

MAGARENG



MUNICIPALITY

P. O. Box 10
WARRENTON
8530

Tel. 053 497 3111/2
Fax. 053 497 4514

**IMPORTANT NOTES
(Please read carefully)**

- To be completed by all vendors seeking registration as an approved supplier;
- The questionnaire must be completed in full and be signed;
- A company profile may accompany the registration form, but will not be accepted as substitute for the application form - all fields on application form must be completed by the applicant;
- An original municipal account & tax clearance certificate must be attached to the application form (compulsory);
- Applicants may be contacted via fax and must therefore submit an operating fax number, failure to comply may result in excluding the supplier from the data base;
- It should be noted that the Magareng Municipality reserves the right to accept or reject any application without being obliged to give any reasons in this respect;
- Suppliers will not be notified whether application was accepted or not, but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the registration - criteria for registration to be finalized - failure to do so may result in the application being declined.

SUPPLIER DETAIL

COMPANY / CLOSED CORPORATION REGISTRATION NUMBER	
INCOME TAX REFERENCE NUMBER	
WEB ADDRESS	
E - MAIL ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER (COMPULSORY)	
TOLL FREE NUMBER	
NUMBER OF FULL TIME EMPLOYEES	
NUMBER OF PART - TIME EMPLOYEES	

POSTAL ADDRESS	PHYSICAL ADDRESS

PLEASE TICK THE RELEVANT BOX

TAX CLEARANCE CERTIFICATE ATTACHED	YES					NO			
EXPIRY DATE									
VAT REGISTRATION									
RSC LEVIES REGISTRATION NO									
MUNICIPAL SERVICES ACCOUNT ATTACHED (LATEST)	YES					NO			

SUPPLIER GROUP DETAIL : LEGAL STATUS

(Please tick the relevant box)

1.	PUBLIC COMPANY (Ltd)	
2.	PRIVATE COMPANY (Pty) Ltd	
3.	CLOSED CORPORATION	
4.	OTHER (SPECIFY)	
5.	JOINT VENTURE	
6.	CONSORTIUM	
7.	SOLE PROPRIETER	
8.	FOREIGN COMPANY	
9.	PARTNERSHIP	
10.	TRUST	
11.	SECTION 21 COMPANY	
12.	GOVERNMENT / PARASTATALS	

MAIN CONTACT PERSON IN YOUR COMPANY

NAME	
COMPANY POSITION	
CELLPHONE NUMBER	
FAX NUMBER	
E - MAIL ADDRESS	

CONTACT PERSON(S) (SALES) IN YOUR COMPANY

NAME	
COMPANY POSITION	
CELLPHONE NUMBER	
FAX NUMBER	
E - MAIL ADDRESS	

COMPANIES TO SERVE AS BUSINESS REFERENCES:

	COMPANY	BUSINESS ACTIVITY	CONTACT PERSON	TELEPHONE NUMBER	POSITION IN COMPANY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

9.					
10.					

PLEASE TICK THE RELEVANT BOX

	COMMODITY	
	ACCOMODATION	
	ACCOUNTING SYSTEMS SOFTWARE	
	ADVERTSING	
	AIR CONDITIONING	
	ARCHITECTS	
	ARTWORK & PAINTINGS	
	ASSET MANAGEMENT SYSTEMS	
	AUCTIONEERS	
	AUDIO VISUAL AIDS & EQUIPMENT	
	AUDITING	
	BANKING	
	BATTERIES	
	BLINDS	
	BUILDING	
	BUILDING MATERIAL AND HARDWARE	
	CABINET	
	CARPENTRY	
	CARPETS	
	CATERING 1 - 50	
	CATERING 200+	
	CELLULAR TELEPHONES	
	CLEANING	
	CLEANING MATERIALS	
	CLOTHING	
	COMMUNICATION	
	COMMUNITY SERVICES	
	COMPUTER EQUIPMENT	
	CONFERENCE CENTRES	
	CONSULTING	
	COPIERS AND FAXES	
	CORPORATE GIFTS AND PRODUCTS	
	CROCKERY AND CUTLERY	
	DISASTER MANAGEMENT	
	ELECTRICAL COMPONENTS AND EQUIPMENT	
	ELECTRICAL WORKS	
	ENGINEERING	
	ENTERTAINMENT FACILITIES	
	ENVIRONMENTAL HEALTH	
	FINANCIAL SERVICES	
	FIRE EQUIPMENT	
	FREIGHT SERVICES	
	GARDENING	
	GENERAL DEALER	
	GIS	
	GOVERNMENT SERVICES	
	GRAPHIC DESIGNS	
	GROCERIES	
	HOUSING	
	HUMAN RESOURCES MANAGEMENT	
	INFORMATION TECHNOLOGY	
	INSPECTION SERVICES	
	INSTITUTES	
	INSURANCE	
	LANDUSE MANAGEMENT	
	LEGAL SERVICES	
	LOCAL GOVERNMENT	
	LOCKSMITHS	

