



## APPLICATION TO BE REGISTERED AS A VENDOR

### SECTION A: ACCOMPANYING DOCUMENTS

Please note that the following documents ***MUST*** accompany your application:

Failure to submit relevant documentation will result in disqualification of your application.

Completion and submission of this application form does not guarantee any award to the supplier, it is just for the purpose of listing in order to request the quotations.

NO.	DESCRIPTION	YES	NO	N/A
1.	Company Profile ( <b>maximum of 3 pages</b> )			
2.	Copy of the Company registration ( <b>CK - Certified</b> )			
3.	Copies of the owner(s) ID documents ( <b>Certified</b> )			
4.	Business Letterhead/company stamp			
5.	Cancelled cheque or Bank confirmation on bank details			
6.	<b>Valid &amp; Original</b> Tax Clearance Certificate			
7.	VAT Registration Certificate ( <b>if applicable</b> )			
8.	Municipal Rates Clearance Certificate or Copy of a lease agreement (if renting/leasing) or Monthly Account ( <b>to be collected at Bram Fischer Building, Debt Collection Division</b> )			
9.	B-BBEE / EME status level verification Certificate* ( <b>if applicable</b> )			
10.	CIDB Certificate (for construction, plumbing, electrical, etc)			
11.	SIRA Certificate (for security)			
12.	For Consulting Services we need CVs of consultants who are going to provide the service			

\* Companies with an annual total revenue of R5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency.

Please make sure that you complete all the applicable information on this form in order for your company to be accredited.

All completed forms should be submitted at Supply Chain Management offices situated at 6 Manion Road, Oranjesig, Bloemfontein, 9301 to Mrs. Maria Mokgaloane or Mrs. Sele Thebane and no faxed or e-mailed forms will be accepted.

All queries can be directed to Mrs. Maria Mokgaloane or Mrs. Sele Thebane at 051 411 3240/15 or e-mail at [maria.mokgaloane@mangaung.co.za](mailto:maria.mokgaloane@mangaung.co.za)

It is the responsibility of every supplier / service provider to update the company details with the municipality at least annually or whenever any details changes.

**SECTION B: VENDOR INFORMATION**

<b>Name of Business</b>	
<b>Trading Name</b>	
<b>Company Registration / I.D Number</b>	
<b>Income Tax Reference Number</b>	
<b>Vat Registration Number (If applicable)</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Phone Number</b>	
<b>E-mail Address</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	

**SECTION C: BANKING DETAILS**

<b>Name of Bank</b>	
<b>Address of Bank</b>	
<b>Branch Code of Bank</b>	
<b>Bank Account Number</b>	
<b>Type of Account</b> <i>(If cheque please attach cancelled cheque)</i>	
<b>Bank Stamp</b>	

**SECTION D: AREAS OF SPECIALTY**

**NB: SERVICE PROVIDERS TO CHOOSE ONLY THREE AREAS OF SPECIALTY**

Suppliers are expected to choose three services (Tick x were applicable)

**CONSTRUCTION EQUIPMENT AND SUPPLIES**

- Air conditioning and temperature control equipment
- Building equipment and accessories (cement mixers, scaffolding, trowels, levels)
- Building materials (bricks, cement, sand, painting, plastic, stone, steel tiles)
- Ceiling boards, skirtings
- Construction machinery
- Doors and windows
- Electrical systems, lighting, components accessories and supplies
- Flooring materials (carpets, tiles)
- Plumbing ware and materials
- Roofing materials
- Sanitation ware and equipment
- Other (Please Specify)\_\_\_\_\_

**CONSTRUCTION & MAINTENANCE SERVICES**

- Air Conditions (installation and repairs)
- Burglar proofing and systems
- Concrete manufacture and works
- Construction-related transport
- Demolition services
- Earthworks, drilling and landscaping
- Electrical installation
- Fencing
- Floor tiling
- General building work
- Glazing
- Irrigation services & repairs
- Mechanical contracts
- Metalwork
- Painting
- Partitioning and carpentry
- Paving
- Plumbing
- Pre-cast concrete manufacture
- Pump installation
- Road works
- Sewerage systems and construction
- Water works and pipelines
- Waterproofing
- Other (Please Specify)\_\_\_\_\_

**GENERAL SERVICES**

- Advertising/Newspaper suppliers
- Cleaning materials (soap, polish, brooms) and related items
- Cleaning services
- Clothing (uniforms, protective clothing, boots)
- Computer accessories/consumables (cartridges)
- Computer Hardware & Software
- Garden services
- Library material
- Office furniture and equipment
- Pest Control
- Locksmith services
- Printing, copying and photographic equipment
- Security Services
- Stationery
- Other (Please Specify)\_\_\_\_\_

**ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES**

- Bearing supplies
- Bolts, nuts and fasteners
- Electric cables
- Electrical components supplies
- Electrical equipment repairs
- Hardware supplies
- Lawnmower parts (lawnmowers, bush cutters, chainsaws)
- Lifting equipment
- Metal (lead, copper, pipes, tubing, plates, sheets, valves, fittings couplings, pvc pipes)
- Pipe and irrigation supplies
- Power generation and distribution machinery and accessories
- Pump spares
- Water meters, pipes, fittings, PVC, polyethylene
- Other (Please Specify)\_\_\_\_\_

**EVENT MANAGEMENT**

- Accommodation Facilities (venues, conferences, B&B, guest houses)
- Beverages
- Catering services
- Corporate Gifts
- Decorations
- Function & Event Hire (marquees, tables, chairs)
- Hire Toilets, Stage and Sound
- Performers
- Photographic and Videos
- Promotional items (branding, banners, posters, flyers)
- Sound systems
- Travel Agent Services (reservations, car hire, bookings)
- Other (Please Specify)\_\_\_\_\_

**EMERGENCY SERVICES**

- Electrically driven power tools
- Firefighting equipment
- Hydraulic rescue equipment
- Lubricants
- Petrol driven power tools
- Pneumatic rescue equipment
- Portable firefighting pumps
- Other (Please Specify)\_\_\_\_\_

**COMMUNITY SERVICES**

- Burial services
- Horticulture
- Transport Services (Tipper Truck Hire, Bus, Taxi)
- Waste management
- Other (Please Specify)\_\_\_\_\_

**MEDICAL SUPPLIES**

- Laboratory equipment
- Medical equipment
- Medical supplies (first aid items)
- Other (Please Specify)\_\_\_\_\_

**PROFESSIONAL SERVICES**

- Accounting, auditing and management services
- Accredited laboratories
- Architectural
- Business Development Support
- Consulting Engineering
- Financial Services (Banking)
- GIS Consultants
- Information Technology (website, internet , technical support)
- Land Surveying
- Legal work such as Labour Law, litigation, contracts, deeds and conveyancing, and debt collection
- Marketing services and Research
- Medical Services
- Project Management
- Quantity Surveying
- Recruitment Consultants
- Skills development and training
- Surveying and rezoning
- Town and Regional Planning
- Other (Please Specify)\_\_\_\_\_

**SECTION E: DISCLOSURE OF OWNERSHIP**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

Name and Surname	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	% business / enterprise owned

If the space provided is limited, please attach the list of all shareholders using the template above.

**SECTION F: DECLARATION OF INTEREST**

1. The declaration of interest should be completed by all the directors/ members/ principle shareholders/ stakeholders of the Company under oath.
2. No application will be accepted from persons in the service of the state.
3. In order to give effect the above, the following questionnaire must be completed and submitted with the application.

QUESTION-MBD4	YES	NO
Are any of the directors/members/principle shareholders/stakeholders presently in the service of the state? If so, furnish particulars. ----- ----- -----		
Have any of the directors/members/principle shareholders/stakeholders been in the service of the state for the past twelve months? If so, furnish particulars. ----- ----- -----		
Have any of the directors/members/principle shareholders/stakeholders have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation of this application? If so, furnish particulars. ----- ----- -----		
Is any spouse, child or parent of the company's directors/members/principle shareholders/stakeholders in the service of the state? If so, furnish particulars. ----- ----- -----		

QUESTION-MBD8	YES	NO
<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. If so, furnish particulars.</p> <p>-----</p> <p>-----</p> <p>-----</p>		
<p>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? If so, furnish particulars.</p> <p>-----</p> <p>-----</p> <p>-----</p>		
<p>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? If so, furnish particulars.</p> <p>-----</p> <p>-----</p> <p>-----</p>		
<p>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? If so, furnish particulars.</p> <p>-----</p> <p>-----</p> <p>-----</p>		

<sup>1</sup> (a) 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 directorates 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 999);  
(d) A member of the accounting authority of any national or provincial public entity; or  
(e) An employee of Parliament or a provincial legislature

**SECTION G: SIGNATURE(S) OF THE APPLICANT**

I, THE UNDERSIGNED (NAME) \_ CERTIFY THAT THE INFORMATION FURNISHED ON THIS FORM IS CORRECT.  
I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

-----

**Signature** **Date**

---

I, THE UNDERSIGNED (NAME) \_ CERTIFY THAT THE INFORMATION FURNISHED ON THIS FORM IS CORRECT.  
I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

-----

**Signature** **Date**

---

I, THE UNDERSIGNED (NAME) \_ CERTIFY THAT THE INFORMATION FURNISHED ON THIS FORM IS CORRECT.  
I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

-----

**Signature** **Date**

**SECTION H: COMMISSIONER OF OATH**

I, \_\_\_\_\_, certify that the deponent(s) has acknowledged that he/she knows and understands the contents of this declaration. This declaration has been sworn/affirmed before me at..... on this day of 20 .....

**COMMISSIONER OF OATHS**

-----  
**Stamp**

**SECTION I: OFFICE USE**

-----  
**Official Stamp**

\*\*\*