7 Income Tax Reference Number:
.....

N.B. *Insert personal income tax no. if a one person business (Sole Proprietor) and Personal Income Tax Numbers of all partners in a partnership.

.....
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1.8 Vat Registration

1.9 Are the Municipal Accounts of the business up-to-date (Yes/No)_____ (Please attach proof. Note that it is a requirement that suppliers we do business with should have up-to-date municipal accounts)

N.B. CERTIFIED COPIES OF REGISTRATION CERTIFICATES MUST BE SUPPLIED

2. FINANCIAL DETAILS (BANKING) –To be filled by Bank Official

2.1 Name of banking institution:
.....

2.2 Branch:
.....

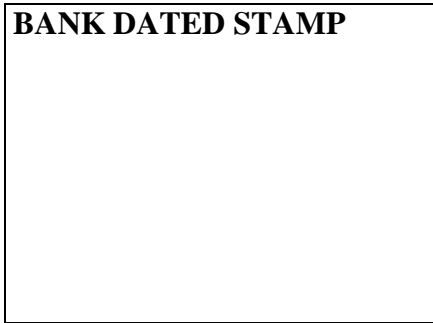
4

2.3

Town/City.....

2.4 Banking account number:

2.5 Account name:



DOCUMENTARY PROOF OF BANKING INSTITUTION MUST BE SUPPLIED I.E. A COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 60 DAYS OR A CANCELLED CHEQUE

3. TYPE OF BUSINESS

3.1 Tick whichever block is applicable to your business or firm and attach the relevant certified copy(e.g. Company Registration, ID Document, Trust document, Partnership Agreement etc).

<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Close Corporation
<input type="checkbox"/>	Public Company(LTD)
<input type="checkbox"/>	Private Company(Pty) LTD
<input type="checkbox"/>	Section 21 Company
<input type="checkbox"/>	Foreign Company
<input type="checkbox"/>	Consortium or Joint Venture

4. PREVIOUS BUSINESS INFORMATION

4.1 Did your business exist under a previous name? (Answer to be encircled) **Yes or No**

.....
.....

4.2 If yes what was the previous business name?

.....

4.3 Why was the name changed?

.....

5. OWNERS DETAILS - Compulsory – (List all partners and shareholders)

Name	Position	Citizenship	ID No.	% Ownership	Date Owned

5.1 HDI Ownership Status – Compulsory

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individual (DI)	%

5.2 Broad-Based Black Economic Empowerment (B-BBEEE) Information

(Please mark with an X your B-BBEE credentials)

B-BBEE Status	B-BBEE Score/Qualification	B-BBEE Recognition Level %
Level 1 Contributor	>100	135%
Level 2 Contributor	>85 but < 100	125%
Level 3 Contributor	>75 but < 85	110%
Level 4 Contributor	>65 but < 75	100%
Level 5 Contributor	>55 but <65	80%
Level 6 Contributor	>45 but <55	60%
Level 7 Contributor	>40 but <45	50%
Level 8 Contributor	>30 but <40	10%
Non-Compliant Contributor	<30 on the scorecard	0%

5.3 Supplier’s Business Classification – (Please mark the relevant classification with an X)

Micro Enterprise	
Has a turnover below the VAT registration limit and has less than 5 paid employees	
Very Small Enterprise	
Generally less than 10 paid employees. In mining, electricity, manufacturing and construction, less than 20 paid employees	
Small Enterprise	
Less than 50 paid employees	
Medium Enterprise	
Generally up to 100 paid employees. In mining, electricity, manufacturing and construction, up to 200 employees	
Large Enterprise	
Generally more than 100 paid employees. In mining, electricity, manufacturing and construction, more than 200 employees	

6. CORE BUSINESS OPERATION

(Mark with X in applicable field)

	Accommodation		Fencing
	Agricultural		Furnishings
	Auditing Services		Geographical Info Systems
	Automotive		Geotechnical
	Accounting Services		Hardware
	Bituminous Products		Hire of Equipment
	Bricks, Blocks and Masonry		Information Technology
	Catering Services		Insurance
	Cement and Lime		Land Survey
	Chemical Supplies		Metering
	Communication		Office Furniture and Equipment
	Concrete Products		Paint Supplies
	Courier Services		Plumbing Contractors
	Development and Planning		Printing
	Electrical Suppliers		Refuse
	Engineering : Civil		Safety Clothing
	Engineering : Mechanical		Signs
	Engineering : Electrical		Stationery
	Engineering : Structural		Property Valuation Services
	Traffic Engineering		Quantity Surveying

Environmental	Urban Planning and Design
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Other, please specify

