

## REGISTRATION FORM: SUPPLIER / SERVICE PROVIDERS

### SECTION A

#### CORPORATE DETAILS

1. Title: (Prof./ Dr./ Mr./ Mrs./ Ms.) .....
2. Surname: .....(Identitynumber.....)  
(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)
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 Cape Agulhas 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 sole proprietor, 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. CIDB registration no.: .....
17. Country of registration or incorporation: .....
18. Centralised Supplier Database Registration nr: **MAAA**.....
19. CSD Unique Registration Reference Nr: .....

20. Did your company exist under a previous name? (y/n): .....

20.1 If yes, provide the name? .....

20.2 Who were the owners/partners/directors? .....

.....

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

<i>Name</i>	ID-number	Date RSA Citizenship obtained	Ra ce	Gender M/F	Disabled Yes/No	Date of Ownership	% of time devoted to enterprise	% Share- Holding/Ownership

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

22. How many permanent and temporary employees do the company employ.

	Historically Disadvantage Individual		Other	
	Permanent	Temporary	Permanent	Temporary
Male				
Female				

## SECTION B

### BROAD-BASED BLACK ECONOMIC EMPOWERMENT

The following definitions serve as a guide as to how Cape Agulhas Municipality interprets BBEE:-

“**black people**” is a generic term which means Africans, Coloureds and Indians;

“**broad-based black economic empowerment**” means the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated socio-economic strategies that include, but are not limited to—

- (a) increasing the number of black people that manage, own and control enterprises and productive assets;
- (b) facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises;
- (c) human resource and skills development;
- (d) achieving equitable representation in all occupational categories and levels in the workforce;
- (e) preferential procurement; and
- (f) investment in enterprises that are owned or managed by black people;

### BBEE RATING CERTIFICATE

All Service Providers **MUST** submit a B-BBEE Certificates as issued by:

- The verification agencies accredited by the South African National Accreditation System (SANAS) or
- Registered Auditors approved by the Independent Regulatory Board of Auditors (IRBA) in accordance with the approval granted by the Department of Trade and Industry (DTI)

## National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1	2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification  Please indicate your Sector "X"	Size of class	Total full-time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business "X"
All Tiers of Government 00001 - 09999	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture  11001 - 14999	Medium	100	R 5 m	R 5 m	
	Small	50	R 3 m	R 3 m	
	Very small	10	R 0.50 m	R 0.50 m	
	Micro	5	R 0.20 m	R 0.10 m	
Mining and Quarrying  21001 - 29999	Medium	200	R 39 m	R 23 m	
	Small	50	R 10 m	R 6 m	
	Very small	20	R 4 m	R 2 m	
	Micro	5	R 0.20 m	R 0.10 m	
Manufacturing  30001 - 39999	Medium	200	R 51 m	R 19 m	
	Small	50	R 13 m	R 5 m	
	Very small	20	R 5 m	R 2 m	
	Micro	5	R 0.20 m	R 0.10 m	
Electricity, Gas and Water  41001 - 42999	Medium	200	R 51 m	R 19 m	
	Small	50	R 13 m	R 5 m	
	Very small	20	R 5.10 m	R 1.90 m	
	Micro	5	R 0.20 m	R 0.10 m	
Construction  50001 - 50999	Medium	200	R 26 m	R 5 m	
	Small	50	R 6 m	R 1 m	
	Very small	20	R 3 m	R 0.50 m	
	Micro	5	R 0.20 m	R 0.10 m	
Wholesale Trade, Commercial Agents and Allied Services  58001 - 61999	Medium	200	R 64 m	R 10 m	
	Small	50	R 32 m	R 5 m	
	Very small	20	R 6 m	R 0.60 m	
	Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services  62101 - 63500	Medium	200	R 39 m	R 6 m	
	Small	50	R 19 m	R 3 m	
	Very small	20	R 4 m	R 0.60 m	
	Micro	5	R 0.20 m	R 0.10 m	
Catering, Accommodation and other Trade  64101 - 64299	Medium	200	R 13 m	R 3 m	
	Small	50	R 6 m	R 1 m	
	Very small	20	R 1.50 m	R 0.90 m	
	Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications  71001 - 75999	Medium	200	R 26 m	R 6 m	
	Small	50	R 13 m	R 3 m	
	Very small	20	R 3 m	R 0.60 m	
	Micro	5	R 0.20 m	R 0.10 m	
Finance and Business Services  81001 - 88999	Medium	200	R 26 m	R 5 m	
	Small	50	R 13 m	R 3 m	
	Very small	20	R 3 m	R 0.50 m	
	Micro	5	R 0.20 m	R 0.10 m	
Community, Social and Personal Services  91001 - 99999	Medium	200	R 13 m	R 6 m	
	Small	50	R 6 m	R 3 m	
	Very small	20	R 1 m	R 0.60 m	
	Micro	5	R 0.20 m	R 0.10 m	