Commercial Agents													
Community & Social Services													
Personal Services													

SMME STATUS OF YOUR ENTERPRISE (Please tick the relevant box)
 (According to SMME table)(Compulsory)

MICRO	
VERY SMALL	
SMALL	
MEDIUM	
LARGE	

LIST OF ALL PARTNERS, PROPRIETERS AND SHAREHOLDERS: (Compulsory)

NAME	POSITION	CITIZENSHIP	ID NUMBER	% SHAREHOLDING

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

HDI OWNERSHIP STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY

INSTRUCTIONS AND DEFINITIONS

(Please read carefully before completing HDI Ownership status)

LEGISLATION:

- Procedures are set out in the Accounting Officers Procurement Procedures (AOPP) as referred to in the Municipal Finance Management Act (MFMA) Act 56 of 2003, to give all prospective suppliers an equal opportunity to submit quotations to Government Institutions.

TERMINOLOGY

- **Trade Name:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the municipality;
- **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 agreements;
- **Previously Disadvantaged Individuals (PDI):** For the purposes of registering as a supplier for the Municipality, the refutable presumption shall be made that S.A. citizens who fall into population groups that had no franchise in National elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals.
- It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Woman:** A female person who is a S.A. citizen.
- **Establishment of PDI / Woman Equity ownership in an enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the shares that are owned by individuals who are actively involved in the management and daily business percentage operations of the enterprise and exercise control over the enterprise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively in the management and daily basis business operations and do not exercise control over the enterprise, commensurate with their degree of ownership, equity ownership may not be claimed.

HDI OWNERSHIP STATUS :

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

NAME	POSITION	HDI STATUS			
		NO FRANCHISE	WOMAN	DISABLED	% POINTS CLAIMED

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BANKING DETAILS:

(A copy of a cancelled cheque must be attached - compulsory)

NAME OF ACCOUNT HOLDER	
BANK	
BRANCH NAME	
BRANCH CODE	
ACCOUNT NUMBER	

PLEASE TICK THE RELEVANT BOX

<u>MUNICIPAL AREA WITHIN THE FRANCES BAARD DISTRICT</u>	
MAGARENG	<input type="checkbox"/>
SOL PLAATJIE	<input type="checkbox"/>
DIKGATLONG	<input type="checkbox"/>
PHOKWANE	<input type="checkbox"/>

PROVINCE	
NORTHERN CAPE	
EASTERN CAPE	
WESTERN CAPE	
NORTH WEST	
FREE STATE	
GAUTENG	
KWAZULU - NATAL	
LIMPOPO	
MPUMALANGA	

DECLARATION OF ANY CONFLICT OF INTEREST:

(COMPULSORY)

I / We 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

<u>FOR SCM OFFICE USE ONLY</u>	
RECOMENDATION : SCM	
RECOMMENDATION: SCM	CAPTURED BY:
..... PRINT NAME PRINT NAME
..... SIGNATURE SIGNATURE
..... DATE DATE

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.

.....

¹MSCM 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.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 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**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 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**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 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

3.14.1 If yes, furnish particulars:

.....
.....

4. 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

- 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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	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"/>
4.7.1	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

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature Date

.....
Position Name of Bidder

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