



SERVICE PROVIDER DATABASE REGISTRATION FORM

2014/2015

POLOKWANE MUNICIPALITY

The ultimate in innovation and sustainable development

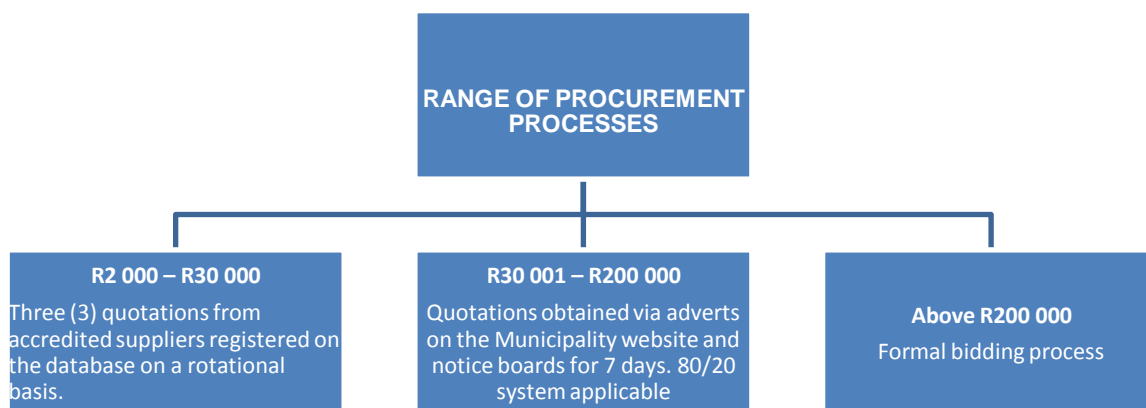
POLOKWANE MUNICIPALITY

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 the Manager: Supply Chain Management Unit, 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 the supplier to 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:
DATE CAPTURED:

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 BBBEE Certificate from the accredited agencies obtained from the Department of Trade & Industry website. Database registration forms could still be returned whilst service providers are still in the process of obtaining the BBBEE Certificates.

No	DOCUMENTS REQUIRED	Yes	No	N/A
1	Original and valid tax clearance certificate			
2	Company registration documents (all forms of companies)			
3	Credit Order Instruction Form			
4	Affidavit Confirming Disability (People with disability)			
5	Certified copy of ID			
6	BBBEE Certificate			

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 organisation. Where organisation is a joint venture the individual members of the joint venture are to separately 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	√
00100	CONSTRUCTION EQUIPMENT AND SUPPLIES	
00101	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, .etc.)	
00102	Building materials (bricks, cement, sand, painting, stone, steel, tiles, roofing, etc.)	
00103	Ceiling boards, skirting, etc.	
00104	Construction machinery (TLB, tipper truck, water tankers)	
00105	Doors and windows	
00106	Electrical systems, lighting, components accessories and supplies	
00107	Flooring materials (carpets, tiles, etc.)	
00108	Plumbing ware and materials	
00109	Sanitation ware and equipments	
00110	Plant Hire Equipment (TLB, tipper truck, water tankers, etc. (Only accredited service providers)	
00200	CONSTRUCTION SERVICES	
00201	Burglar proofing and systems	
00202	Electrical installation	
00203	Fencing	
00204	Glazing	
00205	Metalwork	
00206	Painting	
00207	Paving	
00208	Plumbing	
00209	Pre-cast concrete manufacture	
00210	Pump installation	
00211	Sewerage systems and construction	
00212	Water works and pipelines	
00300	ELECTRICAL AND MECHANICAL EQUIPMENTS, SERVICES AND SUPPLIES	√
00301	Bearing supplies	
00302	Bolts, nuts and fasteners	
00303	Electrical cables	
00304	Electrical component supplies	

00305	Electrical equipment repairs	
00306	Hardware supplies	
00307	Lifting equipment	
00308	Mechanical seals and packing	
00309	Pipe and irrigation supplies	
00310	Power generation and distribution machinery and accessories	
00311	Pump spares	
00312	Small tools	
00313	Transformer services	
00314	Valves, coupling	
00315	Water meters, pipes ,fittings, galvanised PVC, PVC, polyethylene, etc.	
00400	PROFESSIONAL SERVICES	√
00401	Consulting engineering – Electrical	
00402	Consulting engineering – Environmental related services	
00403	Consulting engineering – Mechanical	
00404	Consulting engineering – Project Management	
00405	Consulting engineering – Roads & storm water	
00406	Consulting engineering – Water & Sanitation	
00407	Consulting engineering – Structures, Building, bridges, etc.	
00408	Consulting engineering – Geo-technical	
00409	Consulting engineering – Solid waste	
00410	Legal services – contracts – conveyance – litigation	
00411	Land and quantity surveying	
00412	Town and regional planners	
00413	Architectural services	
00414	Accounting, bookkeeping, auditing and financial management services	
00415	Training and development institutions	
00416	Employee Assistance Consultants	
00417	Team Building and social facilitation	
00418	Recruitment & Selection	
00419	Auctioneering Services	
00420	Arts & Culture and related services	
00421	Land and Property Valuers	
00422	Research & Survey Services	
00423	Translation and interpretation services	
00424	Health Care Related Services	
00425	Fire Safety & Related Services (Goods and Services)	
00426	Events Management	
00500	GENERAL SERVICES	√
00501	Conferencing facilities and facilitation	
00502	Courier and mailing services	
00503	Infrastructural and general maintenance services	
00504	Horticultural Services	
00505	Broadcasting stations (SABC, community and commercial radio stations, broadcasting sub-contractors)	

00506	Interior decorating, refurbishment and upholstery	
00507	Laundry and dry-cleaning services	
00508	Locksmith services	
00509	Pest control services	
00510	Photographic and graphic design services	
00511	Security and safety services and equipment	
00512	Furniture removal and storage	
00513	Translation and interpreting services	
00514	Transport Services (Mini-buses to Buses)	
00515	Catering Services	
00600	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	√
00601	Computer equipment, networks and software	
00603	Corporate gifts	
00604	Domestic cleaning equipment and supplies	
00605	Audio systems provision, installation and maintenance	
00606	Fire protection equipment, goods and services	
00607	Flowers and plants	
00608	House furniture, appliances and goods	
00609	Office furniture and equipment	
00610	Printing and photographic services and equipment	
00611	Video production, editing and equipment	
00612	Dairies, calendars, brochures, booklets and pamphlets	
00700	MISCELLANEOUS GOODS AND SUPPLIES	√
00701	Gardening and gardening equipment	
00702	Warehouse and storage moving machinery, equipment, e.g. forklifts	
00703	Security equipment, goods and services	
00704	Sports and recreational equipment and goods	
00705	Functions equipment hire (Tents, chairs, tables, toilets (incl. VIP toilets))	
00800	VEHICLE MAINTENANCE SERVICES	√
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Spares and parts	
00809	Towing services	
00810	Transmissions	
00811	Tyres and tubes	
00812	Upholstery	
00813	Vehicle fleet management	
00814	Vehicle dealership	
00815	Windscreens	
00816	Gearbox specialists	

00817	Auto electronics	
00818	Clutch and brakes specialists	

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	√
00100	CONSTRUCTION EQUIPMENT AND SUPPLIES	
00101	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, .etc.)	
00102	Building materials (bricks, cement, sand, painting, stone, steel, tiles, roofing, etc.)	
00103	Ceiling boards, skirting, etc.	
00104	Construction machinery (TLB, tipper truck, water tankers)	
00105	Doors and windows	
00106	Electrical systems, lighting, components accessories and supplies	
00107	Flooring materials (carpets, tiles, etc.)	
00108	Plumbing ware and materials	
00109	Sanitation ware and equipments	
00110	Plant Hire Equipment (TLB, tipper truck, water tankers, etc. (Only accredited service providers)	
00200	CONSTRUCTION SERVICES	
00201	Burglar proofing and systems	
00202	Electrical installation	
00203	Fencing	
00204	Glazing	
00205	Metalwork	
00206	Painting	
00207	Paving	
00208	Plumbing	
00209	Pre-cast concrete manufacture	
00210	Pump installation	

