

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

THE SUPPLIER DATABASE

Invitation to suppliers and service providers to apply for registration on the Supply Chain Management Database of the Stellenbosch Municipality.

The Supply Chain Management Unit is in the process of expanding and developing its Supplier Database which will assist with requests for quotations in order to give all registered suppliers an equal opportunity to submit quotations.

Prospective suppliers are to register as per the attached list of commodities in which the organization specialises by ticking the appropriate commodity

Registration/evaluation criteria: The following criteria will be used for evaluation of the registration process:

- Valid SARS Tax Clearance Certificate
- Company profile, track record and technical capabilities
- Ownership status by Historically Disadvantaged Individuals, Women and People with Disabilities, (CK 1 & 2 forms issued by DTI)
- SMME status
- Original cancelled cheque or an original bank verification letter.
- Copy of COID registration certificate (where applicable)
- Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security Companies; ECB (Electrical Contractor Board); CIDB (Construction Industry Development Board);
- Service Provider Application Form duly Completed and Signed

Registration forms are obtainable from:

**Stellenbosch Municipality
Supply Chain Management**

Postal address

PO Box 17
Stellenbosch
7600

Physical address

Town Hall, Plein Street
Stellenbosch
7600

Enquiries regarding the registration of service providers may be directed to **Ms Abongile Makatshu**, Municipal Offices, Stellenbosch (Tel no: 021-808 8594) ; who will also be available to assist applicants with the completion thereof

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate boxes with a X:

Please only what your company specializes in.

CODE	COMMODITY	x	CODE	COMMODITY	x
00100:	CONSTRUCTION EQUIPMENT AND SUPPLIES		00400:	GENERAL SERVICES	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings, etc		00404	Bookkeeping& accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring materials (carpets, tiles, etc)		00408	Contract administration	
00109	Plumbing ware and materials		00409	Courier services	
00110	Roofing materials		00410	Education and training	
00111	Sanitation ware and equipment		00411	Environmental impact studies	
00200:	CONSTRUCTION SERVICES		00412	Freight forwarding& cleaning services	
00201	Burglar proofing and systems		00413	General maintenance services	
00203	Concrete manufacture and works		00414	Health care	
00204	Construction-related transport		00415	Horticulture	
00205	Demolition services		00416	Infrastructural maintenance	
00206	Earthworks, drilling and landscaping		00417	Inspection services	
00207	Electrical installation		00418	Insurance	
00208	Fencing		00419	IT, broadcasting and telecommunication services	
00209	General building work		00420	Interior decorating, refurbishment and upholstery	
00210	Glazing		00421	Land valuation services	
00211	Mechanical contracts		00422	Laundry and dry-cleaning services	
00212	Metalwork		00423	Locksmith services	
00213	Painting		00424	Mailing services	
00214	Paving		00425	Management services	
00215	Plumbing		00426	Miscellaneous equipment & goods hiring	
00216	Pre-cast concrete manufacture		00427	Personnel services	
00217	Pump installation		00428	Pest, weed control& removal services	
00218	Road works		00429	Photographic& graphic design services	
00219	Sewerage systems and construction		00430	Picture framing	
00220	Water works and pipelines		00431	Printing	
00300:	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES		00432	Procurement services	
00301	Bearing supplies		00433	Real estate services	
00302	Bolts, nuts and fasteners		00434	Research services	
00303	Electric cables		00435	Security and safety services and law enforcement	
00304	Electrical component supplies		00436	Site cleaning	
00305	Electrical equipment repairs		00437	Social Facilitating	
00306	Hardware supplies		00438	Storage	
00307	Lifting equipment		00439	Translation and interpreting services	
00308	Mechanical seals and packing		00440	Transport services, general	
00309	Pipe and irrigation supplies		00441	Travel services	
00310	Power generation and distribution machinery and accessories		00442	Vehicle hire	
00311	Pump spares		00443	Vending services	
00312	Small tools		00444	Entertainment	
00313	Transformer services		00445	Cellphones& vouchers	
00314	Valves, couplings		00446	Funeral services	
00315	Water meters, pipes, fittings, galvanised PVC, PVC, polyethylene, etc.				
00316	Telemetry				