7. COMMODITIES – (Maximum of 5 Commodities)

Accounting and Bookkeeping	Cranes and Hoists	Ecological Surveys
Accounting Systems Softwares	Specialized air conditioning	Environmental Planning
Architects	Acoustics and Sound Proofing	Environment Auditing
Advertising	Metallurgic/Corrosion Engineering	Environmental Policy
Agricultural Service and Equip+	Fire Protection Engineering	Environmental Law
Air Conditioner Repairs	Lifts	Supply of Materials
Accommodation	General Refrigeration	Installation of Fencing
Accounting Services	Specialized Refrigeration	Curtains/Blinds
Fertilizer	General Lighting and earthing	Carpets
Minor Structures	Floodlighting Installation	Light Fittings
Major Structures	Building Reticulation	Software & software development
Recreational & Sporting Facilities	Power Installations	System analysis & design
Architectural Maintenance	Fire detection and alarm systems	Land Information systems
Low Cost Housing	Telephone and Communication Inst	Geological Studies and Info
Auditing Services	Security installations	Foundations : Minor Structures
Repair and Supply of Tyres	Emergency Power installation	Foundations – Major Structures
Batteries	Public Address System	General Hardware and Supplies
Parts	Lightning Protection Systems	Hire Plant and Equipment
Panel Beating	Closed Circuit TV and radio inst	Vehicle Hire
Auto Electrical	Standby Generator Installation	Supply of Plants
General Mechanical Work	Telemetry system	Computers, laptops, printers
Oil	Flow Gauges	Software suppliers
Fuel	Overhead high Voltage Transm	Software developers
Supply of New Vehicles	High voltage substation – plan	Insurance Services Providers
Supply of Bitumen and Emulsions	HV Cable – Planning, design	Land Survey
Supply of hot bituminous asphalt	High & Medium Voltage Network	Engineering Survey
Clay Products	Medium and Low voltage Reticu	Sectional Title
Masonry Products	Low voltage service connection	Provision of Legal Services
Catering Services	High, Medium and low voltage net	Meters – Water
Bagged Cement	Stadia and High mast floodlighting	Meters – Electricity
Ready mix Cement	Decorative and Festive lighting	Table, Chairs, Cabinets etc
Lime for Soil stabilization	Street lighting design & programmi	Photocopiers
Herbicides	Street lighting Maintenance	Laminating Machine
Chlorine	HV Overhead transmission	Plant Suppliers

Liquefied Gas(LPG)		Medium and Low voltage Technica		Plumbing Contractors
Compressed Oxygen		Transformers & Miniature Substa		Printers
Fax Machines		Streetlight poles		Supply of Refuse Bags
Telephone Systems		Streetlights fittings/Flooding		Refuse containers, Skips & Bins
Mobile Phones		General Electrical Spares		Clothing
Radio Telephones		Medium Voltage Circuit breakers		Hard Hats
Repairs of Communication devices		High Voltage Circuit breakers		Boots
Precast Reinforced Concrete		Cables and Overhead Conductors		Traffic Signs
Precast Concrete Kerbs, paving		High mast lights		Road Signs
Concrete Pipes		Electricity energy meters		Street Names Signs
Courier Services		Low voltage Panels		Stationery Suppliers
Strategic Planning		Medium & High Voltage Switghe		Valuation Service Provider
Integrated Development Planning		Quality of Supply equipment		Building Works
Community Facilitation, Participatio		Load Control Equipment		Alterations & Restorations
Social Economic Planning		Bridges		Basic Quantity Surveying Services
Property Development Economics		Reinforced concrete structures		Civil Engineering Works
Economic Feasibility Studies		Pre-stressed concrete structures		Electrical Engineering Works
Land Use Management Systems		Water retaining structures		Industrial Building Works
Land Use Data Collection		Subsurface structures		Landscape Design
Spatial Planning		Timber structures		Horticulture Design
Urban Spatial Economics		Masonry structures		Heritage/Historical Design
Layout Planning		Structural Steel structures		Urban Design
Planning Policy and Legal		Marine Structures		
Land Use Transport Planning		Community facilitation & Partici		
Public Housing & Insite upgrade		Transportation Planning		
Minor Roads – Urban		Traffic Management		
Major Roads – Arterials		Traffic Operations		
Road Maintenance/Rehabilitation		Public Transport planning		
Hydraulic Engineering(Pipes		Urban Traffic Control		
Storm water maintenance		Related IT		
Catodic Protection		Traffic Survey/Data Collection		
Recreational and Sporting Facilities		Transportation Policy		
Pavement Design – Roads		Transport Economics		
Pavement Design – Road Maint		Demography		
Flood Hydraulic Studies		Public Relations and Graphics		
Catchment Management		Transport Modeling		
General Air Conditioning & Mec		Environment Management Systems		
Compressed Air, Gas and Vaccum		Environmental Impact Assessment		

Other (Please Specify)

8. Declaration of any conflict of interest:

CERTIFICATION OF CORRECTNESS OF INFORMATION AS PROVIDED

I/WE, THE UNDERSIGNED, WARRANTS THAT I AM/WE ARE DULY AUTHORISED TO DO SO ON BEHALF OF THE ENTERPRISE, CERTIFIES THAT THE ENTERPRISE COMPLIES WITH ALL STATUTORY AND MUNICIPAL REQUIREMENTS AND THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT WITH ADDITIONAL INFORMATION IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT

If the information supplied is found to be incorrect then the Mbizana Municipality in addition to any remedies, it may have; may

- (A) Recover from the Enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract and/or
- (B) Cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations and/or
- (c) Impose a penalty on the Enterprise as provided in the Tender Documents, and/or Take any other action as may be deemed necessary.
- (d) Disputes between the supplier and the municipality may be settled by the judicial courts of the land.

Signature:

Name:

I.D-Number:

Duly authorised to sign on behalf of:

Address:

Telephone

Signed and sworn before me at:

on this theday ofby the Deponent,
who has acknowledged that he/she
knows and understands the contents of this document, 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.....

**NOTE: All pages of this Affidavit must be initialed by both the Deponent
and the Commissioner of oaths.**

Commission of Oath

MBD 4

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.

.....

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

3.7.1 If so, furnish particulars.

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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?

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?

3.9.1 If so, furnish particulars

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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.

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

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 MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- This Municipal Bidding Document must form part of all bids invited.
1. 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.
 2. 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).
 3. **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 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



