

JOHN TAOLO GAETSEWE

DISTRICT MUNICIPALITY



Vendor Registration Form



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE DATABASE OF JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

All suppliers are invited to register as a preferred supplier on the database of the department.

In order to comply with Treasury Regulations 16A, the department developed a supplier database to be used by the Supply Chain Management Unit.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit **quotations** to the department and to enhance transparency and equality. The database will also contribute to better administration and compliance with the MFMA and legal framework.

Preference will be given to registered suppliers but suppliers who are not yet registered will be excluded from quoting for the supply of goods and services.

Attached is an official registration form that will assist in updating the departmental database.

Please note that a valid tax clearance certificate must be obtained from the South African Revenue Services (SARS) where the bidder is registered for tax purposes. SARS will furnish the bidder with a Tax Clearance Certificate that will be valid for a period of **12 months** from date of issue. The original Tax Clearance Certificate, Cipro certificate and certified I.D of a contact person must be submitted together with the application form and bank form (entity maintenance). Failure to submit the **original and valid** Tax Clearance Certificate **will** invalidate the application.

It is imperative that suppliers read the application document carefully complete it in full and sign it.

Questions can be sent to **Reggie Goliath** via email to:
goliathr@taologasetsewe.gov.za or 053 712 8730

OR

Lorato “Dolly” Mosiwa via email to:
mosiwal@taologasetsewe.gov.za or 053 712 8777

Completed documents should be sent to:

Supply Chain Management unit
 Office of the CFO
 John TaoloGaetsewe District Municipality
 P.O. Box 1480
 KURUMAN
 8460
 Or hand delivered to:

For attention: SCM Unit
 Budget Treasury Office
 John TaoloGaetsewe District Municipality
 4 Federal Mynbou Street
 KURUMAN

SUPPLIER APPLICATION FORM

IMPORTANT NOTES

Please read carefully

- ❖ To be completed by the applicant seeking registration as an approved supplier;
- ❖ The questionnaire must be completed in **full** and be **signed**; failure to do so will result in the application being declined;
- ❖ A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed;
- ❖ Applicants **must** submit all contact details including a **fax number**, failure to do so will result in the application being excluded;
- ❖ It should be noted that **John Taolo Gaetsewe District Municipality** reserves the right to accept or reject any application **without being obliged to give any reasons**;
- ❖ Applicants will **be notified** about the outcome of their application irrespective of whether it is positive or negative;
- ❖ A **maximum** of six commodities must be reflected on the application form. Reflecting more than five commodities will **nullify** the application; and
- ❖ A company registration certificate **MUST** be included in the application package.

Supplier detail:

Company/Supplier name:

Company / Close Corporation Registration Number:											
VAT registration number (if applicable):											
Income tax reference number:											
Web address:											
E-mail address:											
Telephone number:											
Fax number: (compulsory)											
Toll free number:											
Number of full time employees:											

Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of (80/20 system)	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status

level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE

7.1 B-BBEE Status Level of Contribution: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph below and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

Broad-Based Black Economic Empowerment B-BBEE Status: Please read notes below very carefully before completing.

Instructions and Definitions:

Legislation:

- ❖ In terms of Section 38 of the PFMA the accounting officer of a department must ensure that the department has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.

Terminology:

- ❖ **Commodities:**The commodities the company wishes to be registered for as a supplier to the department.
- ❖ **Trade Names:**The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the department.
- ❖ **Owned:**Having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the

degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

- ❖ **B-BBEE Status Level of Contribution:** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- ❖ **B-BBEE Status Level of Contribution:** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- ❖ **EME:** means any enterprise with an annual total revenue of R5 million or less.

Declaration of any conflict of interest:

Please complete annexure C.

I/we the undersigned acknowledge(s) that:

- **The information furnished is true and correct.**
- **The B-BBEE claimed is in accordance with the new Preferential Procurement Policy Framework Act 2000 (PPPFA).**
- **Any conflict of interest will be declared in the comment space below.**

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

For office use:

**SIGNATURE: HEAD OF
SUPPLY CHAIN**

DATE

LIST OF COMMODITIES - (mark with x)

CONSTRUCTION	
CATERING AND DECORATION	
SECURITY SERVICES/SYSTEMS	
ACCOMODATION	
TRANSPORT	
CONFERENCE FACILITIES AND REVUES OFFICE EQUIPMENT	
COMPUTER EQUIPMENT : CD-WRITERS KITCHEN APPLIANCE : MICROWAVE	
COMPUTER EQUIPMENT : KEYBOARD KITCHEN APPLIANCE : URNS	
COMPUTER EQUIPMENT : MEMORY STICKS KITCHEN APPLIANCES REPAIRS	
COMPUTER EQUIPMENT : PLUGS LAMINATING MACHINE	
COMPUTER EQUIPMENT: CPU LAUNCHES	
COMPUTER EQUIPMENT: SCREEN LEGAL ADVISORS	
COMPUTER REPAIRS, SERVICES & MAINTENANCE LOCKSMITH SERVICES	
COMPUTER SOFTWARE: INSTALLATION MICROWAVE REPAIRS	
COMPUTER SOFTWARE: LICENSES MOTOR VEHICLES	
COMPUTER SOFTWARE: TRAINING NEWSPAPER SUPPLIERS	
CONFERENCE FACILITIES & VENUES OFFICE EQUIPMENT	
CONSULTING:AUDITORS OFFICE FURNITURE	
CONSULTING:CHANGE MANAGEMENT OFFICE PLANTS	
CONSULTING:COLLECTIVE BARGAINING (LABOUR) PA SYSTEMS	
CONSULTING:ECONOMIC / FINANCIAL PABX SYSTEM	
CONSULTING:FACILITATORS PARTITIONING	
CONSULTING:HR SOLUTIONS(ELECTRONIC SYSTEMS) PHOTOCOPIER MACHINE	
CONSULTING:HR SOLUTIONS(TRADITIONAL SYSTEMS) PHOTOCOPIER MACHINE : REPAIRS &SERVICES	
CONSULTING:LABOUR RELATIONS PHOTOGRAPHERS	
CONSULTING:LEGAL PHOTOGRAPHIC EQUIPMENT	
CONSULTING:MONITORRING PICTURE FRAMING & HANGING	
CONSULTING:ORGANISATIONAL DEVELOPMENT PRINTER REPAIRS	
CONSULTING:PERFORMANCE MANAGEMENT PRINTER SERVICE	
CONSULTING:REMUNERATION SYSTEMS PRINTERS	
CONSULTING:TRAINING & DEVELOPMENT PRINTING : ADVERTS	
PRINTING : NEWSLETTER	
PRINTING : PAMPHLETS	
PRINTING : PENS	
PRINTING : SCREENS	
PRINTING : T-SHIRTS	

PROMOTIONAL GIFTS	
PROMOTIONAL MATERIAL : BAGS	
PROMOTIONAL MATERIAL : CAPS	
PROMOTIONAL MATERIAL : T-SHIRTS	
RENOVATIONS	
STATIONERY	
SOUND AND RECORDING SERVICES	
OTHER:	
OTHER:	
OTHER:	
OTHER:	
OTHER:	

ANNEXURE C

ANNEXURE C

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,
hareholder?):.....

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

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder