



**CENTRAL  
SENTRAAAL KAROO**

**DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI SASE**

63 Donkin Street  
Donkinstraat 63  
Private Bag X560  
Privaatsak X560  
Ingxowa X560  
BEAUFORT WES(T)/ BHOBHOFOLD  
6970

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## **APPLICATION FORM FOR LISTING ON**

## **ACCREDITED SUPPLIER DATABASE**

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 "DATA BASE OF PROSPECTIVE SUPPLIERS" on the outside and forwarded to the Municipal Manager, Private Bag X 560, Beaufort-West 6970 , or placed in the tender box at the Central Karoo District Municipal Offices at 63 Donkinstreet, Beaufort-West. (Opposite ABSA Bank)

**PLEASE NOTE:**

- REGISTRATION ON THE CENTRAL KAROO DISTRICT MUNICIPALITY SUPPLIER DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE MUNICIPALITY.
- ALL SUPPLIER INFORMATION WILL BE TREATED STRICTLY CONFIDENTIAL.
- PLEASE KEEP COPIES OF THE APPLICATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE CENTRAL KAROO DISTRICT MUNICIPALITY.
- DOCUMENTATION PROVIDED TO THE MUNICIPALITY WILL NOT BE RETURNED SHOULD AN APPLICATION BE UNSUCCESSFUL.

**FOR OFFICIAL USE**

<b>DATE RECEIVED:</b>
<b>DATABASE REGISTRATION NUMBER:</b>
<b>NAME OF SUPPLIER:</b>

**SECTION 1: PERSONAL / COMPANY INFORMATION**

**NB: PLEASE CONSULT ANNEXURE A IN CONNECTION WITH COMPLETION DETAILS AND SUPPORTING DOCUMENTATION.**

1.1 TITLE, INITIALS AND SURNAME (IF ONE-PERSON CONCERN)

PROF / DR / MR / MRS / MS.

1.2 BUSINESS TRADING NAME
<i>(MUST BE REFLECTED ON INVOICE &amp; WILL BE REFLECTED ON CONTRACTS/ORDERS/CHEQUES)</i>

1.3 REGISTERED NAME OF BUSINESS

1.4 PHYSICAL ADDRESS OF BUSINESS/ONE-PERSON CONCERN

1.5 POSTAL ADDRESS OF BUSINESS/ONE-PERSON CONCERN

1.6 TEL NO (INCL CODE)	1.7 FAX NO (INCL CODE)

1.8 CONTACT PERSON 1	1.9 PHONE NO + CODE

1.10 CONTACT PERSON 2	1.11 PHONE NO + CODE

1.12 CELL PHONE NO OF CONTACT 1	1.13 CELL PHONE NO OF CONTACT 2

1.14 E-MAIL ADDRESS OF CONTACT 1	1.15 E-MAIL ADDRESS OF CONTACT 2

1.16 COMMENTS (IF ANY)

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## SECTION 2: TYPE OF BUSINESS

**PLEASE TICK APPROPRIATE BOX**

2.1 PARTNERSHIP	2.2 SOLE PROPRIETOR	2.3 CLOSED CORP
2.4 COMPANY	2.5 PTY LTD	2.6 TRUST

2.7 OTHER (PLEASE SPECIFY)

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## SECTION 3: BUSINESS DETAILS

3.1 BUSINESS OR COMPANY REGISTRATION NO (IF APPLICABLE) <i>(IF ONE-PERSON CONCERN, PLEASE FURNISH IDENTITY NUMBER AND CERTIFIED COPY OF ID DOCUMENT)</i>

3.2 INCOME TAX REGISTRATION NUMBER:	
3.3 VAT REGISTRATION NUMBER (IF APPLICABLE)	
3.4 MUNICIPAL ACCOUNT NUMBER:	
3.5 UIF REGISTRATION NUMBER (IF APPLICABLE):	

3.6 NAME OF BANKING INSTITUTION	3.7 BRANCH

3.8 NAME UNDER WHICH ACCOUNT IS OPERATED

3.9 ACCOUNT NUMBER	
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3.10 TYPE OF ACCOUNT	3.11 BRANCH CODE

3.12 NUMBER OF YEARS IN BUSINESS	
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**3.13 DETAILS OF DIRECTORS/OWNERS/PARTNERS/MEMBERS**  
(ATTACH SEPARATE LIST IF SPACE PROVIDED IS INADEQUATE)

**3.13.1**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.2**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.3**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.4**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.5**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**SECTION 4: HISTORICALLY DISADVANTAGED STATUS OF SOLE PROPRIETORS, SHAREHOLDERS, PARTNERS AND SENIOR MANAGEMENT EMPLOYEES**

*(ATTACH SEPARATE LIST IF SPACE PROVIDED IS INADEQUATE)*

**4.1 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**4.2 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**4.3 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**4.4 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**4.5 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**SECTION 5: EMPLOYMENT INFORMATION**

5.1 HOW MANY FULL TIME (FT) AND PART TIME (PT) STAFF MEMBERS DO YOU EMPLOY?

	HISTORICALLY DISADVANTAGED INDIVIDUALS		OTHER	
	FULL TIME	PART TIME	FULL TIME	PART TIME
MALE				
FEMALE				

5.2 HOW MANY FULL TIME (FT) AND PART TIME (PT) DISABLED MEMBERS DO YOU EMPLOY?

	HISTORICALLY DISADVANTAGED INDIVIDUALS		OTHER	
	FULL TIME	PART TIME	FULL TIME	PART TIME
MALE				
FEMALE				

**SECTION 6: SUPPLIER PROFILE**

**6.1 COMMERCIAL**

Name 3 commercial references/referees of previous project or clients and provide contact name(s):

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**6.2 FINANCIAL**

Are there any pending legal proceedings or previous judgments against your business or has your business ever been declared bankrupt: YES? NO..... If yes, please elaborate:

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**6.3 REGISTRATIONS (IF APPLICABLE)**

***Are your company registered for the following;***

PAYE	YES/NO	No:	
NHBRC	YES/NO	No:	
BEE	YES/NO	No:	
CIDB	YES/NO	No:	Grading:
SAACE	YES/NO	No:	
BBBEE	YES/NO	No:	
SMME	YES/NO	No:	

PAYE (Pay as you earn)

NHBRC (National House Builders Registration Company)

BEE (Black Economic Empowerment)

CIDB (Construction Industry Development Board)

SAACE

BBBEE (Broad Based Black Economic Empowerment)

SMME (Small Medium Macro Enterprise)

**PLEASE ATTACH PROOF OF ABOVE.**

**6.4 SAFETY**

1. Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act (OSHA): YES / NO

2. Are you registered with the Compensation for Occupational Injuries and Diseases Act (COID): YES / NO COID Registration No : \_\_\_\_\_

**6.5 CONTRACT EXPERIENCE**

1. Have you or your organization supplied any goods or provide any services to the Central Karoo District Municipality during the past five years : YES / NO. If yes, please provide details, including values:

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2. Please provide details, including values, of any other relevant goods or services you or your organization may have provided to State Departments or other Municipalities over the past five years:

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**SECTION 7: DISCLOSURE OF STATE / MUNICIPAL INTERESTS**

- 7.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/are or has/have been in the service of the State, the Central Karoo District Municipality or another Municipality in the previous twelve months. If YES, please provide full details, in which capacity it was:

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- 7.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, principal shareholder of your enterprise is/are or has been in the service of the State, the Central Karoo District Municipality or another Municipality in the previous twelve months. If YES, please provide details, including names, relationships and capacities:

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**SECTION 8 : NATURE OF OPERATION, PRODUCTS OR SERVICES**

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

CODE	COMMODITY	√	CODE	COMMODITY	√
<b>00100:</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>		<b>00400:</b>	<b>GENERAL SERVICES</b>	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings, etc		00404	Bookkeeping and accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring materials (carpets, tiles, etc		00408	Contract administration	
00109	Plumbing ware and materials		00409	Courier services	
00110	Roofing materials		00410	Education and training	
00111	Sanitation ware and equipment		00411	Environmental impact studies	
			00412	Freight forwarding and clearing services	
			00413	General maintenance services	
			00414	Health care	
			00415	Horticulture	
			00416	Infrastructural maintenance	
			00417	Inspection services	
			00418	Insurance	
<b>00200:</b>	<b>CONSTRUCTION SERVICES</b>		00419	IT, broadcasting and telecommunication services	
00201	Burglar proofing and systems		00420	Interior decorating, refurbishment and upholstery	
00202	Concrete manufacture and works		00421	Land valuation services	
00203	Construction-related transport		00422	Laundry and dry-cleaning services	
00204	Demolition services		00423	Locksmith services	
00205	Earthworks, drilling and landscaping		00424	Mailing services	
00206	Electrical installation		00425	Management services	
00207	Fencing		00426	Miscellaneous equipment and goods hiring	
00208	General building work		00427	Personnel services	
00209	Glazing		00428	Pest control and removal services	
00210	Mechanical contracts		00429	Photographic and graphic design services	
00211	Metalwork		00430	Picture framing	
00212	Painting		00431	Printing	
00213	Paving		00432	Procurement services	
00214	Plumbing		00433	Real estate services	
00215	Pre-cast concrete manufacture		00434	Research services	
00216	Pump installation		00435	Security and safety services	
00217	Road works		00436	Site cleaning	
00218	Sewerage systems and construction		00437	Social Facilitating	
00219	Water works and pipelines		00438	Storage	
			00439	Translation and interpreting services	
			00440	Transport services, general	
			00441	Travel services	
			00442	Vehicle hire	
			00443	Vending services	

