

**Blouberg Municipality**



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**SUPPLIER DATABASE REGISTRATION FORM  
FOR THE YEAR ENDING 30 JUNE 2016**  
(Closing date for registrations is 04 December 2015)

A. Name of Company: \_\_\_\_\_

B. Postal address: \_\_\_\_\_  
\_\_\_\_\_ Code: \_\_\_\_\_

C. Physical address: \_\_\_\_\_

D. Tel/Cellphone no: \_\_\_\_\_

E. Fax number: \_\_\_\_\_

F. Email Address: \_\_\_\_\_

G. Contact person: \_\_\_\_\_

H. Banking Details: \_\_\_\_\_  
Branch Name: \_\_\_\_\_ Branch Code \_\_\_\_\_

I. Registration no: \_\_\_\_\_

J. Tax reference no: \_\_\_\_\_

K. Vat Registration no: \_\_\_\_\_

L. Tax Clearance validity \_\_\_\_\_

M. BBBEE status: \_\_\_\_\_ BBBEE Validity: \_\_\_\_\_

N. Duration: \_\_\_\_\_  
(How long have you been serving the municipality?)

**ADMINISTRATION FEES: R95.00 PER COMMODITY (please tick with x)**

<b>NO</b>	<b>DESCRIPTION OF COMMODITY/BUSINESS ACTIVITY</b>	<b><i>Please tick relevant group</i></b>
1	Consultants(Engineers)	
2	Photographic, Video & Visual Equipments	
3	Printing & Stationery Materials	
4	Cleaning Equipment, Cleaning material, Chemicals	
5	Electrical Contractors ( Registered with CIDB)	
6	Building Construction, Contractors (Registered with CIDB)	
7	Catering Services & Refreshments	
8	Events Management, Tents, Tables, Chairs, Decor, Gazebos & Mobile Toilets	
9	Hiring of PA & Sound Systems	
10	Electrical System, Electrical material, Components	
11	Protective clothing, Accessories & Prints	
12	Office furniture, Computer & Office Equipments	
13	Transport Service, Travel Agents & Private Vehicles	
14	Plumbing, Water services & Equipments	
15	Hardware materials ,Tools	
16	Accommodation & Conferences	
17	Publishers, Media, News Agents, Advertising agency	
18	Telecommunication & Information Technology Services	
19	Sports facilities & Recreational Equipments	
20	Service industry, Repairs & Maintenance	
21	Editorial, Design, Graphic, Fine art service	
22	Accountants	
23	Tax Consultants	
24	Air Conditioning and Equipment	
25	Legal services, Policy Development and Review	
26	Training & Skills Development	
27	HR & Payroll software	
28	Occupational Health Services	
29	Registered Architectural Specialist	
30	Registered Quantity Surveyor	
31	Security Service(Registered with SIRA)	

1. TYPE OF FIRM e.g CLOSE CORPORATION: \_\_\_\_\_

2. REGISTRATION NUMBER WITH PROFESSIONAL BODY: \_\_\_\_\_

3. COMMODITY GROUPS

3.1 PLEASE SPECIFY YOUR COMMODITY/BUSINESS ACTIVITY IF IT DOES NOT APPEAR ON THE ABOVE TABLE OF BUSINESS ACTIVITIES:

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4. NUMBER OF CURRENT AND PREVIOUS APPOINTMENT WITH BLOUBERG MUNICIPALITY AND FEES EARNED UNDER THERE:

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5. TOTAL NUMBER OF PARTNERS, PROPRIETORS AND SHAREHOLDERS OF YOUR COMPANY:

- ❖ LIST ALL PARTNER AND SHAREHOLDERS WHO ARE PDI BY NAME IDENTITY NUMBER CITIZENSHIP AND OWNER AS RELEVANT.

Name	Position Occupied	ID Number	Citizenship	Date of ownership	% Ownership

PDI – Previously Disadvantaged Individuals

PDI are those South Africa citizens who had no franchise in the national

Election prior to the Constitution of South Africa citizen who had no

Franchise in the nation election prior to the Constitution of South Africa,

1983 (Act 110 of 1988 or the Constitution of the Republic of South Africa

1996 Act 108 of 1996)

6. MANAGEMENT STRUCTURE OF FIRM

Level 1: Board of Directors

Name	Position Occupied	ID Number	Citizenship	Date of ownership	% Ownership

**Level 2: Top management (may also include executive directors)**

Name	Position Occupied	ID Number	Citizenship	PDI Status (Yes/No)	% Voting

**Level 3: Middle Management**

Name	Position Occupied	ID Number	Citizenship	PDI Status (Yes/No)	Length of Service

**7. LIST ALL OWNER SHAREHOLDERS IN YOUR FIRM**

Name	Position Occupied	ID Number	Citizenship	PDI Status (Yes/No)	Length of Service

**8. HOW MANY PERMANENT STAFF ARE EMPLOYED BY YOUR**

**FIRM:** \_\_\_\_\_

**8.1 ATTACH THE FOLLOWING DOCUMENTS:**

- Original Tax clearance certificate
- Company Registration Documents
- Certified copy of BBBEE Certificate
- A certified letter from the Bank with Company's Banking Details
- Company Profile
- Shareholder's agreement / certificates
- Vat certificate
- Proof of registration with any professional body
- Current profession indemnity insurance
- Certified ID copy of all registered members of the company
- Receipt of administrative fees (**R95.00 per commodity**)

This information is provided to Blouberg Municipality in strict confidence and will not be revealed to any third party. If there are any changes to information supplied on this form, please inform us as soon as possible.

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.

Any persons having a kinship with persons in the service of the state including blood relationship may make an offer 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 of service of state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudication authority and/or take an oath declaring his/her interest.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full name: \_\_\_\_\_

2.2 Identity Number: \_\_\_\_\_

2.3 Company Registration Number: \_\_\_\_\_

2.4 Tax Reference Number: \_\_\_\_\_

2.5 Vat Registration Number: \_\_\_\_\_

2.6 Are you currently in the service of the state YES/ NO

2.6.1 If so, furnish particulars: \_\_\_\_\_

2.7 Have you been in the service of the state for the past twelve months YES/ NO

2.7.1 If so, furnish particulars: \_\_\_\_\_

❖ **MSCM Regulations 'in the service of the state' means to be:**

- a) A member of : Any municipal council  
Any provincial legislature  
The national Assembly/ national council of provinces
- b) A member of board of directors of any municipal entity
- c) An official of any municipality
- d) An employee of any national / provincial public entity or constitutional institution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999)
- e) A member of the accounting authority of any national or provincial public entity
- f) An employee of Parliament or Provincial legislature

2.8 Are you or any person connected with the bidder presently employed by the state? YES/NO

2.8.1 If so, furnish particulars

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2.9 Are you aware of any relationship (family, friend, other) between a bidder and any person in the service of the state who may be involved with the evaluation and adjudication of this bid? YES/ NO

2.9.1 If so, furnish particulars

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2.10 Are any of the company's directors, managers, principle shareholder or stakeholders in service of the state? YES/NO

2.10.1 If so, furnish particulars

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2.11 Are any spouse, child or parent of the company's directors, managers, principle, shareholders in service of the state? YES/ NO

2.11.1 If so, furnish particulars

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## CERTIFICATION

I, the undersigned.....certify that the information

furnished on this declaration form on the.....day of.....2015 is correct

accept that the State may act against me should this declaration prove to be false.

**Name:** ..... **Position:** .....

**Name of bidder:** .....

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

**BANKING DETAILS**

Name of company: .....

Bank name: .....

Branch Name: .....

Branch Code: .....

Account Number: .....

Bank stamp:

