



The following documents must be handed in with the completed application forms::

- Valid Tax Clearance Certificate (SARS)
- Original cancelled cheque / Original bankletter,
- Latest Municipality account / certified letter from owner in case of renting
- Copy of Identification (Certified)
- Registration documents (CK1 / CK 2)

No faxes and e-mails accepted only original documents must be handed in.

Regards

Marlene Smit
SUPPLY CHAIN:SWARTLAND MUNICIPALITY
TEL: 022 487 9700
FAX: 022 487 9499
E-MAIL: smitm@swartland.org.za



REGISTRATION FORM: SUPPLIERS / SERVICE PROVIDERS

SECTION A

CORPORATE DETAILS

INDIVIDUALS

1. Title: (Prof/ Dr/ Mr/ Mrs/ Ms)
2. Surname:(Identity Nr.....)
(name of contact person)
3. Name of business:
(Contracts / orders will be placed on this name and invoices must reflect it)
4. Registered name of business:
5. Street address of business:
.....
6. Post/Postnet address of business:
.....
(This is the address to which an Invitation to Tender / enquiry and orders / contracts must be sent to)
7. E-mail address:
8. Telephone numbers of business: Code: Number:
9. Cellphone number of business: Code: Number:
10. Contact person fax number: Code: Number:
(Used by Swartland Municipality for electronic faxing of Request for Quotations, Contracts and Purchase orders)
11. Is this a dedicated fax number? (y/n):
12. Enterprise/ company Income Tax no.:
(Insert personal income tax number if a one person business, and personal income tax numbers of partners, if a partnership)
13. VAT registration no:
14. Corporate entity registration no.:
15. Type of enterprise:.....
(eg. partnership, company, cc, one person business etc.)
16. Country of registration or incorporation:
17. Manner of participation:
(eg. main contractor, supplier, professional service provider, joint venture, consortium etc.)
18. Business Sector:

19. Did your firm exist under a previous name? (y/n):

19.1 If yes, what was its previous name?

19.2 Who were the owners/partners/directors?

.....

20. List all the partners, proprietors and shareholders by name, identity number, citizenship and shareholding:

Name	ID number	Citizen-Ship	Date of Ownership	% Share-Holding/Ownership

Note: Where owners are themselves a corporate entity or partnership, please identify such.

21. Percentage of total shares/ownership by each of the following groups:

% Black male	% Coloured male	% Asian male	% White male
% Black female	% Coloured female	% Asian female	% White female

22. List the following information for each partner, proprietor, shareholder, director and senior officer of the enterprise:

Title	Name	Race	Gender M/F	Disabled Yes/No	% of time devoted to enterprise

23. Management structure:
(Percentage of management on executive level in each of the following groups)

% Black male	% Coloured male	% Asian male	% White male
% Black female	% Coloured female	% Asian female	% White female

SECTION B

HDI AND WOMEN EMPOWERMENT PROFILE

The following definitions serve as a guide as to how Swartland Municipality interprets HDI, PDE women empowerment:-

“Historically Disadvantaged Enterprises (HDE)” means historically disadvantaged enterprises, where at least 50% of ownership and control vests in Historically Disadvantaged Individuals, and Historically Disadvantaged Individuals in the enterprise have not been given voting shares or interest just to capture or retain contracts, and Historically Disadvantaged Individuals participate in the day to day management and decision-making of the enterprise and have the aptitude and potential to understand all issues involved in the running of the enterprise including knowledge of the product and market within which their enterprise operates.

“Historically Disadvantaged Individuals (HDI)” means a South African citizen who falls into the population groups that had no franchise under the previous dispensation, women of all races and a person with a disability. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such group.

“Small, Medium and Micro Enterprises (SMME’s)” bears the same meaning as assigned to this expression in the Small Business Act 102 of 1996.

“Women” means a female person who is a South African citizen, and includes women from all racial groups.

“Women-owned Enterprises (WOE)” means an enterprise where at least 50% of the voting shares or interests are held and controlled by Women, and Women in the enterprise have not been given voting shares or interest just to capture or retain contracts, and Women participate in the day to day management and decision-making of the enterprise and have the aptitude and potential to understand all issues involved in the running of the enterprise including knowledge of the product and market within which their enterprise operates. The WOE must have a sales or turnover of less than R25 million a year.

Based on the above definitions, does your enterprise qualify as:-

- 1. A Historically Disadvantaged Enterprise (y/n):
- 2. A Women-owned Enterprise (y/n):
- 3. A Small Medium and Micro Enterprises (y/n):

SECTION C

SERVICE PROVIDER PROFILE

Please note: *Where any specific query does not apply to your enterprise, please mark the relevant query as not applicable (NA), and do not just leave the query blank.*

PART A – BANKING INFORMATION

- 1. Please attach an original cancelled cheque or an original bank verification letter.
- 2. Bank:
- 2.1. Branch number/code:
- 2.2. Branch location:
- 2.3. Bank Account number:
- 2.4. Account type:
- 3. Terms of payment::
- 3.1. Payment will be effected via ACB transfer.
- 4. Mark against the appropriate category or categories listed in Annexure A attached hereto, the products/services your business can supply to Swartland Municipality.

SECTION D

1. Each service provider must sign this service provider declaration in order to be considered for listing on the Swartland Municipality service provider panel.
2. Swartland Municipality reserves the right to require of any service provider at any time substantiate any information provided in any manner Swartland Municipality may require.

SERVICE PROVIDER DECLARATION

I, the undersigned,

warrant that I am authorised by my organisation/enterprise/firm/company to provide the information contained in this application and that all information it is both true and correct.