CODE	COMMODITY	√	CODE	COMMODITY	√
<b>00300:</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>		<b>00700:</b>	<b>PROFESSIONAL SERVICES</b>	
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering – Electrical	
00304	Electrical component supplies		00704	Consulting engineering – Environmental	
00305	Electrical equipment repairs		00705	Consulting engineering – Other	
00306	Hardware supplies		00706	Consulting engineering – Project management	
00307	Lifting equipment		00707	Consulting engineering – Roads & Storm water	
00308	Mechanical seals and packing		00708	Consulting engineering – Sewerage systems	
00309	Pipe and irrigation supplies		00709	Consulting engineering – Structures, Buildings, Bridges, etc	
00310	Power generation and distribution machinery and accessories		00710	Consulting engineering – Water systems	
00311	Pump spares		00711	Consulting engineering – Geo-technical	
00312	Small tools		00712	Consulting engineering – Solid waste	
00313	Transformer services		00713	Engineering services	
00314	Valves, couplings		00714	Financial services	
00315	Water meters, pipes, fittings, galvanized PVC,uPVC, polyethylene, etcetera		00715	Land surveying	
			00716	Legal services – contracts	
			00717	Legal services – conveyancing	
			00718	Legal services – litigation	
			00719	Legal services - other	
<b>00500:</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>		00720	Consulting engineering – Mechanical	
00501	Computer equipment, networks and software		00721	Medical services	
00502	Consumables		00722	Project management	
00503	Corporate gifts		00723	Quantity surveying	
00504	Domestic, industrial and cleaning equipment and supplies		00724	Town and regional planning	
00505	Electronic equipment, including audio-visual equipment				
00506	Fire protection equipment		<b>00800:</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
00507	Flowers And plants		00801	Alarm and tracking systems	
00508	Food and refreshments		00802	Batteries	
00509	Household furniture, appliances and goods		00803	Engine overhauls	
00510	Office furniture and equipment		00804	Fuel, oils and lubrications	
00511	Office supplies and stationery		00805	Hydraulics	
00512	Printing, copying and photographic equipment and supplies		00806	Panel beating	
			00807	Radiator repairs	
			00808	Spares and parts	
			00809	Towing services	
<b>00600:</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>		00810	Transmissions	
00601	Environmental cleansing equipment, goods and supplies		00811	Tyres and tubes	
00602	Fire protection equipment, goods and supplies		00812	Upholstery	
00603	Garden tools		00813	Vehicle fleet management	
00604	Material and warehousing machinery, equipment and goods		00814	Vehicle supply	
00605	Measuring, testing and observation equipment		00815	Windscreens	
00606	Protective clothing and uniforms				
00607	Security equipment, goods and services				
00608	Sports and recreational equipment and goods				

**SECTION 9: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED**

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

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declare that :

- 1. That 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 Central Karoo District 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 Favorable arrangements after such cancellations, and/or
- (iii) impose a penalty as provided in the Tender Documents, and/or
- (iv) take any other action as may be deemed necessary.

SIGNATURE: ..... SIGNATURE: .....

NAME: ..... NAME: .....

CAPACITY: ..... CAPACITY: .....

ID NO: ..... ID NO: .....

TEL NO: ..... TEL NO: .....

ADDRESS: .....

COMMISSIONER OF OATHS:

Signed and sworn to before me at

.....

