



## SUPPLIERS DATABASE REGISTRATION FORM

### Completed and sealed Suppliers Database Application Form

Can be hand delivered at:  
Dihlabeng Local Municipality  
Supply Chain Management Unit  
9 Muller Street East  
BETHLEHEM  
9700

Posted to:  
Dihlabeng Local Municipality  
Supply Chain Management Unit  
P O Box 551  
BETHLEHEM  
9700

Attention : Supply Chain Manager

Enquiries (telephone) : 058 303 5732

### For Office Use

Supplier Name: \_\_\_\_\_

Date Application Received: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Database Number: \_\_\_\_\_

Captured By: \_\_\_\_\_ Date Captured: \_\_\_\_\_

Manager SCM Unit: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## **CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED SUPPLIER ON DIHLABENG LOCAL MUNICIPALITY'S SUPPLIER DATABASE**

In compliance with the Municipal Finance Management Act (MFMA) and the Preferential Procurement Policy Framework Act (PPPFA) and to ensure a competitive procurement process, Dhlabeng Local Municipality invites all prospective suppliers to register on the Dhlabeng Local Municipality's supplier database.

### **PLEASE NOTE**

#### **INSTRUCTION TO SUPPLIERS**

This form must be duly completed, preferably with a black pen, signed as requested. In order to ensure that the Service Providers are considered legitimate Bidders, it is imperative that the following instructions are strictly adhered to:

- ❖ **REGISTRATION ON THE DIHLABENG LOCAL MUNICIPALITY'S DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE MUNICIPALITY**
- ❖ **ALL SUPPLIER INFORMATION WILL BE TREATED STRICTLY CONFIDENTIAL**
- ❖ **THE APPLICATION FORM MUST BE COMPLETED IN FULL**
- ❖ **COPIES OF THE FOLLOWING CERTIFIED DOCUMENTS MUST BE FURNISHED**
  - ✓ Company Registration Documents
  - ✓ Identity documents of owners, partners, directors, members and shareholders
  - ✓ Most recently audited Annual Financial Statements ( **if applicable**)
  - ✓ Value Added Tax Registration Certificate ( **if applicable**)
  - ✓ Original Tax Clearance
  - ✓ B-BBEE Status Level Verification Certificate
  - ✓ Proof of Annual Turnover (i.e. Annual Financial Statements)
  - ✓ Proof of Banking
  - ✓ Company Profile
  - ✓ Any other relevant registration certificate pertaining to your business.
  - ✓ Proof of Rates and Services are up to date (i.e. Municipal Account Statement)
- ❖ Registration of the Business on the Database shall be subjected to a 30 day waiting period commencing from the date of receipt of the application by the Supply Chain Management unit.
- ❖ Forms may be downloaded electronically from the website: [www.dihlabeng.org.za](http://www.dihlabeng.org.za) however, the completed forms including Tax Clearance Certificate, etc. must be submitted to the Supply Chain Management Unit in its original form.

## 1. BUSINESS INFORMATION

### 1.1 NAME OF THE ENTERPRISE

--

### 1.2 TRADING NAME

--

### 1.3 HEAD OFFICE POSTAL ADDRESS

Town/City		Province	
			Code

### 1.4 HEAD OFFICE PHYSICAL ADDRESS

Town/City		Province	
			Code

### 1.5 TELEPHONE NUMBER

--

### 1.6 FAX NUMBER

--

### 1.7 E-MAIL ADDRESS

--

### 1.8 CONTACT PERSON (for the correspondence)

TITLE		FIRST NAME(S)	
SURNAME			
CELL PHONE NUMBER(S)			

### 1.9 PREFERRED METHOD OF COMMUNICATION

E - MAIL	FAX	POST	SMS
----------	-----	------	-----

## REQUIRED DOCUMENTS

### 2.1 TYPE OF ENTERPRISE

SOLE PROPRIETOR		Certified copy of I.D Document
PARTNERSHIP		Certified copy of Partnership Agreement
CLOSE CORPORATION		Certified Copy of CK1 Documents
PRIVATE COMPANY (PTY) LTD		Certified copy of Certificate of Incorporation - CM2
PUBLIC COMPANY LTD		Certified copy of Certificate of Incorporation . CM2
BUSINESS TRUST		Certified copy of Trust Document
CO-OPERATIVES		Certified copy of Registration certificate
Other		Certified copy of Registration certificate

### 2.2 LOCATION OF AN ENTERPRISE

a. DIHLABENG LOCAL MUNICIPALITY AREA	
b. FREE STATE	
c. SOUTH AFRICA	
d. OTHER	

## 3. NATURE OF OPERATION (S)

Service Providers are required to provide hereunder principal business activities. Refer to the attached Nature of Operations Listings for details

CODE NUMBER	COMMODITY
1.	
2.	
3.	
4.	