00211	Sewerage systems and construction	
00212	Water works and pipelines	
00300	ELECTRICAL AND MECHANICAL EQUIPMENTS, SERVICES AND SUPPLIES	√
00301	Bearing supplies	
00302	Bolts, nuts and fasteners	
00303	Electrical cables	
00304	Electrical component supplies	
00305	Electrical equipment repairs	
00306	Hardware supplies	
00307	Lifting equipment	
00308	Mechanical seals and packing	
00309	Pipe and irrigation supplies	
00310	Power generation and distribution machinery and accessories	
00311	Pump spares	
00312	Small tools	
00313	Transformer services	
00314	Valves, coupling	
00315	Water meters, pipes ,fittings, galvanised PVC, PVC, polyethylene, etc.	
00400	PROFESSIONAL SERVICES	√
00401	Consulting engineering – Electrical	
00402	Consulting engineering – Environmental related services	
00403	Consulting engineering – Mechanical	
00404	Consulting engineering – Project Management	
00405	Consulting engineering – Roads & storm water	
00406	Consulting engineering – Water & Sanitation	
00407	Consulting engineering – Structures, Building, bridges, etc.	
00408	Consulting engineering – Geo-technical	
00409	Consulting engineering – Solid waste	
00410	Legal services – contracts – conveyance – litigation	
00411	Land and quantity surveying	
00412	Town and regional planners	
00413	Architectural services	
00414	Accounting, bookkeeping, auditing and financial management services	
00415	Training and development institutions	
00416	Employee Assistance Consultants	
00417	Team Building and social facilitation	
00418	Recruitment & Selection	
00419	Auctioneering Services	
00420	Arts & Culture and related services	
00421	Land and Property Valuers	
00422	Research & Survey Services	
00423	Translation and interpretation services	
00424	Health Care Related Services	
00425	Fire Safety & Related Services (Goods and Services)	

00426	Events Management	
00500	GENERAL SERVICES	√
00501	Conferencing facilities and facilitation	
00502	Courier and mailing services	
00503	Infrastructural and general maintenance services	
00504	Horticultural Services	
00505	Broadcasting stations (SABC, community and commercial radio stations, broadcasting sub-contractors)	
00506	Interior decorating, refurbishment and upholstery	
00507	Laundry and dry-cleaning services	
00508	Locksmith services	
00509	Pest control services	
00510	Photographic and graphic design services	
00511	Security and safety services and equipment	
00512	Furniture removal and storage	
00513	Translation and interpreting services	
00514	Transport Services (Mini-buses to Buses)	
00515	Catering Services	
00600	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	√
00601	Computer equipment, networks and software	
00603	Corporate gifts	
00604	Domestic cleaning equipment and supplies	
00605	Audio systems provision, installation and maintenance	
00606	Fire protection equipment, goods and services	
00607	Flowers and plants	
00608	House furniture, appliances and goods	
00609	Office furniture and equipment	
00610	Printing and photographic services and equipment	
00611	Video production, editing and equipment	
00612	Dairies, calendars, brochures, booklets and pamphlets	
00700	MISCELLANEOUS GOODS AND SUPPLIES	√
00701	Gardening and gardening equipment	
00702	Warehouse and storage moving machinery, equipment, e.g. forklifts	
00703	Security equipment, goods and services	
00704	Sports and recreational equipment and goods	
00705	Functions equipment hire (Tents, chairs, tables, toilets (incl. VIP toilets))	
00800	VEHICLE MAINTENANCE SERVICES	√
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Spares and parts	

00809	Towing services	
00810	Transmissions	
00811	Tyres and tubes	
00812	Upholstery	
00813	Vehicle fleet management	
00814	Vehicle dealership	
00815	Windscreens	
00816	Gearbox specialists	
00817	Auto electronics	
00818	Clutch and brakes specialists	

SECTION 3: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I/we, the undersigned, warrant(s) that I am/we are duly authorised 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.

SIGNATURE: _____ SIGNATURE: _____

NAME: _____ NAME: _____

CAPACITY: _____ NAME: _____

ID NO: _____ ID NO: _____

TEL NO: _____ TEL NO: _____

ADDRESS: _____ ADDRESS: _____

SIGNATURE: _____ SIGNATURE: _____

NAME: _____ NAME: _____

CAPACITY: _____ NAME: _____

ID NO: _____ ID NO: _____

TEL NO: _____ TEL NO: _____

ADDRESS: _____ 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 authorise 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 authorised 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 authorised 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

ANNEXURE C

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 positioning 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:

3.5Tax 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.

.....
.....

