

Core activities: Maximum of 1 commodity will be registered

Fixed price for commodity selected:

SMME status of your enterprise: Please () the relevant box according to the SMME table (Compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

Municipality	
Area of Municipality (National)	

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified.

Instructions and Definitions:

(Please read carefully before completing accreditation Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- On 7 December 2011 the revised Preferential Procurement Regulations of 2011 issued in terms of the Preferential Procurement Policy Framework Act No 5 of 2000, came into effect. This implies that companies that wish to do business with government and claim preferential points are required to submit their valid BEE certificates obtained from a SANAS Accreditation Verification Agency or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). New Companies and/or Companies

with an annual turnover of less than R5m must get an Exempted Micro Enterprise (EME) Certificate from a Registered Auditor or Accounting Officer confirming their annual turnover.

Accreditation Status:

(Failure to complete this section will result in the application being declined)

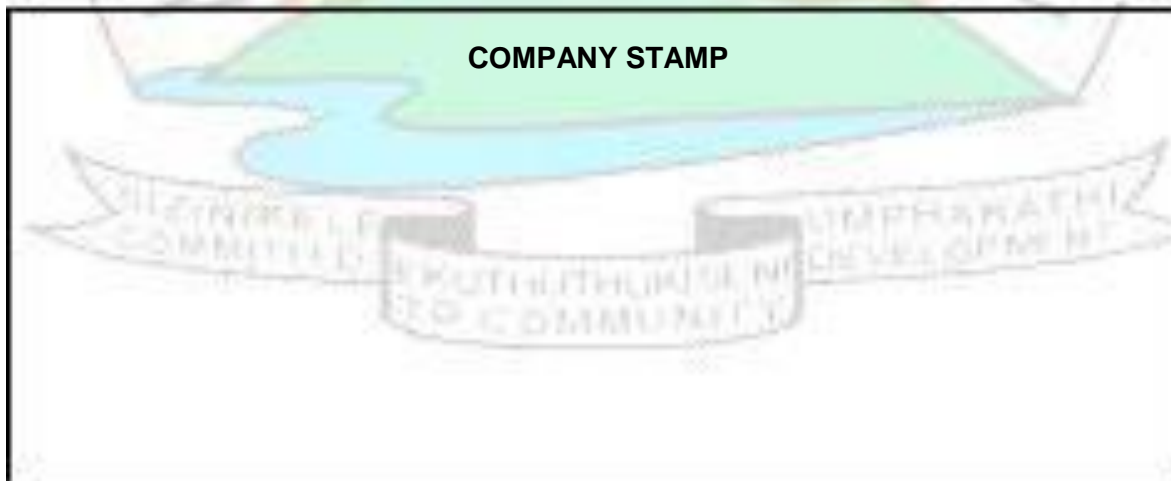
BEE/EME Certificate Information:

Issuer				
Certificate No				
Category				
Status Level Contributor				
Recognition level				%
Black ownership				%
Black Women Ownership				%
Value Adding Supplier	YES		NO	

Declaration of any conflict of interest:

I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space below



SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE

SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE

DATE

ANNEXURE 4. DECLARATION FORM

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). 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 his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or

(e) Parliament.

²"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.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with **YES / NO**

4 DECLARATION

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

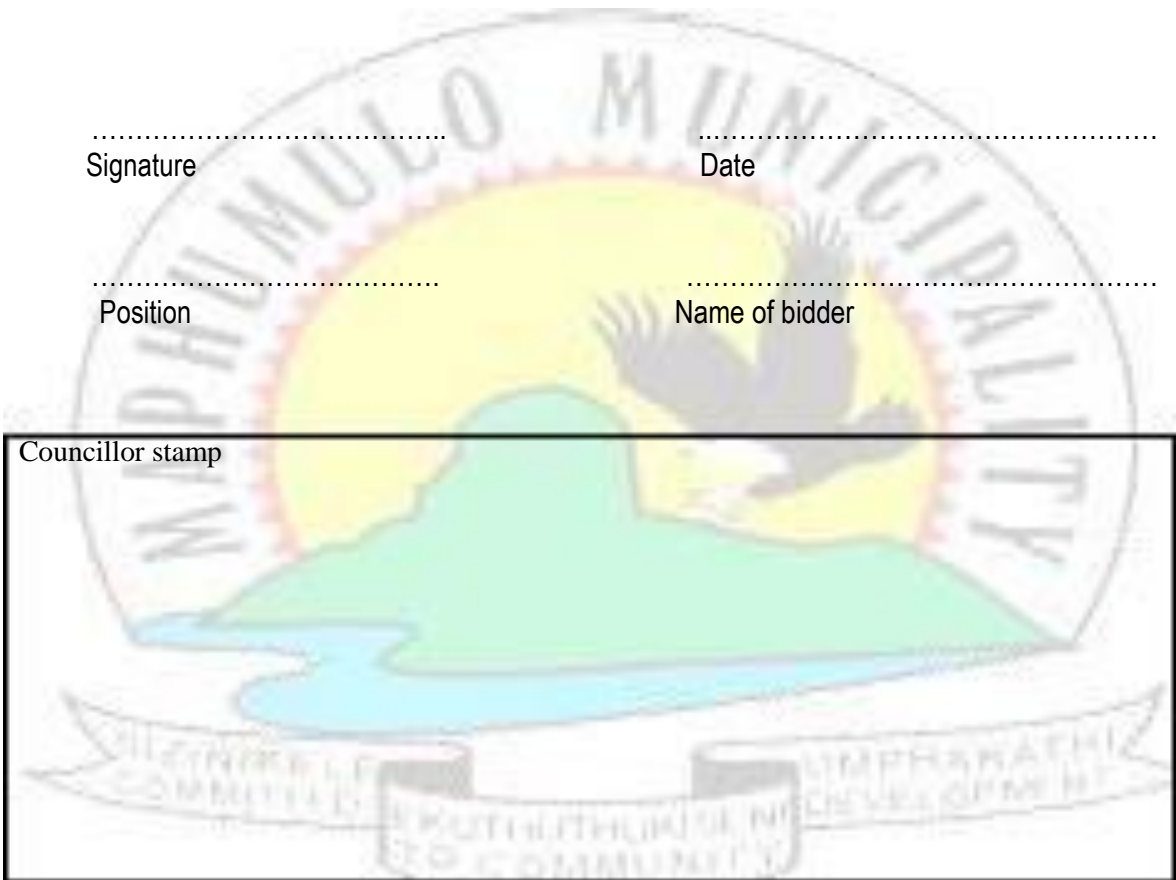
.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Councillor stamp