**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 Account Holder Name: .....
- 2.2 Branch number/code: .....
- 2.3 Branch location: .....
- 2.4 Bank Account number: .....
- 2.5 Account type: .....
- 2.6 Bankstamp

**BANK STAMP**  
(It is confirmed that the bank account as supplied above is that of the account holder as specified)

- 3 All Payment will be done via ACB (Electronic) transfer.
- 4. The vendor hereby warrants that its banking details and all other information herein provided (herein after collectively referred to as "**the information**") is true, accurate and correct in all respects and furthermore shall ensure that Cape Agulhas Municipality is timeously advised in writing of any changes to the information.

The vendor indemnifies and holds Cape Agulhas Municipality harmless against any loss or claim of whatsoever nature, whether direct, indirect or consequential, which the vendor or any other person may have or aver to have against Cape Agulhas Municipality arising out of the information being false, inaccurate or otherwise incorrect in any respect and/or failing to timeously advise Cape Agulhas Municipality in writing of any changes to the information, for any reason whatsoever.

SIGNED AND ACCEPTED ON THIS ..... DAY OF .....

.....  
**Signature:**

.....  
**Name & Position at vendor**

**SECTION D**

1. Each service provider must sign this service provider declaration in order to be considered for listing on the Cape Agulhas Municipality service provider panel.
2. Cape Agulhas Municipality reserves the right to require of any service provider at any time substantiate any information provided in any manner Cape Agulhas 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 Cape Agulhas 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 Cape Agulhas 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, Cape Agulhas Municipality may in addition to any other remedy it may have:

- recover all costs, losses or damages incurred or sustained by Cape Agulhas 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 Cape Agulhas Municipality may suffer by having to make less favourable arrangements after such cancellation; and/or
- prohibit the organisation or individual from future contracts with Cape Agulhas Municipality (black listing).

**Signature** ..... **Date** .....

**Capacity** .....

**Duly authorised to sign on behalf of** .....

## SECTION E

### DOCUMENTATION TO BE PROVIDED

#### SCM Regulation 13: General preconditions for consideration of quotations /bids

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

Please tick in box: YES NO

Service Provider Application Form duly completed and signed ( <b>Section A – D</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
An original and valid Tax clearance certificate ( <b>compulsory</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership / Shareholder certificate ( <b>Identification Documents Certified</b> ) ( <b>compulsory</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
BBBEE Rating Certificate ( <b>Certified</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Latest Municipal Account	<input type="checkbox"/>	<input type="checkbox"/>
Company/CC/Trust/other Registration documents ( <b>CK2 Documents</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
VAT registration certificate ( <b>VAT103 Documents</b> ) (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Copy of P.A.Y.E registration documents ( <b>If not indicated on Tax Clearance Certificate</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
Copy of UIF registration documents ( <b>If not indicated on Tax Clearance Certificate</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
Workman's Compensation: Letter of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>
Security Officers Board Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Contractors Board (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
CIDB Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
NHBRC Certificate (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Caterers</b> - Certificate of Acceptability (COA) Food Handling (R918 of 31 July 1999) in terms of Food Premises issued by the Local Authority: Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>
Original cancelled cheque or an original bank verification letter.	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest ( <b>compulsory</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
Company Organogram, showing Holding and Subsidiary company(s) as well as operating divisions.	<input type="checkbox"/>	<input type="checkbox"/>

**NB** - Your Tax Clearance Certificate is only valid for a twelve (12) month period from the date of issue. You will be required to submit an updated original, valid Tax Clearance Certificate on, or before expiry of the currently housed Tax Clearance Certificate, to maintain your Verified status on the CAM Suppliers Database and thereby ensure your eligibility to conduct business with Cape Agulhas Municipality. Failure to do so will result in your immediate suspension on the database, to be uplifted only when a new certificate is submitted.

These forms must be completed and submitted to one of the following:

**Cape Agulhas Municipality**  
**1 Dirkie Uys Street**  
**Bredasdorp**  
**7280**

**Cape Agulhas Municipality**  
**PO BOX 51**  
**Bredasdorp**  
**7280**

Direct enquiries to the Cape Agulhas Municipality Supply Chain Management Office - Tel: 028 425 5500  
 Email: [geraldinek@capeagulhas.gov.za](mailto:geraldinek@capeagulhas.gov.za) /[sakkie@capeagulhas.gov.za](mailto:sakkie@capeagulhas.gov.za) Fax: 086 696 4701

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 Specilizes in.

CODE	COMMODITY	x	CODE	COMMODITY	x
<b>00100:</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>		<b>00400:</b>	<b>GENERAL SERVICES</b>	
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	
<b>00200:</b>	<b>CONSTRUCTION SERVICES</b>		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	
00210	Glazing		00429	Pest,weed control and removal services	
00211	Mechanical contracts		00430	Photographic and graphic design services	
00212	Metalwork		00431	Picture framing	
00213	Painting		00432	Printing	
00214	Paving		00433	Procurement services	
00215	Plumbing		00434	Real estate services	
00216	Pre-cast concrete manufacture		00435	Research services	
00217	Pump installation		00436	Security , safety services & law enforcement	
00218	Road works		00437	Site cleaning	
00219	Sewerage systems and construction		00438	Social Facilitating	
00220	Specialist Trade Contractors		00439	Storage	
00221	Water works and pipelines		00440	Translation and interpreting services	
			00441	Transport services, general	
			00442	Travel services	
			00443	Vehicle hire	
			00444	Vending services	
			00445	Cellphones & vouchers	
			00446	Funeral services	



CODE	COMMODITY	x	CODE	COMMODITY	x
<b>00300: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>			<b>00700: PROFESSIONAL SERVICES</b>		
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering: Electrical	
00304	Electrical component supplies		00704	Consulting engineering: Environmental	
00305	Electrical equipment		00705	Consulting engineering: Geo-technical	
00306	Electrical equipment repairs		00706	Consulting engineering: Mechanical	
00307	Hardware supplies		00707	Consulting engineering: Other	
00308	Lifting equipment		00708	Consulting engineering: Project management	
00309	Mechanical seals and packing		00709	Consulting engineering: Roads & Storm water	
00310	Pipe and irrigation supplies		00710	Consulting engineering: Sewerage systems	
00311	Power generation and distribution machinery and accessories		00711	Consulting engineering: Solid waste	
00312	Pump spares		00712	Consulting engineering: Structures, Building, Bridges, etc	
00313	Small tools		00713	Consulting engineering: Water systems	
00314	Transformer services		00714	Engineering services	
00315	Valves, couplings		00715	Financial services	
00316	Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera		00716	Land surveying	
<b>00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>			00717	Legal services – contracts	
00501	Computer equipment hardware, networks and software		00718	Legal services-- conveyance	
00502	Consumables		00719	Legal services – litigation	
00503	Corporate gifts		00720	Legal services – other	
00504	Domestic, industrial and cleaning equipment and supplies		00721	Medical services, equipment & accessories	
00505	Electronic equipment, including audio-visual equipment		00722	Project management	
00506	Fire protection equipment		00723	Quantity surveying	
00507	Flowers, plants, compost & nursery acc.		00724	Town and regional planning	
00508	Food and refreshments		00725	Motivational speakers	
00509	Households furniture and equipment		<b>00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>		
00510	Office furniture and equipments		00801	Alarm and tracking systems	
00511	Office supplies and stationery		00802	Auto electrical repairs	
00512	Printing, copying and photographic equipment and supplies		00803	Batteries	
<b>00600: MISCELLANEOUS GOODS AND SUPPLIES</b>			00804	Engine overhauls	
00601	Environmental cleansing equipment, goods and supplies		00805	Fuel, oils and lubrications	
00602	Fire fighting protection equipment, goods and supplies		00806	Hydraulics	
00603	Garden tools		00807	Panel beating	
00604	Gas		00808	Radiator repairs	
00605	Laboratory chemicals		00809	Radio & Electronic equipment	
00606	Material and warehousing machinery, equipment and goods		00810	Spares and parts	
00607	Measuring, testing and observation equipment		00811	Towing services & vehicle storage	
00608	Pharmaceutical products, drugs etc.		00812	Transmissions	
00609	Protective clothing and uniforms		00813	Tyres and tubes	
00610	Security equipment, goods and services		00814	Upholstery	
00611	Specialised imported chemicals		00815	Vehicle fleet management	
00612	Sports and recreational equipment and goods		00816	Vehicle supply	
00613	Road & Traffic signs manufacturers		00817	Windscreens	
00614	Wine Distributing		00818	Taxi ,busses transportation services	
			01000	<b>Other plz specify.</b>	

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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<sup>2</sup>):.....

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. ....  
 .....

<sup>1</sup>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.

<sup>2</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**