

AMATHOLE DISTRICT MUNICIPALITY



AMATHOLE
DISTRICT MUNICIPALITY

SERVICE PROVIDERS DATABASE
APPLICATION FORM
1 July 2015 - 30 June 2016

AMATHOLE DISTRICT MUNICIPALITY

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

Please note:

This form must be completed by all applicants wishing to register as a service provider with the Amathole District Municipality [ADM]. Please reflect all the goods/service provided by the firm. Also reflect the expertise and experience that the company has. 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.

Date:

Once the Application is completed return it to:

1. DATABASE SCM
GROUND FLOOR- ADM BUILDING
3-33 PHILLIP FRAME ROAD
WAVERLY PARK
CHISELHURST
EAST LONDON
5247

or posted to:

The Supply Chain Management Unit
P O Box 320
EAST LONDON
5200

PARTICULARS OF FIRM

1. **Name of Firm** _____

2. **Name of Managing Principal** _____

3. **Type of firm (tick relevant box)**

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

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

5. **Vat. Registration Number:** _____

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

Note: Insert personal income tax reference number if one – main business and personal income tax reference numbers of all parties if a partnership.

7. **Banking details:**

Branch: _____

Bank Code: _____

Account Holder: _____

Account Number: _____

8. Complete the following table and provide supporting documents to confirm information:

B-BBEE Status Level of Contributor	Mark with a X
1	
2	
3	
4	
5	
6	
7	
8	
Non-compliant contributor	

SUPPLIER REGISTRATION REQUIREMENTS

NOTE: SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING REQUIREMENTS ARE NOT MET:

1. Company Profile describing what the company does. (Not compulsory)
2. Company Business Registration (Founders Statement) highlighting ownership / shareholding in the company(**CK DOCUMENT**)
3. Original and Current Tax Clearance Certificate obtainable from the South African Revenue Services.
4. **(a)** Certified copy of the B-BBEE Status Level Verification Certificate;
(b) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates (EME's);
(c) In respect of Exempted Micro Enterprises (EME's) i.e. an enterprise including a sole propriety with an annual total revenue of R5million or less, a valid original or copy issued by an Accounting Officer, Registered Auditor or a Verification Agency.
5. Contractors must be registered with the Construction Industry Development Board (CIDB) and provide ADM with proof of registration (CRS No).
6. Banking details: Copy of a blank cancelled cheque or Bank confirmation letter.
7. Delivery or send to : **DATABASE : SCM
GROUND FLOOR- ADM BUILDING
3-33 PHILLIP FRAME ROAD
WAVERLY PARK
CHISELHURST
EAST LONDON
5247**
8. Certified Copies of Identity Documents of the owners/shareholders.
9. Catering Certificate from Department of Health i.e. Buffalo City Municipality if applicable.
10. Taxi owners should provide letter as proof of association .
11. All Certified copies must be no older than 3 months.
12. Training companies must attach accreditation certificate.
13. Choose only 3 Commodities in **General Services and Construction Works**.
14. Choose 1 Commodity **Professional Services in the Built Environment and Management Consultants**.

CONTACT DETAILS

1. Company Name: _____

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: _____

GENERAL SERVICES

LIST OF GOODS/SERVICES PROVIDED

**PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS)
YOUR FIRM WILL BE REGISTERING FOR. (CHOOSE NO MORE THAN 3)**

CATEGORY OF WORKS	(√)
- Appliances	
- Auctioneers	
- Audio Video Conferencing Equipment	
- Auto electrician	
- Blinds: Installation And Suppliers	
- Building Material Suppliers	
- Bush Clearing	
- Catering	
- Cleaning Materials	
- Courier Service	
- Crockery and Cutlery	
- Entertainment (Artist, Dj, Comedian, Dancers etc.)	
- Events Management (Tents, PA and Audio Systems, Chairs, Tables, Table Cloths, Pots, Plates, Staging, etc)	
- Fashion and model agency	
- Film recording	
- Glass and Repairs And Suppliers	
- IT (Hardware, Software, Consumables, Networking, Cabling, etc.)	
- Locksmith Specialists	
- Motor mechanics	
- Office Furniture and Supplies	
- Panel beating	
- Pest Control	
- Plant Hire	
- Printing Services	
- Protective Clothing Suppliers	
- Refreshments	
- Sign Manufacturers	
- Stationery Suppliers	
- Suppliers Of Bearings And Seals	
- Suppliers Of Pipe System For Water, Sewerage And Industrial Applications	
- Taxi Hire	
- Water and Sanitation Chemical Suppliers	

