



**SERVICE PROVIDER DATABASE
REGISTRATION FORM
(1ST QUARTERLY UPDATE)
R2 000.00 TO R30 000.00**

2017/2018

CLOSING DATE: 31 AUGUST 2017

POLOKWANE MUNICIPALITY

The ultimate in innovation and sustainable development

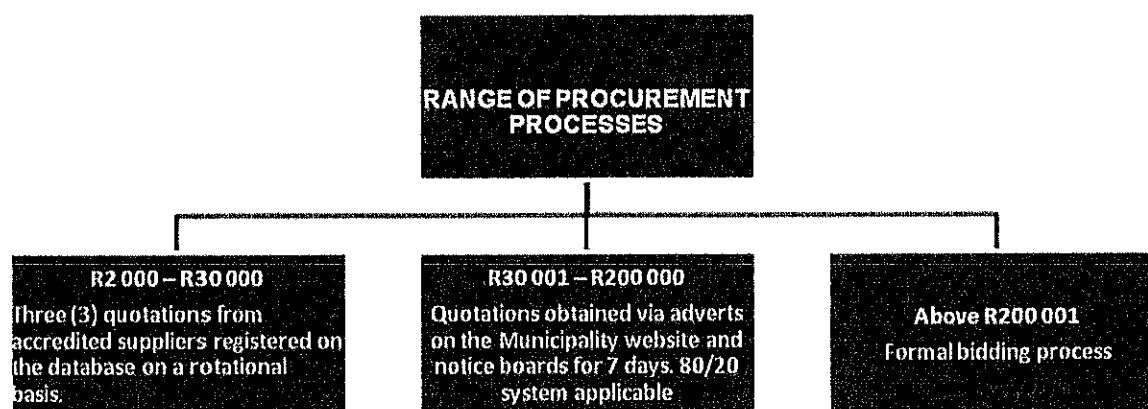
POLOKWANE MUNICIPALITY

SERVICE PROVIDER DATABASE REGISTRATION FORM

This form must be duly completed, preferably with a black pen, signed as requested and placed, together with supporting documentation, in an envelope clearly marked "Database of Prospective Service Providers" on the outside and forwarded to **Supply Chain Management Unit (Database Administration), P.O Box 111, Polokwane, 0700**, or forward to **Supply Chain Management Unit Office, Bid Administration Section – Ground Floor (Left hand side of the Security Reception at Municipal Offices, Corner Landros Mare and Bodenstein Streets, Polokwane.**

PLEASE NOTE

- 1 Registration on the service provider database does not entitle or guarantee the supplier of any business opportunities offered by the Polokwane Municipality nor will it place any obligation of the Municipality whatsoever.
- 2 Arrangements may be made for officials of Polokwane Municipality to inspect your premises in order to assess your competency before your company is accepted.
- 3 All service provider information will be treated strictly confidential.
- 4 It should be noted that should any information provided be found to be incorrect Polokwane Municipality reserves the right to exclude the service provider from the database at any time prior to or after acceptance of the database registration form.
- 5 Kindly familiarize yourself with the Supply Chain Management processes:



FOR OFFICIAL USE

DATE RECEIVED:

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DATE CAPTURED:

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FOR OFFICIAL USE (Continue)

Note:

- All service providers who wish to be registered in the Municipality's (Supply Chain Management) service providers' database are required to submit the following documents together with the fully completed database registration form.
- In addition to completion of the database forms, service providers are required to initial each and every page of the database registration form.
- Service provider are **required and compelled** to complete the Declaration of Interest form which is attached to the database registration form. Failure to complete the form will compel the Municipality to de-register your company from the database.
- All service providers are required to complete the Credit Order Instruction whereby banking details should be fully completed and confirmed by the bank. Your banking institution should put a banking stamp to confirm the banking details.
- In terms of the new Preferential Procurement Regulations of 2011, all service providers are required to submit a BBEE Certificate from the accredited agencies obtained from the Department of Trade & Industry website. Database registration forms could still be returned or retained whilst service providers are still in the process of obtaining the BBEE Certificates.

No	DOCUMENTS REQUIRED	Yes	No	N/A
1	Original and valid tax clearance certificate			
2	Company registration documents (all forms of companies)			
3	Completed Credit Order Instruction Form			
4	Affidavit Confirming Disability (People with disability)			
5	Certified copy of ID			
6	B-BBEE Certificate			
7	Latest municipal rates and taxes statement of account, lease agreement signed off by lessor and lessee, letter from the tribal authority, if staying in a property not in the company name, please provide a letter from the landlord / parents indicating your occupancy status within that property and municipal rates.			
8	Proof of registration on the Central Supplier Database (CSD)			

Checked by: _____ **Signature:** _____ **Date:** _____

Approved	Not Approved

Captured by: _____ **Signature:** _____ **Date:** _____

1. SECTION 1: PARTICULARS OF THE ORGANISATION

Please note that all information will be treated confidentially. Provide details regarding the organization. Where organization is a joint venture the individual members of the joint venture are to jointly provide information of their organization.