## 4. BUSINESS DETAILS

### 4.1 ENTITY/BUSINESS REGISTRATION NUMBER

### 4.2 VAT REGISTRATION NUMBER

4.2 INCOME TAX REGISTRATION NUMBER

4.3 TAX CLEARANCE CERTIFICATE

**Original Valid Tax Clearance Certificate must be attached (less than 6 months)**

4.4 MUNICIPAL RATES AND TAXES ACCOUNT

NAME OF THE MUNICIPALITY

4.5 PROOF OF REGISTRATION TO A STATUTORY BODY REGULATING YOUR INDUSTRY

**5. BANKING DETAILS**

I/We, the undersigned, hereby authorize and instruct Dihlabeng Local Municipality to pay all amounts that may hereinafter, from time to time, become due and payable to me/us by Dihlabeng Local Municipality by electronically transferring the same to the bank mentioned below for the credit of my/our account detailed below.

5.1.1 NAME OF BANKING INSTITUTE

5.1.2 BRANCH NAME

5.1.3 BRANCH CODE

5.1.4 BANKING ACCOUNT NUMBER

5.1.5 NAME UNDER WHICH ACCOUNT IS OPERATED

5.1.6 TYPE OF ACCOUNT

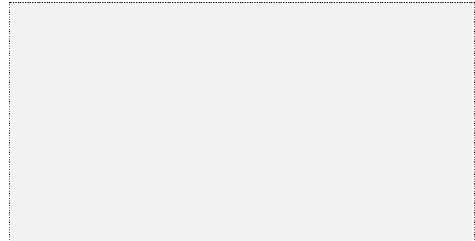
CURRENT ACCOUNT	TRANSMISSION ACCOUNT	SAVINGS ACCOUNT
-----------------	----------------------	-----------------

**5.1.7 BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK**

I/We confirm that the above information on the client's account at this bank/building society is correct.

..... **Bank Stamp:-**

Signed on behalf of Bank



.....  
Name

.....  
Capacity

**NOTE: THIS INFORMATION WILL SUPERCEDE ANY PREVIOUS AUTHORIZATION AND INSTRUCTION LODGED WITH THE GREATER KOKSTAD MUNICIPALITY.**

**6. DISCLOSURE OF STATE / DECLARATION OF INTEREST**

6.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/ are or has/ have been in service of the state i.e. Provincial or National Government, the Dhlabeng Local Municipality or another municipality in the previous twelve months.

6.1.1 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**

6.1.2 If yes, please attach proof of such authority

Note: Failure to submit proof of such authority, where applicable, municipality reserve the right not to register your business on the Supplier Registration Database.

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


6.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, shareholder or stakeholder of your enterprise is/are or has/ have been in the service of the state i.e. Provincial or National Government or

Dihlabeng Local Municipality or another Municipality in the previous twelve months.

6.2.1 Do any person connected to you, have any relationship (family, friend, other) with a person employed by the state? **Yes / No**

6.2.2 If so, furnish particulars.


**7. LIST OF DIRECTORS/ OWNERS/ PARTNERS/ MEMBERS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>ID NUMBER</u></b>	<b><u>RACE GROUP</u></b> (Black/White/ Coloured/Indian/ Indian/Other)	<b><u>HISTORICALLY</u></b> No Franchise prior to elections	<b><u>DISADVANTAGED</u></b> Women	<b><u>INDIVIDUAL</u></b> Disabled	<b><u>%</u></b> <b><u>Of</u></b> <b><u>Business/</u></b> <b><u>enterprise</u></b> <b><u>owned</u></b>

❖ Indicate Yes or No

%Historically Disadvantaged Individual (HDI)+means a South African citizen

1) Who, due to the apartheid policy that had been in place had no franchise in national elections prior

NB Proof of disability provided by recognised Institution in the case of handicapped persons must be supplied.

Certified copy of shareholder certificates or proof of ownership/partnership must be supplied.