CONSTRUCTION WORKS

- **Civil Engineering Works (CE)** – Construction works that are primarily concerned with the materials such as steel, concrete, earth and rock and their application in the construction, operation, maintenance and management of hydraulic, structural, environmental and systems aspects of infrastructure works and services.
- **Electrical Engineering Works (EE)** – Construction works that are primarily concerned with installation, testing, operation and maintenance of equipment, plant and systems within the electrical, electronic, communication and electrical systems areas.
- **General Building Works (GB)** – Construction works that:
 - are primarily concerned with the provision of permanent shelter for its occupants or contents; or
 - cannot be categorised in terms of the definitions provided for civil engineering works, electrical engineering works, mechanical engineering works, or specialist works.
- **Mechanical Engineering Works (ME)** – Construction works that are primarily concerned with the installation, testing, operation and maintenance of machines, machine and thermodynamic processes and manufacturing, materials handling plants and systems.
- **Specialist Works:**
 - Alarms, security and access control systems **(SA)**
 - Asphalt works **(SB)**
 - Building excavations, shaft sinking and lateral earth support **(SC)**
 - Corrosion protection (cathodic, anodic and electrolytic) **(SD)**
 - Demolition and blasting **(SE)**
 - Fire prevention and protection systems **(SF)**
 - Glazing, curtain walls and shop fronts **(SG)**
 - Landscaping, irrigation and horticultural works **(SH)**
 - Lifts, escalators and travellers (installation, commissioning and maintenance) **(SI)**
 - Piling and specialized foundations for buildings and structures **(SJ)**
 - Road markings and signage **(SK)**
 - Structural steelwork fabrication and erection **(SL)**
 - Timber buildings and structures **(SM)**
 - Waterproofing of basements, roofs and walls using specialist systems **(SN)**
 - Water supply and draining for buildings (wet services, plumbing) **(SO)**
 - Building of Homes as contemplated in the Housing Consumer Protection Measures Act (Act 95 of 1998) **(SP)**
 - Erection, extension, installation, repair, removal, alteration, dismantling or demolition of precast concrete, security fencing and palest. **(SQ)**

CONSTRUCTION WORKS

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) AND GRADING REFLECTED UNDER THE CIDB REGISTRATION YOUR FIRM WILL BE REGISTERING FOR. (CHOOSE NO MORE THAN 3)

CATEGORY OF WORKS	(√)	CIDB GRADING
Civil Engineering Works (CE)		
Electrical Engineering Works (EE)		
General Building Works (GB)		
Mechanical Engineering Works (ME)		
Alarms, security and access control systems (SA)		
Asphalt works (SB)		
Building excavations, shaft sinking and lateral earth support (SC)		
Corrosion protection (cathodic, anodic and electrolytic) (SD)		
Demolition and blasting (SE)		
Fire prevention and protection systems (SF)		
Glazing, curtain walls and shop fronts (SG)		
Landscaping, irrigation and horticultural works (SH)		
Lifts, escalators and travellers (installation, commissioning and maintenance) (SI)		
Piling and specialized foundations for buildings and structures (SJ)		
Road markings and signage (SK)		
Structural steelwork fabrication and erection (SL)		
Timber buildings and structures (SM)		
Waterproofing of basements, roofs and walls using specialist systems (SN)		
Water supply and draining for buildings (wet services, plumbing) (SO)		
Building of Homes as contemplated in the Housing Consumer Protection Measures Act (Act 95 of 1998) (SP)		
Erection, extension, installation, repair, removal, alteration, dismantling or demolition of precast concrete, security fencing and palest (SQ)		

PROFESSIONAL SERVICES

BUILT ENVIRONMENT CONSULTANTS

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) YOUR FIRM WILL BE REGISTERING IN AS REFLECTED UNDER THE CIDB REGISTRATION. (CHOOSE NO MORE THAN 1) (Attach profile and contactable references)

CATEGORY OF WORKS	(√)
Architectural	
Civil Engineering	
Electrical Engineering	
Land Surveying	
Landscaping Architectural	
Mechanical Engineering	
Occupational Health and Safety	
Project and Construction Management	
Property Valuers	
Quantity Surveying	
Structural Engineering	
Town Planning	

PROFESSIONAL SERVICES

MANAGEMENT CONSULTANTS

PLEASE PROVIDE THE FIELD OF COMPETENCE (CATEGORY OF WORKS) YOUR FIRM WILL BE REGISTERING FOR (*CHOOSE NO MORE THAN 1*).

CATEGORY OF WORKS	(√)
Financial Services (specify below)	
Human Resource (specify below)	
Training (specify below)	
Project Management	
Environmental Services (specify below)	
Health Services (specify below)	
Actuarial Services	

PLEASE SPECIFY YOUR SPECIALITY WHEN CHOOSING THE ABOVE CATEGORY OF TRAINING. (Attach profile and contactable references)

PREVIOUS WORK UNDERTAKEN IN RELATION TO THE CATEGORY OF WORKS YOUR COMPANY IS REGISTERING FOR

Bidders must provide contactable references for previous work undertaken.

EMPLOYER /INSTITUTION NAME	NATURE OF WORK/ PROJECT NAME	EMPLOYER CONTACT PERSON	EMPLOYER CONTACT NO.

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 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 and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....

* MSCM 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.

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

DECLARATION IN TERMS OF BIDDERS PAST SCM 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	<p>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?</p> <p>(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).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, 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	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?	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"/>
4.5.1	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 BIDDER