On this ..... day of ..... by the Deponent(s), who acknowledged 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 INITIALED BY THE DEPONENT (SO AS WELL AS THE COMMISSIONER OF OATHS)**

## ANNEXURE A

### INFORMATION AND GUIDELINES FOR COMPLETING AND SUBMITTING THE CENTRAL KAROO DISTRICT MUNICIPALITY DATA BASE LISTING APPLICATION FORM

- Please use a black pen and complete form in block letters.
- Please complete all fields. If a field is not applicable to your business or situation clearly mark it as “Not Applicable” or “N/A”. Do not leave any field blank as this may result in the rejection of your application.
- **Completion of Questions:** Clearly state YES/NO by circling your choice or N/A to questions asked. Do not leave any fields blank.
- Please ensure that the form is signed by an authorized person(s) and that the signatories as well as the Commissioner of Oaths initial all pages.
- **Required documentation:** Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached. Failure to submit requested documentation may result in the rejection of the application. The onus is on the applicant to ensure that all such documentation is submitted and certified where necessary and the Municipality is under no obligation nor does it accept responsibility for contacting applicants in any way should all required documents not be attached.

All or some of the following documentation may be relevant to your application:

- Certified company registration documents (including CK1 and CK2)
- Certified identity documents of directors, owners, partners, members or shareholders
- Certified proof of shareholding documents (shareholder certificates or share allocation documents for CC members) if claiming HDI points
- Valid **original** tax clearance certificate
- Proof of banking document/cancelled cheque
- Partnership agreements in the case of partnerships – certified
- Certificate of incorporation if Public Company (CM3) – certified
- Trust agreement, trustee details and letter of authority in the case of business trust – certified
- Certificate of incorporation (Section 21 company) – certified
- Proof of Disability
- Value Added Tax (VAT) Registration Certificate (if applicable)
- Compensation of Occupational injuries and Diseases (COID) Registration Certificate
- Proof of District Municipality Levy Registration
- Any other relevant registration certificate pertaining to your business, egg NHBRC, SAACE, etcetera.

- **Certification of Documents:** Please ensure that a Commissioner of Oaths has certified your company Registration Documents as well as Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.
- **Copies of Documents:** Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.
- **Owners, Shareholders and Partners:** Please ensure that the percentages of ownership, amount to 100% and that every field is completed for each of the business owners.

- **Declaration of Correctness:** Please ensure that the Declaration of Correctness (Section 9) is signed and dated once all required documents and information have been submitted.
- **Processing of registration:** Your completed registration will be processed, and, following verification and approval, you will be issued with a Supplier Database Registration Code to be used in all future communication with the Central Karoo District Municipality. This letter of verification will be dispatched to the correspondence details supplied by you on the application form.
- **Business Opportunities:** Please note that registration on the Central Karoo District Municipal Supplier Database does not guarantee business opportunities.
- **Amendments or changes:** Please notify the Central Karoo District Municipality Supply Chain Management (SCM) immediately of any changes to the information submitted.
- **Multiple offices:** If a company has more than one office, each office must fill in a separate form, unless the point of transaction is centralized in the company's head office.
- **Commodity classification:** Please note that the key facilities in the database are classified as commodities and each potential supplier must indicate the commodities in which it would like to register for Request for Quotations (Please refer to Section 8).
- **Business guarantee:** Please note that inclusion of a potential supplier's name in the supplier database does not in any way guarantee any persons, company, service provider vendor, etc. any business from the Central Karoo District Municipality. All procurement will be subject to the SCM Policy of the Central Karoo District Municipality.
- **Taxes:** It's a condition of bidding or tendering for the delivery of goods and services that a provider's taxes must be in order, or satisfactory arrangements must have been made with the South African Receiver of Revenue to meet his/her tax obligations. In bids where partnerships/consortia/joint ventures/sub contractors are involved, each party must submit a separate Tax Clearance Certificate.
- **Municipal obligations:** No listing will take place if a provider is not in good standing in as far as his/her tax and municipal service obligations (e.g. water, electricity, etc.) are concerned.
- **Proof of Disability has to be submitted and can be obtained from: Department of Social Welfare – Disability Grant registration; Medical Assessment report.**
- **Historically Disadvantaged Individual (HDI) means a South African citizen –**
  - (1) Who had no franchise (voting rights) in national elections prior to the 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, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or
  - (2) Who is a female; and / or
  - (3) Who has a disability

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.
- **Return of documents:** Documents submitted to the Municipality in support of this application will not be returned if an application is unsuccessful or under any other circumstances.

Enquiries: L Strümpher / R Naidoo.