



ELUNDINI LOCAL MUNICIPALITY

SERVICE PROVIDERS DATABASE

APPLICATION FORM

- GENERAL SERVICE PROVIDER**
- CONTRACTORS SERVICE PROVIDER**
- PROFESSIONAL SERVICE PROVIDER**

APPLICATION FORM FOR SERVICE PROVIDERS TO BE INCLUDED ON THE ELUNDINI LOCAL MUNICIPALITY SERVICE PROVIDER'S DATABASE.

Please note:

This form must be completed by all applicants wishing to register as a service provider with the Elundini Local Municipality [ELM]. Please reflect all the goods/services provided by the firm. Also reflect the expertise and experience. **Other relevant** additional documentation may also be attached. The Municipality will determine the suitability of firms for entry into its database, based on the information provided.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the firm.

New Application

Updated Application

Date:

Registered name of the business

Once the Application is completed return it to:

The Supply Chain Management Unit

1 Seller Street

P.O Box 1

Maclear

5480

A. CONTACT DETAILS

1. Contact person _____
Phone No: _____ Cell No: _____
Fax No: _____
E-Mail _____

2. Postal Address: _____

Postal Code: _____

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

B. PARTICULARS OF FIRM

1. **Name of Firm:** _____

2. **Type of firm** (tick the relevant box)

- Public Company Ltd;
- Private Company (Pty) Ltd;
- One person business/sole proprietor;
- Close corporation;
- Partnership;
- Co-operative;
- Other (specify)

3. **Country of registration or incorporation** _____

3.1. **Co/CC Registration Number:** _____

3.2. **Vat Registration Number:** _____

3.3. **Company income tax reference number:** _____

3.4. **Company CSD Supplier Number:** _____

4. **Nature of Business:** _____

5. **Banking details:**

Bank: _____

Branch code: _____

Branch Name: _____

Bank Account number: _____

Account type: _____

Signatories Name/s, Surname/s and ID number/s:

NAME	SURNAME	ID NUMBER
1.		
2.		
3.		
4.		

C. GENERAL SERVICE PROVIDER

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) YOUR FIRM WILL BE REGISTERING IN, e.g. LIST OF GOODS/SERVICES PROVIDED (MORE THAN (1) FIELD OF COMPETENCE MAY BE SELECTED BUT NOT MORE THAN FIVE FIELDS)

- Air Conditioning Repairs And Maintenance Contractors;
- Air Conditioning Suppliers;
- Aluminum & Steel Contractors;
- Auctioneers;
- Audio Video Conferencing Equipment;
- Battery Suppliers;
- Blinds: Installation And Suppliers;
- Building Material Suppliers;
- Car/Bus Hire;
- Catering;
- Cellular Service Provider;
- Cleaning Materials;
- Computer And Software Suppliers;

- Contract Cleaning;
- Courier Service;
- Domestic And Commercial Appliances Suppliers;
- Electrical And Engineering Equipment;
- Electrical Repairs And Maintenance;
- Events Management (Performers, Sound System, Stage, PAVs, lights etc.);
- Fire Equipment (Sales And Service);
- Glass Repairs And Suppliers;
- Hiring Services (Tent, Tables & Chairs);
- Interior Decorating (Roof and Wall Dripping, Traditional Décor);
- IT Consumables (Toners);
- Laboratory Equipment;
- Locksmith Specialist;
- Network Cabling;
- Office Furniture and Supplies;
- Pest Control;
- Plumbing Suppliers;
- Printing and Design Services;
- Professional photographers;
- Promotional Wear and Gifts;
- Protective Clothing Suppliers;
- Repairs And Sales Of Domestic And Commercial Appliances;
- Repairs To Water Pumps And Water Control Systems;
- Sign Manufacturers;
- Stationery Suppliers;
- Suppliers Of Agricultural Implements and goods;
- Suppliers Of Bearings And Seals;
- Suppliers Of Crop Spraying Equipment;
- Suppliers Of Pumps For Sewage And Water Supply;
- Suppliers Of Pipe System For Water, Sewerage And Industrial Applications;
- Telecommunications;
- Vehicle Body Repairs;

- Vehicle Maintenance And Repairs;
- Washroom Hygiene Service;
- Water and Sanitation Chemical Suppliers;
- Water Treatment Specialists;
- Window Cleaning

OTHER

CONTRACTORS SERVICE PROVIDER

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) YOUR FIRM WILL BE REGISTERING IN AS REFLECTED UNDER THE CIDB REGISTRATION. PLEASE INDICATE THE GRADING AS REFLECTED UNDER THE CIDB REGISTRATION

- BUILDING CONSTRUCTION;
- BUILDING MAINTENANCE AND REPAIRS;
- BURGLAR PROOFING / METAL / WELDING AND STEEL WORK;
- CARPENTRY;
- CARPETING / TILING;
- ELECTRICAL;
- FENCING;
- MECHANICAL;
- PAVING;
- ROAD/TAR WORKS;
- WET SERVICES (PLUMBING & GRENADE)
- STRUCTURAL

PROFESSIONAL SERVICE PROVIDER A SEPARATE DATABASE WILL BE SET UP FOR EACH OF THE FOLLOWING CATEGORIES: INDICATE THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:

- | | |
|--|---|
| <input type="checkbox"/> Architectural; | <input type="checkbox"/> Law firms |
| <input type="checkbox"/> Structural; | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Civil Engineers | <input type="checkbox"/> Human Resource |
| <input type="checkbox"/> Water/sanitation | <input type="checkbox"/> Training |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Occupational Health and Safety |
| <input type="checkbox"/> Electrical Engineers; | <input type="checkbox"/> Audit |
| <input type="checkbox"/> Mechanical Engineers; | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Quantity Surveyors | <input type="checkbox"/> Health |
| <input type="checkbox"/> Land Surveyors; | <input type="checkbox"/> ICT Firms |
| <input type="checkbox"/> Town Planning; | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Property Valuers | |

More than one (1) field of competence may be selected.

EXPERIENCE

Service Provider must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

PREVIOUS AND/OR CURRENT EXPERIENCE			
PROJECT NAME	AWARDED AMOUNT	CONTRACT START DATE	ANTICIPATED / ACTUAL COMPLETION DATE

SIGNATURE OF DECLARER

DATE

DECLARATION OF INTERESTS KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY ELM)

In terms of the Municipal Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid by any municipality.

Any legal person, or persons having a kinship with persons employed by the ELM including a blood relationship, may undertake business with ELM. In view of possible allegations of favoritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of ELM, it is required that the service provider or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where–

- ✓ the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with this application.

- (a) Do you, or any person have any relationship (family, friend, other) with a person employed with the ELM or its administration and who may be involved with the evaluation, preparation and/or adjudication of any bid? **Yes/No**

If yes, state particulars

(b) Are you or any other person connected with this application, employed by any organ of State? **Yes/No**

If so, state particulars

SIGNATURE OF DECLARER

DATE

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to this application is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the Elundini Local Municipality.

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

COMPANY NAME

Should the applicant have, in the opinion of the ELM, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to this application, then the ELM may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel any contract without prejudice to any legal rights the ELM may have

Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the ELM and such applicant.

FOR OFFICE USE ONLY	
DATE OF RECEIPT:	
SUPPLIER DATA BASE NUMBER ISSUED:	
HAVE ALL REQUIRED DOCUMENTS BEEN PROVIDED:	
B-BBEE STATUS LEVEL OF APPLICANT	

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

Capacity Name of Bidder

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that, when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	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