

Vendor No.

Munisipaliteit Kai !Garib Municipality

Supply Chain Management Unit

Hoofstraat
Tel (054) 461 6400
Faks (054) 461 6401
[E-Pos: scm@kaigarib.co.za](mailto:scm@kaigarib.co.za)



Main Street
Tel (054) 461 6400
Fax:(054)461 6401
[Email: scm@kaigarib.co.za](mailto:scm@kaigarib.co.za)

Posbus 8
KEIMOES
8860

www.kaigarib.gov.za

P O Box 8
KEIMOES
8860

Vendor Registration Form

General Details

Registered Name

Trading Name

Company Registration Number

Street Name and No.

City

Postal Code

P O Box No.

City

Postal Code

Country

Contact Details

Company Representative For Sales and Orders

Company Accounts Clerk

Name

Name

Telephone number

Telephone number

Cellphone number

Cell phone number

Fax number for orders

Fax number for Remittance

Email address

Email address

Preferred method of communication

Email/Fax/Telephone

Tax Control

Income Tax No.

VAT Registration No.

Payment/Banking Details

Account Holder Name

Bank Name Branch Code

Account No.

Account Type

B-BBEE Information

B-BBEE Level of Contribution Points

Emerging Micro Enterprise Exemption Yes No

Emerging Micro Enterprise Exemption Contribution Level
(Annual Turnover of <R5 Million)

Emerging enterprise expiry Date:

% Black Women Ownership

% Black Ownership

Ownership Details

Name of Shareholder	Identity No.	Citizenship	Gender M/F	% Owned



DECLARATION OF INTERESTS

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

Any person, having kinship with persons in service of the state, including a blood relationship, may make an offer or offers in terms of invitations to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

In order to give effect to the above, the following questionnaire must be completed and

Full Name of the bidder or his or her representative _____

Identity Number: _____

Position occupied in the company(Director, Trustee, Shareholder²) _____

Registration Number of Company: _____

Tax Reference Number: _____

VAT Registration Number: _____

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated below

Are you presently in the service of the state	Yes	No
---	-----	----

If yes, 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;
- (a) a member of the board of directors of any municipal entity;
- (b) an official of any municipality or municipal entity;
- (c) 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);
- (d) a member of the accounting authority of any national or provincial public entity; or
- (e) an employee of Parliament or a provincial legislature.

"Shareholder"	means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise
---------------	--

Have you been in the service of the state for the past twelve months?	Yes	No
---	-----	----

If so, furnish particulars. _____

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
---	-----	----

If so, furnish particulars. _____

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

If so, furnish particulars _____

Are any of the company's directors, managers, trustees, principal shareholders or stakeholders in service of the state?	Yes	No
---	-----	----

If so, furnish particulars. _____

Are any spouse, child or parent of the company's directors, managers, trustees, principal shareholders or stake holders in service of the state?	Yes	No
--	-----	----

If so, furnish particulars. _____

Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes	No
---	-----	----

If so, furnish particulars. _____

FULL DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS

Full Name	Identity Number	State Employee Number

 Signature

 Date

 Capacity

 Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
been convicted for fraud or corruption during the past five years;
willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
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).

Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes
	No
(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).	
The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	
If so, furnish particulars:	

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)?	Yes	No
The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
If so, furnish particulars:		

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	No
If so, furnish particulars:		

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	No
If so, furnish particulars:		

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	No
If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) _____
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION IS 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

If there is any known potential conflict of interest or if any owner, partner or member of the applicant is an employee or a councillor of Kai !Garib Municipality, or is related to an employee or a councillor of Kai !Garib, that information must be disclosed here:

Check List for Submitted Documents

Company Registration Documents	
Proof of Ownership/ Shares Certificate	
Proof of Business Address(Latest Municipal Account)	
Certified Copy of Identity Document for ALL owners/Directors/Members	
Proof of Banking Details(Bank Letter/ Copy of a cancelled cheque)	
Tax Clearance Certificate(Original & valid Certificate)	
Certified copy of VAT Registration Certificate	
Original/Certified copy of B-BBEE Status Verification Certificate	
Public Drivers Permit (PDP)	
Certified SIRA Certificate	
CIDB Registration Certificate	

Section 10: Trade References

Trade References-Provide information on relevant previous experience

Description	Value-Excl VAT	Year(s)Executed	Reference	
			Organisation	Telephone No.

SCM : OFFICE USE ONLY

APPROVED BY SCM:		<input type="checkbox"/> YES <input type="checkbox"/> NO	CAPTURED BY:	
_____ PRINT NAME			_____ PRINT NAME	
_____ SIGNATURE	_____ DATE		_____ SIGNATURE	_____ DATE

NB: Payments will be made 14 days after receipt of the original tax invoice.

Indicate the services/products applicable to your business

Commodities/Services		
Accommodation	Auditing, Accounting & Tax services	
Advertising	Auto electrical repairs	
Air conditioning	Carpentry	
Architectural services	Cell phones	
Auction services	Chemicals supply	
Building equipment	Computer software	
Catering	Emergency rescue equipment	
Cleaning services & materials	Events management	
Corporate gifts	Garden services	
Courier services	Housing administrators	
Education & training	Insurance	
Fencing	IT services	
Financial services	IT software & hardware	
Fire protection equipment	Panel beating	
Fuels and lubricants	Photography, stage & sound	
General maintenance	Project management	
Horticulture	Pump spares & parts	
Legal services	Research services	
Locksmith services	Sports & recreational equipment	
Marketing services	Surveying services	
Office furniture & equipment	Telecommunication	
Painting	Tyres and tubes	
Paving	Vehicle fleet management	
Pipes & irrigation	Vehicle service	
Plumbing	Consulting Engineering	
Postage services	Electrical	
Printing	Environmental	
Protective clothing & uniform	Project management	
Publications	Roads & storm water	
Research services	Sewerage systems	
Road works	Structures, Bridges, Buildings etc	
Security & safety	Water systems	
Sewerage systems & construction	Geo-technical	
Stationery	Solid waste	
Town planning		
Translation & Interpretation	Other Services	
Transport services		
Travel services		
Vehicle hire		
Vehicle supply		