COUNCILLOR CONTACT DETAILS

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

COUNCILLOR SIGNATURE _____

ANNEXURE 5 - Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format and/or certified.

Document Name	Please <input checked="" type="checkbox"/> submitted documents Attached
Original Valid Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate (CK/CM Agreement)	<input type="checkbox"/>
Certified copy of the Valid B-BBEE Certificate	<input type="checkbox"/>
Certified Copies of ID documents	<input type="checkbox"/>
Certified Copy of Compliant Accreditation Certificates	<input type="checkbox"/>
Verification Letter of Bank (completed by bank) / Bank Stamp	<input type="checkbox"/>
Valid Health Certificate (for Catering as Commodity)	<input type="checkbox"/>
<i>For official use only</i>	
Captured by:	<input type="text"/>
Date:	<input type="text"/>
Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Awaiting Approval <input type="checkbox"/> New <input type="checkbox"/> Update
Done VAT Checked:	Yes <input type="checkbox"/> No <input type="checkbox"/> Reason if "No": <input type="text"/>
Send Summary Report	Yes <input type="checkbox"/> No <input type="checkbox"/> Reason if "No": <input type="text"/>

Company stamp



MAPHUMULO MUNICIPALITY

INVITATION TO APPLY FOR REGISTRATION AS AN ACCREDITED SERVICE PROVIDER

The accounting officer of Municipality Local Municipality is compiling a list of accredited prospective suppliers of goods and services in terms of clause 14 of Municipal supply chain management policy and to that end, hereby invites interested suppliers of goods and services to apply for evaluation accreditation and listing as accredited prospective suppliers of the following goods, work or services.

GOODS

CATEGORY	TICK	CATEGORY	TICK
Air conditioning		Electrical appliances	
Awnings		Electrical equipment	
Bags conferences, Embroidered, Metal		Flags and Maps	
Bags conference/travel/promotional items-shirts		Garden supplies	
Building materials, hardware, Tools and minor equipment		Motor vehicle supplies	
Curtains, Blinds, Rails and Accessories		Labels	
Car ports and patios		Office furniture	
Cellular cell phone		Office machinery and equipment	
Cleaning materials		Protective clothing and uniforms	
Computer hardware and printers		Stationery	
Computer software		Security and access control equipment	
Computer Consumables		Security and access control system	
Document storage software		Storage system inform (Document & computer base	
Electrical fittings		Training materials	

SERVICES

CATEGORY	TICK	CATEGORY	TICK
Advertising		Motor vehicle hire	
Auctioneer services		Office cleaning services	
Building construction and renovation		Panel beating service	
Building construction and renovation (labour supply only contract)		Paving and tiling	
Breakdown service		Photography and video filming	
Brush cutting		Pest control services	
Bush clearing and tree felling		Printing & Design (newsletters,	

COMPANY ANNUAL TURNOVER IN SOUTH AFRICAN CURRENCY

R

Company Stamp

COMPANY DIRECTOR

DATE

Applications must be submitted on the prescribed application form which may be obtained from the Municipality by phoning Mr SZ Mhlongo Sbonebaba.Mhlongo@maphumulo.gov.za/ Mss K.P Mzobe khululiwe.Mzobe@maphumulo.gov.za on (032) 481 2047 or collected from the municipal offices **after payment** of R50.00 registration fee per service. Supplies may apply for the listing in as many areas of supply and/or services as they wish, provided that a separate application form is completed and submitted in respect of each good/service. Completed application forms must be mailed to: Municipal Manger, Maphumulo Municipality, P/Bag x 9205, and Maphumulo, 4470 or handed in at the Municipal offices.