I further specifically declare that the claims made regarding Historically Disadvantaged Individuals, Previously Disadvantaged Enterprises, Women-owned Enterprises and Small Medium and Micro Enterprises status are true and correct, and that I, or any member of my organisation, will immediately inform Swartland Municipality of any change in the mentioned status, irrespective of the consequences it may have regarding continued or future placement on the service provider panel of Swartland Municipality.

I agree that in the event that any claims made or information provided in this application is found to be false or fraudulently provided, Swartland Municipality may in addition to any other remedy it may have:

- recover all costs, losses or damages incurred or sustained by Swartland Municipality as a result of the provision of false or fraudulent information from my organisation; and/or
- cancel any contract which may have been concluded with the service provider; and/or
- claim any damages that Swartland Municipality may suffer by having to make less favourable arrangements after such cancellation; and/or
- prohibit the organisation or individual from future contracts with Swartland Municipality (black listing).

Signature **Date**

Capacity

Duly authorised to sign on behalf of

SECTION E

DOCUMENTATION TO BE PROVIDED

Please attach copies of the following documents to your application (where applicable):

- Service Provider Application Form duly completed and signed.
- Company/CC/Trust/other Registration documents.
- VAT registration certificate (where applicable).
- Valid Original Tax clearance certificate (where applicable).
- Copy of COID registration certificate (where applicable).
- Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security companies; ECB (Electrical Contractors Board) etc.
- Original cancelled cheque or an original bank verification letter (Annexure A).
- Company Organogram, showing Holding and Subsidiary company(s) as well as operating divisions.
- Corporate Profile.
- Updated Municipal account.

ANNEXURE A



**SWARTLAND MUNICIPALITY
SUPPLIER BANKING ACCOUNT**

Name of Supplier: _____
Post Box/ Private Bag: _____
City: _____
Postal Code: _____
Street: _____
Suburb: _____
City: _____
Code: _____
Telephone Number: _____
Mobile Phone Number: _____
Facsimile Number: _____
E-Mail Address: _____

Banking account of Supplier
Account Name: _____
Type of Account: _____
Account Number: _____
Name of Bank: _____
Name of Branch: _____
Branch Code: _____

DATE STAMP OF BANK	FOR COMPLETION BY BANK MANAGER
	Name: _____
	ID No: _____
	Signature: _____

Icertify that the information supplied is the correct banking account.

Signature: _____

Date: _____

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate boxes with a X:Plz only what your company
 Specifies in.

CODE	COMMODITY	x	CODE	COMMODITY	x
00100:	CONSTRUCTION EQUIPMENT AND SUPPLIES		00400:	GENERAL SERVICES	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, graphic design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirting, etc		00404	Bookkeeping and accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring materials (Carpets, tiles, etc)		00408	Contract administration	
00109	Glass repair works		00409	Courier services	
00110	Plumbing ware and materials		00410	Education and training	
00111	Roofing materials		00411	Environmental impact studies	
00112	Sanitation ware and equipment		00412	Freight forwarding and clearing services	
			00413	General maintenance services	
			00414	General Wholesale	
			00415	Health care	
			00416	Horticulture	
			00417	Infrastructural maintenance	
			00418	Inspection services	
00200:	CONSTRUCTION SERVICES		00419	Insurance	
00201	Burglar proofing and systems		00420	IT, broadcasting and telecommunication services	
00202	Civil Engineering Structures		00421	Interior decorating, refurbishment and upholstery	
00203	Concrete manufacture and works		00422	Land valuation	
00204	Construction-related transport		00423	Laundry, dry-cleaning & ironing services	
00205	Demolition services		00424	Locksmith services	
00206	Earthworks, drilling and landscaping		00425	Mailing services	
00207	Electrical installation		00426	Management services	
00208	Fencing		00427	Miscellaneous equipment and goods hiring	
00209	General building work		00428	Personnel Services	



DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the municipality/state/state entity. Any person, having a kinship with persons in the service of the municipality/state/state entity, 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 municipality/state/state entity, 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.

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

- 1.1 Full Name:.....
- 1.2 Identity Number:.....
- 1.3 Company Registration Number:
- 1.4 Tax Reference Number:
- 1.5 VAT Registration Number:

Item	Question	Yes	No
2	Are you presently in the service of the Municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
2.1	If so, furnish particulars.		
3	Have you been in the service of the municipality/state/state entity for the past twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
3.1	If so, furnish particulars.		
4.	Do you have any relationship with persons in the service of the municipality/state/state entity and who may be involved with the evaluation and or adjudication of this bid?	<input type="checkbox"/>	<input type="checkbox"/>
4.1	If so, furnish particulars.		
5.	Are you aware of any relationship between a bidder and any persons in the service of the municipality/state/state entity who may be involved with the evaluation and or adjudication of this bid?	<input type="checkbox"/>	<input type="checkbox"/>
5.1	If so, furnish particulars.		

Item	Question	Yes	No
6.	Are any of the company's directors, managers, principle shareholders or stakeholders in service of the municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
6.1	If so, furnish particulars.		
7.	Is any spouse, child or parent of the company directors, managers, principle shareholders or stakeholders in service of the municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
7.1	If so, furnish particulars.		
8.	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).	<input type="checkbox"/>	<input type="checkbox"/>
8.1	If so, furnish particulars.		
9.	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).	<input type="checkbox"/>	<input type="checkbox"/>
9.1	If so, furnish particulars.		
10.	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?	<input type="checkbox"/>	<input type="checkbox"/>
10.1	If so, furnish particulars.		
11.	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?	<input type="checkbox"/>	<input type="checkbox"/>
11.1	If so, furnish particulars.		
12.	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?	<input type="checkbox"/>	<input type="checkbox"/>
12.1	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