

# EMADLANGENI MUNICIPALITY



## Supply Chain Management Unit

***Application Form for Accreditation as a prospective provider of goods and services to Emadlangeni Municipality***

For information only

**1. PRIMARY DEFINITION:**

**'AFFIRMABLE BUSINESS ENTERPRISE'**-a business which adheres to statutory labour practices, is a legal entity, registered within the south African revenue service and a continuing and independent enterprise for profit, providing a commercially useful function and whose management and daily business operations are in the control of one or more of the historical disadvantaged individuals who own it.

**2. SUPPLEMENTARY DEFINITION:**

**2.1 'AFFILIATED ENTITY'**-is a business entity which has control of or the power to control another business entity, albeit indirectly, e.g. where a third person has control of or has the power to control both entities. Indicators of control shall, without limitation, include interlocking management or ownership, identity of interests among family members, shared facilities and equipment or common use of employees.

**NOTE:** In order to prevent ABE's from breaking themselves down into smaller entities so as to keep within the prescribed turnover limits and in so doing maintain their ABE status, the annual average turnover of Affiliated Businesses must be considered.

ABE under consideration have a 50% or more ownership in such an enterprise, or a HDI who has ownership off 33% or more within the ABE under consideration, also have an ownership of 33% or more in the other entity.

**2.2 'COMMERCIALLY USEFUL FUNCTION'**-refers to the performance of real and actual work, or the provision of services, in the discharge of any contractual obligation which shall include but not be limited to the performance of a distinct element of work, which the business has the skill and expertise, to undertake and the responsibility for management and supervision.

**2.3 'CONTROL'**-means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operation of the business.

**2.4 'DISABILITY'**-means in respect of a person, a permanent of a physical, intellectual, or a sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

**2.5 'EXECUTIVE DIRECTOR'**-is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act, 1973 (Act 61 of 1973) or a member of a close corporation registered in terms of the Close Corporation Act, who jointly and severally with his other partners, co-directors or co-members, as the case may be, bears the risk of business and takes responsibility for the management and liabilities of the partnership company or close corporation.

**2.6 'HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI)'**-means a South African citizen

- (i) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior introduction of the Constitution of the Republic of South Africa, 1983(Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1983(Act No 200 of 1983) (the interims Constitution);
- (ii) A female; and
- (iii) Has a disability.

**NOTE:** A person, who obtained South African citizenship on or after (27 April 1994) the coming into effect of the interims Constitution, is deemed not to be an HDI.

**2.7 'INDEPENDENT ENTERPRISE'**-means an enterprise which is free of any degree of direct or indirect ownership, or control by any firm which engages in activities similar to those in

respect of which credit toward the Contract Participation Goal is sought, or by any Executive Directors who is not a historically Disadvantaged Individual.

**NOTE:** Any enterprise whose owners include firms, which engage in the majority of activities that are performed by that enterprise cannot claim Affirmable Business Enterprise status. Likewise any enterprise, which has any non HDI Executive Directors who have interests in such firms, cannot claim Affirmable Business Enterprise status.

**2.8 "PRIORITY POPULATION GROUPS (PPG)"** -means historically Disadvantaged Individuals who fall into population group that were not offered a franchise in national election before or after the introduction of the 1984 tricamera parliamentary system and only received their franchise during 1984.

**2.9 "SMALL BUSINESS"** -means a separate and distinct business entity, including co-operative enterprises and non-governmental organization, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carries on in any sector or sub-sector of the economy mentioned in column 1 of the schedule and which can be classified as a micro a very small, a small or a medium enterprise by satisfying the criteria mentioned in column 3, 4 and 5 of the schedule opposite the smallest relevant size or class as mentioned in column 2 of the schedule.

**2.10 "TRUST"** -means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer that property for the benefit of another person (beneficiary).

**2.11 "TRUSTEE"** -means any person, including the founder of a trust, to whom property is bequeathed in order for the property to be administered for the benefit of another person (beneficiary).

#### Introduction and guidelines

The supplier's registration form was specifically designed to provide for

- 1 All municipality suppliers are readily available on the supplier database.
- 2 For the municipality to be able to consider suppliers /bidders as legitimate suppliers/bidders, it is imperative that the following guidelines are adhered to.
  1. Applicants are to complete all pages, where applicable. Failure by the bidder/supplier to provide all relevant information required, will result in such a bidder/supplier not being considered for registration. If the information required is not applicable to your business, clearly insert the symbols "N/A" in the appropriate space.
    2. It is imperative that only documents with an original signature be submitted. No photocopies or fax transmissions will be accepted, if they do not bear the original signature/s.
  3. All signatures to the document must be commissioned by an authorized Commissioner of Oath. Failing to do so will result in the application not qualifying for registration.
  4. All terms contained herein shall be interpreted in terms of the KwaZulu-Natal Supply Chain Management Framework.
  5. Any alterations made by supplier must be initialed. The use of correcting fluid is strictly prohibited, may lead to non-registration.

6. Required Documentation Checklist(All documentation is to be provided in its original format)

- ✓ **Company registration certificate.**
- ✓ **Original Tax Clearance Certificate.**
- ✓ **Vat registration certificate.**
- ✓ **Identity document or driver's license.**
- ✓ **Company Resolution of Signatories.**
- ✓ **Financial Documentation**
- ✓ **Original or Certified Copy of Letter of Good Standing from Works Compensation Commissioner or its Agents**

**APPLICATION FOR REGISTRATION ON THE SUPPLIERS DATABASE**

(The applicant must fill the following information. Failure to submit all the required information may lead to non-awarding of preference points)

**2. BUSINESS PARTICULARS**

- Name of business.....
  
- Suppliers Database Registration Number.....
  
- Physical address.....
  - .....
  
- Telephone no.....Fax no:.....
  
- Cell no:.....
  
- E-mail address, if available:.....
  
- Contact person (Print name):.....
  
- Physical location of Head Office (if applicable).....  
.....
  
- Unemployment Insurance Fund No.:.....
  
- Income Tax Reference No.:.....
  
- P.AY.E Number:.....
  
- Compensation Commissioner Registration No:.....

**3. BANKING DETAILS**

- Name of Banking Institution:.....
- Branch Name:.....
- Branch Code:.....
- Town/City:.....
- Banking Account Number:.....
- Name of Account Holder:.....

**4. TYPES OF BUSINESS**

Tick whichever block is applicable to your business or firm.

<b>Public company</b>	
<b>Private company (PTY) LTD</b>	
<b>Close corporation cc</b>	
<b>Sole proprietor</b>	
<b>Partnership</b>	
<b>Trust</b>	
<b>Co- operative</b>	
<b>Voluntary associations</b>	
<b>Joint venture</b>	

**5. Classification of Business**

5.1 Classification for Emadlangeni Municipality Supplier Database (Mandatory)

<b>Core Business Area</b>	<b>Sub-section</b>

**SECTION B  
DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the Province, or persons who act on behalf of the Province or persons having a kinship with persons employed by the Province, including a blood relationship, may make an offer or offers in terms of this bid invitation. In view of the possible allegation of favoritism, should the resulting bid, or part thereof, be awarded to person employed by the Province, or to persons who act on behalf of Province, or to persons connected with or related to them, it is required that the bidder or his/hers/ their authorized representative shall declare his/hers/their position vis-à-vis the evaluating authority and /or take an oath declaring his/hers their interest, where:

- 1.1 The bidder is employed by the Province or act on behalf of the Province;
- 1.2 and /or the legal person on whose behalf the bid document is signed, has a relationship with a person/persons who are involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for whom or on whose behalf the declaration acts and persons who are involved with the evaluation of the bid.

IN ORDER TIO GIVE EFFECT TI THE ABOVE, THE FOLLOWING QUESTIONNARE SHALL BE COMPLETED AND SUBMITTED WITH THE BID:

- a. Are you or any person connected with the registration employed by the Province?  
YES/NO
  - 2.1. If “YES”, state particulars.....  
.....
- 3. Do you or any person connected with the registration, have a relationship (family, friend, other) with a person employed by the Province, connected with the Municipality Bid Adjudication Committee or the inviting Municipality and who may be involved with the evaluation or adjudication of this bid?  
YES/NO
  - 3.1 If” YES “, state particulars.....  
.....
- 4. Are you or any person connected with the registration aware of any relationship (family, friend, other) between another bidder and any person employed by the Province, connected with the Municipality Bid Adjudication Committee or the inviting department, who may be involved with the evaluation or adjudication of this bid? YES/NO
  - 4.1 If “YES “, state particulars.....  
.....