## 8. PREVIOUS EXPERIENCE

List the last (3) contracts successfully completed by your Business or other previous experience related to your core business. (Attach a separate sheet if necessary)

<b>COMPANY</b>	<b>CONTACT PERSON</b>	<b>CONTACT NO.</b>	<b>VALUE OF WORK UNDERTAKEN</b>	<b>YEAR</b>	<b>NATURE OF WORK UNDERTAKEN</b>

**9. DECLARATION BY BUSINESS UNDER OATH**

I/We \_\_\_\_\_ declare that the above particulars and information furnished to the Dihlabeng Local Municipality for the purpose of registering our organization on the supplier database are true in substance and in fact and that I/We fully understand the meaning thereof.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_

Signed and sworn to before me at

\_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_ by the Deponent who has

Acknowledged that he/she knows and understand s the contents of this document, that it is true and correct to the best of his 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**

**LIST OF NATURE OF OPERATIONS**

<b>CODE</b>	<b>COMMODITY</b>
<b>100</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>
101	AIR CONDITIONING AND TEMPERATUTE CONTROL EQUIPMENT
102	BUILDING EQUIPMENT AND ACCESSORSORIES (cement mixers, scaffolding, levels, etc.
103	BUILDING MATERIALS (bricks, cement, sand, painting, stone, steel, tiles, etc.
104	CEILING BOARDS, SKIRTING, etc.
105	CONSTRUCTION MACHINERY
106	DOORS AND WINDOWS
107	ELECTRICAL SYSTEM, LIGHTING, COMPONENTS ACCESSORIES AND SUPPLIES
108	FLOORING MATERIALS (carpets, tiles, etc.)
109	PLUMBING WARE AND MATERIALS
110	ROOFING MATERIALS
111	SANITATION WARE AND MATERIALS
<b>200</b>	<b>CONSTRUCTION SERVICES</b>
201	BURGLAR PROFFING AND SYSTEMS
202	CONCRETE MANUFACTURE AND WORKS
203	CONSTRUCTION - RELATED TRANSPORT
204	DEMOLITION SERVICES
205	EARTHWORKS, DRILLING AND LANDSCAPING
206	ELECTRICAL INSTALLATION
207	FENCING (ELECTRIC, PALISADE, CONCRETE, etc.)
208	GENERAL
209	BUILDING WORKS
210	GLAZING
211	MECHANICAL CONTRACTS
212	METALWORK
213	PAINTING
214	PAVING
215	PLUMBING
216	PRE - CAST CONCRETE MANAUFACTURE
217	PUMP INSTALLATION
218	ROAD WORKS
219	SEWERAGE SYSTEMS AND CONSTRUCTION
220	WATER WORKS AND PIPELINES
<b>300</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>
301	BEARING SUPPLIES
302	BOLTS, NUTS AND FASTENERS
303	ELECTRICAL CABLES
304	ELECTRICAL COMPONENT SUPPLIES
305	ELECTRICAL EQUIPMENT REPAIR
306	HARDWARE SUPPLIES
307	MECHANICAL SEATS AND PACKING
308	PIPE AND IRRIGATION SUPPLIES
309	POWER GENERATION AND DISTRIBUTION MACHINERY AND ACCESSORIES
310	PUMPS SPARES
311	SMALL TOOLS
312	TRANSFORMER SERVICES
313	VALVES, COUPLING

<b>400</b>	<b>PROFESSIONAL SERVICES</b>
401	ACCOUNTING, AUDITING AND MANAGEMENT SERVICES
402	ARCHITECTURAL SERVICES
403	CONSULTING ENGINEERING - ELECTRICAL
404	CONSULTING ENGINEERING - ENVIRONMENTAL
405	CONSULTING ENGINEERING - OTHER
406	CONSULTING ENGINEERING - PROJECT MANAGEMENT
407	CONSULTING ENGINEERING - ROADS & STORM WATER
408	CONSULTING ENGINEERING - SEWERAGE SYSTEM
409	CONSULTING ENGINEERING - STRUCTURES, BUILDING, BRIDGED, etc.
410	CONSULTING ENGINEERING - WATER SYSTEMS
411	CONSULTING ENGINEERING - GEO-TECHNICAL
412	CONSULTING ENGINEERING - SOLID WASTE
413	ENGINEERING SERVICES
414	FINANCIAL SERVICES
415	LAND SURVEYING
416	LEGAL SERVICES - CONTRACTS
417	LEGAL SERVICES - CONVEYANCE
418	LEGAL SERVICES - LITIGATION
419	LEGAL SERVICES . OTHER
420	CONSULTING ENGINEERING - MECHANICAL
421	QUANTITY SURVEYING
422	TOWN AND REGIONAL PLANNING
423	PROPERTY VALUATOR
424	EMPLOYEE ASSISTANCE PROGRAM
425	ENVIRONMENTAL SPECIALIST
426	EDUCATION AND TRAINING
<b>500</b>	<b>GENERAL SERVICES</b>
501	ACCOMODATION AND LODGING
502	ADVERTISING, COMMUNICATION, DESIGN, EDITORIAL, PUBLICATION AND MARKETING
503	AUCTIONEERING SERVICES
504	BOOKKEEPING AND ACCOUNTING SERVICES
505	CATERING AND REFRESHMENTS
506	CLEANING SERVICES
507	CONFERENCING FACILITIES AND FACILITATION
508	CONTRACT ADMINISTRATION
509	COURIER SERVICES
510	ENVIRONMENTAL IMPACT STUDIES
511	FREIGHT FORWARDING AND CLEARING SERVICES
512	GENERAL MAINTENANCE SERVICES
513	HEALTH CARE
514	HORTICULTURE (FERTILISER, PESTICIDES, HERBICIDES, ETC)
515	INFRASTRUCTURAL MAINTENANCE
516	INSPECTION SERVICES
517	INSURANCE
518	IT, BROADCASTING AND TELECOMMUNICATION SERVICES
519	INTERIOR DECORATING, REFURBISHMENT AND UPHOLSTERY
520	ICT CONSULTING, PRODUCTS AND SERVICES
521	LAND VALUATION SERVICES
522	LAUNDRY AND DRY CLEANING SERVICES
523	LOCKSMITH SERVICES
524	MANAGEMENT SERVICES
525	MISCELLANEOUS EQUIPMENT AND GOODS HIRING