1.1 REGISTERED NAME OF THE ORGANISATION:

1.2 TRADING NAME:

1.3 CONTACT PERSON

1.4 POSTAL ADDRESS:

POSTAL CODE:

1.5 PHYSICAL ADDRESS:

POSTAL CODE:

1.6 TELEPHONE NUMBER

FAX NUMBER

1.7 CELL PHONE NUMBER

E-MAIL:

TYPE OF ORGANISATION:

CLOSE CORPORATION	
SOLE TRADER	
PARTNERSHIP	
OTHER SPECIFY	

(PTY) LTD	
TRUST	

1.9 COMPANY REGISTRATION NUMBER:

1.10 INCOME TAX REGISTRATION NUMBER

1.11 VAT REGISTRATION NUMBER:

1.12 UIF REGISTRATION NUMBER:

1.13 NAME OF BANKING INSTITUTION:

1.14 NAME UNDER WHICH ACCOUNT IS OPERATED:

ACCOUNT NUMBER:

TYPE OF ACCOUNT:

BRANCH CODE:

1.15 PREVIOUS NAME OF BUSINESS:

SECTION 2: NATURE OF OPERATION, PRODUCTS OR SERVICES

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

SERVICE PROVIDERS ARE EXPECTED TO CHOOSE NOT MORE THAN THREE COMMODITIES/CATEGORIES.

CODE	COMMODITY	<input checked="" type="checkbox"/>
00100	TECHNICAL (CONSTRUCTION) EQUIPMENTS, SUPPLIES AND SERVICES	
00101	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, .etc.)	
00102	Ceiling boards, skirting, doors and windows, flooring materials (carpets, tiles, etc).	
00103	Plant and Construction machinery supplies and hire (TLB, tipper truck, water tankers, forklifts, graders, etc.)	
00104	Burglar proofing and systems, fencing and metalwork	
00105	General electrical installation, maintenance and supplies	
00106	General water and sanitation, installation, maintenance and supplies	
00107	General road infrastructure installation, maintenance and suppliers	
00108	Glazing installation, maintenances and supplies including windscreens	
00200	PROFESSIONAL SERVICES	<input checked="" type="checkbox"/>
00201	Training and development institutions	
00202	Events management, team building and social events facilitation	
00203	Arts & Culture and related services (artists, singers, drama and film, actors, traditional groups, etc)	
00204	Fire Safety & Related Services and equipments (Goods and Services)	
00300	GENERAL SERVICES	<input checked="" type="checkbox"/>
00301	Printing, Photographic and graphic design services	
00302	Translation and interpreting services	
00303	Transport Services (Mini-buses and Buses)	
00304	Catering Services	
00305	Stationery, toners and cartridges	
00306	Functions equipment hire (Tents, chairs, tables, toilets (incl. VIP toilets)	
00307	Domestic cleaning equipment supplies	
00308	Audio systems provision, installation and maintenance	
00309	Video production, editing and equipment	
00310	Corporate Gifts, printing and promotional materials	
00311	Information technology services, maintenance and supplies	
00312	Locksmith Services	
00400	VEHICLE MAINTENANCE SERVICES	<input checked="" type="checkbox"/>
00401	Batteries, tyres and tubes	
00402	Engine overhauls and general vehicles repairs	
00403	Fuel, oils and lubrications	
00404	Gearbox, hydraulics, radiator repairs, clutch and brakes specialists	
00405	Panel beating, towing services	
00406	All vehicles spares and parts	
00407	Towing services	

SECTION 3: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I/we, the undersigned, warrant(s) that I am/we are duly authorise to do so and on behalf of

Declare that:

1. The information contained in this document is correct.
2. All copies of relevant documentation are attached.
3. The Historically Disadvantaged status of individuals as stated is correct and based on owners/shareholders/partners actively involved in the day-to-day management of this enterprise.

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

- (i) recover from you/your enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract; and/or
- (ii) cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations, and/or
- (iii) impose a penalty as provided in the bid/quotation documents and/or
- (iv) take any other action as may be deemed necessary.

NAME: _____ SIGNATURE _____

CAPACITY: _____ ID NO. _____

TEL/CELL NO: _____ ADDRESS _____

COMMISSIONER OF OATHS

Signed _____ and _____ sworn to before me at _____

On this _____ day of _____ by the Deponent(s), who acknowledge that he/she/they know(s) and understand(s) the contents of this document, that it is true and correct to the best of his/her/their knowledge and that he/she/they have no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her/their conscience.

SIGNATURE AND OFFICIAL STAMP:

NOTE: ALL PAGES OF THIS AFFIDAVIT MUST BE INITIALLED BY THE DEPONENT(S) AS WELL AS THE COMMISSIONER OF OATHS ANNEXURE "A"



CREDIT ORDER INSTRUCTION

Company's Name.....

To: The Chief Financial Officer
Polokwane Municipality

Date.....

Dear Sirs

Bank											
Branch Name											
Branch Code											First 6 digit of 8 digit branch code
Account Nr.											
Account Type	Cheque	Savings	Transmission	Mark account type applicable							
E-Mail Address											
Fax Number											
Tel. Number											

I/We hereby, instruct and authorize you to pay amounts which may accrue to me/us to the credit of my/our account with the above-mentioned bank (or any other bank or branch to which I/We may transfer may/our account).

I/We understand that the credit transfers hereby authorised will be processed through a computerized system, provided by the South African Banks and I/We also understand that details of each payment will be printed on my bank statement or an accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements e.g. savings account or transmission accounts). I/We understand that remittance advices will be supplied, by you in the normal way.

ACKNOWLEDGEMENT:

I/We acknowledge that save as obliged to do so by law and/or court order the party hereby authorized to effect a credit against my/our account may not cede or assign any of its rights or obligations to any third party without my/our prior written consent and that I/We may not delegate any of my/our rights or obligations in terms of his contract/authority to any third party without prior written consent of the authorized party.

This authority may be cancelled by me/us giving you thirty (30) days notice in writing.

Signed at..... On this day of.....

.....
SIGNATURE

.....
CAPACITY

.....
INITIALS & SURNAME

.....
BANK STAMP

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, hareholder²):.....

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

N.B: NO BIDS/QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal supply chain Management Regulations).

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