## SUPPLIER BUSINESS ACTIVITIES

**Select other business activities from the list:**

### Services

Accommodation	Food & Beverage	Pest Removal Services
Advertising/Public Relations	Funeral Services	Pest Removal Services
Auto Electrical and Hydraulic Repairs	Garden Services	Printing/Photography/Graphic
Auto Repairs & Services	Florist	Performance Management
Carpet Cleaning	Horticultural Services	Publishing
Catering/Vending/Food Supply	HV Fault Finding, Jointing & Terminations	Real Estate
Cleaning Services	Insurance/Employee Benefits	Radio Publicity/TV Publicity
Gifts/Corporate Clothing	Interior/Industrial Design	Road Maintenance
Cleaning Equipment/Materials	Courier Services	Security & Access Control
Diesel & Petrol	IT Programming	Servicing HV & LV Switchgear/Transformers
Debt Collection	Engines Laundry Service/Dry	Site Cleaning
Distribution	Cleaning	Solid Waste Disposal
Educational Services	Media Liaison	Telecommunications
Entertainment	Locksmith Services	Timber Contractor
Fire Extinguishers & Refills	Medical/Ambulance/Health Care	Telephone and Data Line Maintenance
Copywriting	Medical Equipment/Instruments	Wind Socks for the Aerodrome
Training & Development	Office Maintenance	Travel Agencies
Bookkeepers	Handyman	Promotional Materials
Computer Supplies/Services Corporate	IT Maintenance	Recruitment Agencies
IT Networking	IT Management	Safety & Security Services
Digging of Graves	Mailing/Courier Services	Other (Specify)
Municipal Services		

### Professional Services

Accountants/Financial Advisory Services	EDMS Consultants	Pre-Employment Assessment Consultants
Architects	EAP Consultants	Project Managers
Archival Services Consultants	Industrial Relations Consultant	Quantity Surveyors
Business Information Management	Job Description Consultants	Teachers
Consulting Engineers (Geotechnical Consulting )	Land Surveyors	Town Planners
Consulting Engineers (Electrical)	Medical Practitioners	Training Providers
Consulting Engineers (Multidisciplinary)	Organization Development Consultants	Translation Services
Contractors	OHS Consultants	Statisticians
Consulting Engineers (Mechanical)	Legal Compliance Consultants	Attorneys/Legal Services
Engineers (Civil/Structure)	Economists	

### Wholesalers/Traders

Automotive Parts	Fuel Supplies	Recreational Supplies
Air Pollution Measuring Equipment	Furniture	Refrigeration & Air Conditioning
Books	Fencing	Refuse Bulk Containers
Cleaning Supplies/Chemicals/Pesticides	Fire Fighting Equipment and Consumables	Radio/Radio Equipment

Computer Equipment/Software	Generating Sets	Toilet Paper Wrapped/Unwrapped	
Curtains	Health Safety and Environmental	Traffic Signs/Materials	
Consumables	Suppliers	Vehicles	
Domestic Appliances	IT Hardware and Software	Workshop Equipment	
Electrical Supplies & Equipment	Laundry Equipment	Vehicles, equipment, trailers and tractors	
Fire Protection & Detection	Medical Supplies & Equipment	Food for Game Animals	
Floor Coverings Food Supplies	NGO/NBO	Protective Clothing/Uniforms	
Office Consumables	Office Equipment	Supply plants, flowers and seeds	
Fertilizers	Paint Supplies	Clothing	
Batteries	Paper & Stationery	(Specify)	
Building Materials/Hardware	Medicines	Fire Extinguishing	
Groceries	Linen, Pillows & Blankets	Industrial Catering Equipment	