526	PERSONNEL SERVICES
527	PEST CONTROL AND REMOVAL SERVICES
528	PHOTOGRAPHIC AND GRAPHIC DESIGN SERVICES
529	PICTURE FRAMING
530	PRINTING AND EMBROIDERY
531	PROCUREMENT SERVICES
532	REAL ESTATES SERVICES
533	RESEARCH SERVICES
534	SECURITY AND SAFETY SERVICES
535	SITE CLEANING
536	SOCIAL FACILITATION
537	STORAGE
538	TRANSLATION AND INTERPRETING SERVICES
539	TRANSPORT SERVICES
540	TRAVEL SERVICES
541	VEHICLE HIRE
542	VENDING SERVICES
<b>600</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>
601	COMPUTER EQUIPMENT , NETWORKS AND SOFTWARE
602	CONSUMABLES
603	CORPORATE GIFTS
604	DOMESTIC, INDUSTRIAL AND CLEANING EQUIPMENT AND SUPPLIES
605	ELECTRONIC EQUIPMENT, INCLUDING AUDIO - VISUAL EQUIPMENT
606	FLOWERS AND PLANTS
607	FOOD AND REFRESHMENT
608	HOUSE FURNITURE, APPLIANCES AND GOODS
609	OFFICE FURNITURE AND EQUIPMENT
610	OFFICE SUPPLIES AND STATIONERY
611	PRINTING, COPYING AND PHOTOGRAPHIC EQUIPMENT
<b>700</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>
701	ENVIRONMENTAL CLEANSING EQUIPMENT, GOODS AND SUPPLIES
702	FIRE PROTECTION EQUIPMENT, GOODS AND SUPPLIES
703	GARDEN SERVICES AND TOOLS (IRRIGATION SYSTEMS, INSTANT LAWN)
704	MATERIAL AND WAREHOUSE MACHINERY, EQUIPMENT AND GOODS
705	MEASURING, TESTING AND OBSERVATION EQUIPMENT
706	PROTECTIVE CLOTHING AND UNIFORMS
707	SECURITY EQUIPMENT, GOODS AND SERVICES
708	SECURITY ALARMS AND TWO WAY RADIOS
709	SPORT AND RECREATIONAL EQUIPMENT AND GOODS
710	SOUND SYSTEM AND THEATRE EQUIPMENT
711	MEDICAL SUPPLIES
712	SWIMMING POOL CHEMICALS
<b>800</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>
801	ALARM AND TRACKING SYSTEMS
802	BATTERIES
803	ENGINE OVERHAULS
804	FUEL, OILS AND LUBRICATIONS
805	HYDRAULICS
806	PANEL BEATING
807	RADIATOR REPAIRS
808	SPARES AND PARTS
809	TOWING SERVICES

810	TRANSMISSION
811	TYRES AND TUBES
812	UPHOLSTERY
813	VEHICLE FLEET MANAGEMENT
814	VEHICLE SUPPLY
815	WINDSCREEN
816	GEARBOX SPECIALIST
817	AUTO ELECTRONICS
818	CLUTCH AND BRAKES SPECIALIST