



## **APPLICATION FOR REGISTRATION**

### **NDLAMBE MUNICIPALITY SUPPLIER DATABASE**

**THE COMPLETED APPLICATION FORM MUST BE DELIVERED TO:**

SUPPLY CHAIN MANAGEMENT UNIT  
NDLAMBE MUNICIPALITY  
PASCOE CRESCENT  
PORT ALFRED  
6170

**POSTED TO:**

SUPPLY CHAIN MANAGEMENT UNIT  
NDLAMBE MUNICIPALITY  
PO BOX 13  
PORT ALFRED  
6170

**ENQUIRIES:**

TELEPHONE: (046) 624 3604 / 624 1140

**FOR OFFICIAL USE**

**NAME OF SUPPLIER** \_\_\_\_\_

**REGISTRATION NUMBER** \_\_\_\_\_

## INTRODUCTION

This supplier database is being populated to enable the effective implementation of the Ndlambe Municipality Supply Chain Management Policy. This policy is in line with the Preferential Procurement Policy Framework Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of the Act, preference are given to Historically Disadvantaged Individual (HDI) shareholders who are actively involved in the daily operations and management of an organisation, defined according the Preferential Procurement Regulations 2001, an “an activity inclusive of control and performed on a daily basis.”

“Historical Disadvantage Individual (HDI) means a SA Citizen –

- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the RSA (Act No. 110 of 1983) or the constitution of the RSA, 1993 (Act No. 2000 of 1993) (“ the interim Constitution”) and/or
- (2) who is a female; and/or
- (3) who is a disability:

Provided that a person, who obtained SA Citizenship on or after the coming effect of the interim Constitution is deemed not to be an HDI”.

## GUIDELINES FOR COMPLETING THE NDLAMBE MUNICIPALITY REGISTRATION FORM

- **Required documentation** – Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached if a field is not applicable to your business type clearly mark as N/A and supply applicable documentation, or proof of exemption.
- **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **An original valid Tax Clearance Certificate to be submitted** – This is to be updated on expiry and submitted for inclusion in the Ndlambe Municipality Supplier Database.
- **Copies of Documents** – Please keep copies of the registration form and all supporting documentation, for your own records, and to ensure that all data is maintained and up to date on a continual basis.
- **Owners, Shareholders** – Please ensure that the percentages of ownership of the individual shareholders amount to 100%. That is, provide details of all shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Certification of Correctness** – Please ensure that the Certification of Correctness is signed and dated.
- **Processing of registration** – Your completed registration will be processed, and once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with the Ndlambe Municipality. A letter of verification will be dispatched upon registration, provided that all the requirements are met. Please note that this administration process of COMPLETED registration forms will take a minimum of 5 working days. Once accessible to the Ndlambe Municipality Supply Chain Management Unit.

- **Business opportunities** – Please note that registration on the Ndlambe Municipality Supplier Database does not guarantee business opportunities.
- **Amendments** – Please notify Ndlambe Municipality Supply Chain Management Unit immediately of any changes to the verified information submitted. Submit a Certification of Correctness with the amended data.
- **Queries** – Should you have any queries or if you require assistance in completing the registration form please contact Ndlambe Municipality at 046 – 624 1140.

DOCUMENTS REQUIRED	Close Corporation & Private Company	Close Corporation & Private Company	Partnership	Public Company	Business Trust	Non Profit Organisation	Where to get documents	Address	Telephone Number
Company Registration (CERTIFIED COPIES)	N/A	Certificate of Incorporation CK1 / CK2	Partnership Agreement	Certificate of Incorporation CM3	Trust Agreement	Certificate of Incorporation Section 21	Registrar of Close Corporation & Companies		
Proof of Ownership (Certified Copies)	N/A	Shareholding CK1/CK2	Partnership Agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter No shareholding	Registrar of Close Corporation & Companies		
Billing Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	Relevant Local Authority		
RSC Levy Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	NMMM (Levies Section)	Auto & General Towers 7 <sup>th</sup> floor Govan Mbeki Ave	041 – 506 1522 041 – 506 1299 082 781 7051
Proof of Banking	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Branch of Bank where account is held		
Income Tax	For the owner or the business	For the company/cc	For the partnership	For the company	For the Trust	For the NPO	Receiver of Revenue	St Mary Terrence C/o White Road &	041 – 505 7500



**APPLICATION FOR REGISTRATION ON NDLAMBE MUNICIPALITY'S  
SUPPLIER DATABASE**

*(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant)*

**1. BUSINESS PARTICULARS:**

Name of Business as registered with the Registrar of Companies/Close Corporations

Name of Business used for TRADING purposes, if different from 1.1.or name of business if business is not registered with the Registrar.

Registration Number as registered with the Registrar of companies/close corporations (if applicable)

Postal address

  
  

Postal Code:

Physical address

  
  
  

Telephone No.

Fax No.

Cell No.

E –mail address (if available)

  

Contact person

Physical location of Head Office (if applicable)

Registration details (where applicable)

Details	Registration Number	Certificates Attached Yes / Not applicable
Company/CC Registration		
Proof of Shareholding/Ownership		
Billing Clearance Certificate		
RSC Levy Clearance Certificate		
Proof of Banking		
Income Tax		
Tax Clearance Certificate*		
P.A.Y.E		
VAT		
UIF		
Compensation Commissioner		
Security Officers Board		
Disability Documents		

- An original Clearance Certificate must be supplied

**2. BANKING DETAILS:**

Name of Banking institution:

Branch Name:

Branch Code

Town/City

Banking account number

Account type:

Account Holder (Name under which account is operated)

N.B.A COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 60 DAYS,  
OR A CANCELLED CHEQUE MUST BE SUPPLIED. ALSO THE ACCOUNT  
HOLDER MUST MATCH THE TRADING NAME OF THE ORGANISATION

### 3. TYPE OF BUSINESS

Tick whichever block is applicable to your business or firm and attached the relevant certified copy:

Public Company Ltd		Certified copy of Certificate of Incorporation (CM 3)
Private Company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM 3)
Close Corporation cc		Copy of CK 1 Document and CK 2 if applicable
Sole Proprietor		Certified copy of I.D. document
Partnership		Certified copy of Partnership agreement
Trust		Certified copy of Trust document
Co-operative		Certified copy of Proof of Registration with the Directorate Co-operatives
Voluntary Associations		Certified copy of Constitution
Other (specify)		



#### 4. BUSINESS INFORMATION

THE FOLLOWING TABLE MUST BE COMPLETED IN ORDER TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME IN TERMS OF THE NATIONAL SMALL BUSINESS ACT 102 OF 1996. SELECT AND TICK THE APPROPRIATE BLOCKS IN COLOMN 2, 3 AND 4.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees TICK WHERE APPLICABLE	Total annual turnover TICK WHERE APPLICABLE	Total gross asset value (fixed property excluded) TICK WHERE APPLICABLE
Agriculture	MORE THAN 100 _____ LESS THAN 100	MORE THAN R 5 m _____ LESS THAN R 5 m	MORE THAN R 5 m _____ LESS THAN R 5m
Mining and Quarrying	MORE THAN 200 _____ LESS THAN 200	MORE THAN R 39 m _____ LESS THAN R 39 m	MORE THAN R 23 m _____ LESS THAN R 23 m
Manufacturing	MORE THAN 200 _____ LESS THAN 200	MORE THAN R 51 m _____ LESS THAN R 51 m	MORE THAN R 19 m _____ LESS THAN R 19 m
Electricity, Gas and Water	MORE THAN 200 _____ LESS THAN 200	MORE THAN R 51 m _____ LESS THAN R 51 m	MORE THAN R 19 m _____ LESS THAN R 19 m
Construction	MORE THAN 200 _____ LESS THAN 200	MORE THAN R 26 m _____ LESS THAN R 26 m	MORE THAN R 5 m _____ LESS THAN R 5m
Retail, Motor trade and Repair Services	MORE THAN 100 _____ LESS THAN 100	MORE THAN R 39 m _____ LESS THAN R 39 m	MORE THAN R 6 m _____ LESS THAN R 6 m
Wholesale Trade, Commercial Agents and Allied Services	MORE THAN 100 _____ LESS THAN 100	MORE THAN R 64 m _____ LESS THAN R 64 m	MORE THAN R 10 m _____ LESS THAN R 10 m

Finance and Business Services	MORE THAN 100	MORE THAN R 26 m	MORE THAN R 5 m
	LESS THAN 100	LESS THAN R 26 m	LESS THAN R 5m
Community, Social and Personnel Services	MORE THAN 100	MORE THAN R 13 m	MORE THAN R 6 m
	LESS THAN 100	LESS THAN R 13 m	LESS THAN R 6 m
Catering, Accommodation & other Trade	MORE THAN 100	MORE THAN R 13 m	MORE THAN R 3 m
	LESS THAN 100	LESS THAN R 13 m	LESS THAN R 3 m
Transport, Storage and Communications	MORE THAN 100	MORE THAN R 26 m	MORE THAN R 6 m
	LESS THAN 100	LESS THAN R 26 m	LESS THAN R 6 m



**6. BLACK ECONOMIC EMPOWERMENT (BEE) AND HDI PROGRAMS**

- 6.1 Does the organisation have an employment equity programme? YES/NO
- 6.2 Number of HDI people \_\_\_\_\_  
(as per the definition of the Preferential Procurement Regulations,2001)
- 6.3 Total number of people in workforce. \_\_\_\_\_
- 6.4 Skills development expenditure for the last 12 months. R\_\_\_\_\_
- 6.5 Total payroll expenditure for the last 12 months. R\_\_\_\_\_
- 6.6 Number of HDI employees engaged in a management/professional capacity. \_\_\_\_\_
- 6.7 Total number of employees engaged in a management/professional. \_\_\_\_\_
- 6.8 Is the organisation currently classified as a BEE company? YES/NO
- 6.9 If YES, who has provided this BEE classification for the organisation?

Government	
Parastatals	
Listed Companies	
Other (specify)	

Please attached proof of classification (if applicable)

**7. BRANCHES, SALES AND ACCOUNTS DEPARTMENTS**

**Sales Department**

Contact Name:
Cell Number:
E-mail Address:
Telephone:

**Accounts Department**

Contact Name:

Cell Number:

E-mail Address:

Telephone:

**Branches in Eastern Cape**

Branch Name:

Area/Town/City:

Physical Address:

Telephone:

Branch Name:

Area/Town/City:

Physical Address:

Telephone:

Branch Name:

Area/Town/City:

Physical Address:

Telephone:

**8. PREVIOUS EXPERIENCE (IF APPLICABLE)**

List at least 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

EMPLOYER/DEPARTMENT	CONTACT PERSON	CONTACT TELEPHONE	CONTRACT VALUE R	COMPLETED SUCCESSFULLY YES/NO	YEAR

8.1 Have you or your organisation during the last five years failed to perform satisfactory on a previous contract with this Municipality or any other organ of state.

YES/NO

If yes, please supply details

**10. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT:**

1. The supplier will be required to furnish documentary proof of the claims, if requested to do so.
2. If the information supplied is found to be incorrect then the Ndlambe Municipality may, in addition to any remedies it may have:
  - (i) Disqualify the supplier/contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - (ii) Recover from the supplier/contractor all cost, losses or damages incurred or sustained by the Ndlambe Municipality as a result of breach of the contract;
  - (iii) Cancel the contract and claim any damages which the Ndlambe Municipality may suffer by having to make less favourable arrangement after such cancellation: and/or
  - (iv) De-register the supplier registered on the Supplier Database

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ AT

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
NAME IN BLOCK LETTER

\_\_\_\_\_  
INHIS/HERS CAPACITY AS

ON BEHALF OF THE (SUPPLIER'S NAME): \_\_\_\_\_

# Declaration

In terms of Registration 44 and 45  
of the MFMA Supply Chain Management Regulations  
by

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(the "Supplier")  
vis a vis the  
Ndlambe Municipality

Whereas:

- (a) the Supplier deliver goods or renders services to Ndlambe Municipality; or is in the process of tendering to deliver goods or services to Ndlambe Municipality
- (b) the Ndlambe Municipality may not, in terms of this Supply Chain Management Policy, make any award to a person
  - (i) who is in the service of the state
  - (ii) If that person is not a natural person, of which any director, manager principal shareholder or stakeholder is a person in the service of the state;  
or
  - (iii) who is an advisor or consultant contracted with the Ndlambe Municipality; and
- © the MFMA Supply Chain Management Regulations contain, inter alia, the following disclosure requirements in terms of Regulation 45

**Now therefore:**

1. The supplier declares, in terms of Regulation 44 of the MFMA Supply Chain Management Regulations, that he or she is not –
  - in the services of the state
  - a director, manager, principal shareholder or stakeholder of legal person in the service of the state; or
  - an advisor or consultant contracted with the Ndlambe Municipality.
2. If an award is made to a person to the value of more than R 2 000; and that person is either –
  - a spouse, child or parent of a person in the service of the state, or
  - has been in the service of the state in the previous twelve months;

the Supplier must, in terms of Regulation 45 of the MFMA Supply Chain Management Regulations, disclose the following particulars

the name of that person \_\_\_\_\_

the capacity in which that person is in the service of the state  
\_\_\_\_\_

the particulars of the award:  
\_\_\_\_\_

the amount of the award R \_\_\_\_\_

thus done and signed by the Supplier at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Full name and Surname of the above signatory



# Undertaking

By

---

(the Supplier)

vis a vis

**Ndlambe Municipality**

Whereas:

- (a) the Supplier delivers or renders services to Ndlambe Municipality
- (b) Ndlambe Municipality is liable to pay the Supplier for goods delivered or services rendered; and
- (c) The Supplier is liable to pay Ndlambe Municipality any due municipal rates and taxes or municipal services charges and any other indebtedness owed by the Supplier to the Ndlambe Municipality.

**Now therefore the Supplier undertakes the following:**

1. In the event of the Supplier being in arrears in respect of any municipal rates and taxes, municipal services charges or any other indebtedness owed by the Supplier to the Ndlambe Municipality; which is / are due:
  - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the Ndlambe Municipality for the payment thereof; and
  - 1.2 failing which, the Ndlambe Municipality may set-off any such due indebtedness owed by the Supplier to the Ndlambe Municipality, from any amount owed by the Ndlambe Municipality to the Supplier;
2. To co-operate with the Ndlambe Municipality and to do all things and sign all such documents (and/or procure same to be done) as may be necessary or requisite in order to give proper and due effect to the terms of this undertaking or any matter arising there from in accordance with its intent and purpose;
3. No extension of time or indulgence granted by the Ndlambe Municipality shall be deemed in any way to affect, prejudice or derogate from its rights in any respect in terms of this undertaking, nor shall it in anyway be regarded as a waiver of the Ndlambe Municipality's right hereunder; and
4. The Supplier shall not be entitled to cede any of its right's nor delegate any of its obligations in terms of this undertaking to any other person without the prior written consent of the Ndlambe Municipality.

Thus done and signed by the Supplier at \_\_\_\_\_ on

\_\_\_\_\_20\_\_\_\_

\_\_\_\_\_  
(The Supplier) duly authorised

\_\_\_\_\_  
Witness