### Construction

Air-conditioning Systems	Electrical Contracts	Plumbing	
Alarm/Security Systems/Access Control	Evacuation Systems	Precast Concrete Manufacture	
Autoclaves	Fencing	Pumping Installations	
Automatic Hanger Doors	General Building Work	Road Marking & Signage	
Automatic Sprinkle Fire Protection	Hauling/Heavy	Roofing & Waterproofing	
Automatic Sliding Doors	Glazing	Roadwork's & Cleaning	
Systems	Equipment/Transport	Sewerage Installations/Reticulations	
Brickwork/Masonry	Hot Water Installations	Sewerage Installations/Reticulations	
Cabinet/Furniture Making	Incinerators	Steam Installations & Ancillary	
Carpeting/Tiling/Floor Covering	Landscaping/Earthworks	Equipment	
Ceilings, Partitioning and Shop fitting	Lift & Escalator Equipment	Steel Fabrication & Erection	
Cladding Contracts	Mechanical Contracts	Storm water draining	
Cooking & Related Systems	Metalwork & Burglar Bars	Water installations/reticulations	
Compressed Air Installing	Painting	(Other (Specify	
Concrete works	Paving		
Demolition	Plastering		



**OWNERS/SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES/BENEFICIARIES**

- 3.1.** List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES/BENEFICIARIES (whichever is/are applicable) in the business/trust, who are actively involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.
- 3.2.** **PROOF OF DISABILITY PROVIDED BY A RECOGNISED RELATED INSITUATION, IN THE CASE OF HANDING CAPPED PERSONS, MUST BE SUPPLIED.**
- 3.3.** If sufficient space, kindly attaches a copy/copies of this page to UTRETCH MUNICIPALITY, signed by the same person who signs on behalf of the business/trust on page10 hereof.

FULL NAME	ID NUMBER	SOUTH AFRICAN CITIZEN BEFORE 27 APRIL 1994 YES/NO	CAPACITY: MEMBER/PARTNER/ PROPRIATOR/SHARE-HOLDER/TRUSTEE/ BENEFICIARY	% OWNERSHIP/PARTNER SHIP/TRUST/ INTEREST	MALE/ FEMALE	HAND- CAPPED YES/NO	AFRICAN(A)/CO LOURED (C)/ INDIAN (I)	Youth YES/NO	% OF TIME DEVOTED to the firm

Previous Experience (if applicable) Employer/Department	Contact Person and Telephone No.	Contract Value in Rands	Completed Successfully(Yes/No)	Year

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<b>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)?</b> (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No

4.4	<b>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
 DECLARATION FORM 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 Bid**

**CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT RELATING TO PREFERENCES THAT THE APPLICANT (BUSINESS) MAY APPLY FOR**

I/WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE COMPANY/SUPPLIER, THAT THE INFORMATION SUPPLIED INTERMS OF THIS DOCUMENT (UTRETCH MUN.) INCLUDING THE ANNEXURE/S WHITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT:

- 3.1. The company/supplier will be required to furnish proof documentary of the information relating to registration of the company, if requested to do so.
- 3.2 If the information supplied is found to be incorrect then the municipality may, in addition to any remedies it may have;
  - Disqualify the company/supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - Recover from the company/supplier/contractor all costs, losses or damaged incurred or sustained by the Municipality as a result of the award of a contract;
  - Cancel the contract and claim any damages which the Municipality may suffer by having to make less favorable arrangements after such cancellation; and/or
  - De-register the supplier registered on the suppliers Database.

SIGNED ON THIS. ....DAY OF.....20.....AT.....

.....  
**BEFORE THE COMMISSIONER OF OATHS**

.....  
**SIGNATURE OF COMPANY/SUPPLIER OR DULY AUTHORISED  
NAME IN BLOCK LETTERS OR REPESANTATIVE ON BEHALF OF**

**(COMPANY/SUPPLIER'S NAME) .....**

**\*Signed and affirmed, before me at.....on this .....day of .....year.....,by the deponent who has acknowledged that/she knows and understand, the content of this document, and he/she conscience. N B: Kindly initial each page in confirmation that the deponent understand the contents of the document and affirms that the information supplied is true and correct**

.....  
**COMMISSIONER OF OATHS**

**FULL NAMES:**.....

**BUSINESS ADDRESS:**.....

.....

**CAPACITY**.....**AREA**.....

<b>For Office use only</b>	
<b>Company number:</b>	