CODE	COMMODITY	x	CODE	COMMODITY	x
00500:	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES		00700:	PROFESSIONAL SERVICES	
00501	Computer equipment hardware, networks and software		00701	Accounting, auditing and management services	
00502	Consumables		00702	Architectural services	
00503	Corporate gifts		00703	Consulting engineering-Electrical	
00504	Domestic, industrial and cleaning equipment and supplies		00704	Consulting engineering-Environmental	
00505	Electronic equipment, including audio-visual equipment		00705	Consulting engineering-Other	
00506	Fire protection equipment		00706	Consulting engineering-Project management	
00507	Flowers, plants, compost and nursery		00707	Consulting engineering-Roads and Storm water	
00508	Food and refreshments		00708	Consulting engineering-Sewerage systems	
00509	Household furniture, appliances and goods		00709	Consulting engineering-Structures, Buildings, Bridges, etc	
00510	Office furniture and equipment		00710	Consulting engineering-Water systems	
00511	Office supplies and stationery		00711	Consulting engineering-Geo-technical	
00512	Printing, copying and photographic equipment and supplies		00712	Consulting engineering-Solid waste	
			00713	Engineering services	
00600:	MISCELLANEOUS GOODS AND SUPPLIES		00714	Financial services	
00601	Environmental cleansing equipment, goods and supplies		00715	Land surveying	
00602	Fire protection equipment, goods and supplies		00716	Legal services-contracts	
00603	Garden tools		00717	Legal services-conveyancing	
00604	Material and warehousing machinery, equipment and goods		00718	Legal services-litigation	
00605	Measuring, testing and observation equipment		00719	Legal services -other	
00606	Protective clothing and uniforms		00720	Consulting engineering-Mechanical	
00607	Security equipment, goods and services		00721	Medical services	
00608	Sports and recreational equipment and goods		00722	Project management	
00609	Road & Traffic signs manufacturers		00723	Quantity surveying	
			00724	Town and regional planning	
			00725	Motivational speakers	
			00800:	VEHICLE SUPPLY AND TRANSPORTATION SERVICES	
			00801	Alarm and tracking systems	
			00802	Batteries	
			00803	Engine overhauls	
			00804	Fuel, oils and lubrications	
			00805	Hydraulics	
			00806	Panel beating	
			00807	Radiator repairs	
			00808	Spares and parts	
			00809	Towing services	
			00810	Transmissions	
			00811	Tyres and tubes	
			00812	Upholstery	
			00813	Vehicle fleet management	
			00814	Vehicle supply	
			00815	Windscreens	
			00816	Manufacturers and Suppliers of Canopy	
			00817	Auto electrical repairs	
			00818	Taxi ,busses transportation services	
			01000	Other Please Specify :	

Forms must be completed and submitted to

Stellenbosch Municipality
 Supply Chain Management
 Town Hall, Plein Street
 STELLENBOSCH

FOR OFFICIAL USE ONLY

Name of Business

Trading name

Registration no.

Please tick in box

		Y	N	N/A
Company Registration document (Certified)				
Proof of ownership/Shareholder certificate (Certified)				
District Registration Document				
Proof of Banking Document				
VAT Registration Document				
P.A.Y.E. Document				
UIF Document				
Workman's Compensation Document				
Security Officer's Board Certificate				
Disability Documents				
An Original Valid Tax Clearance Certificate				

1. Company Registration Documents

NB: Documentary proof must be provided where applicable (Please mark N/A if not applicable)

1.1 COMPANY TYP (NB: Proof of registration must be provided)

Public Company LTD	<input type="checkbox"/>	Certified copy of certificate of incorporation (CM 3) and Regional council registration number
Private Company (PTY) LTD	<input type="checkbox"/>	Certified copy of certificate of incorporation (CM 3) and Regional council registration number
Close Corporation cc	<input type="checkbox"/>	Certified copy of CK 1 document or CK 2 if applicable
Sole Proprietor	<input type="checkbox"/>	Copy of Regional Council Registration document and partnership agreement
Partnership	<input type="checkbox"/>	Copy of Regional council registration document and partnership agreement
Business trust	<input type="checkbox"/>	Copy of regional council registration document and certified copy of registration document
Other	<input type="checkbox"/>	Copy of regional council registration document and certified copy of registration document

2.1.11 Correspondence Method

Please select your method of correspondence. All correspondence will be sent using the method you select below.

Explanation of abbreviations used in the following table

Capacity	
Post	P
Fax	F
E-mail	E

2.1.12 Please indicate your preferred method of correspondence

																			P	F	E	
Correspondence Address																						
City																						
Province																						

2.1.13 Fax No.

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

2.1.14 E-mail Address

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

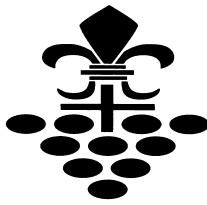
2.1.15 List all the partners, proprietors and shareholders by name, identity number, citizenship and shareholding:

Name	ID number	Citizenship	Date of ownership	% Shareholding / Ownership

Note: Where owners are themselves a corporate entity or partnership, please identify such.

2.1.16 Percentage of total shares / ownership by each of the following groups:

% Black Male	% Coloured Male	% Asian Male	% White Male
% Black Female	% Coloured Female	% Asian Female	% White Female



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the municipality/state/state entity. Any person, having a kinship with persons in the service of the municipality/state/state entity, 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 municipality/state/state entity, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

- 1.1 Full Name:.....
- 1.2 Identity Number:.....
- 1.3 Company Registration Number:
- 1.4 Tax Reference Number:
- 1.5 VAT Registration Number:

Item	Question	Yes	No
2	Are you presently in the service of the Municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
2.1	If so, furnish particulars.		
3	Have you been in the service of the municipality/state/state entity for the past twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
3.1	If so, furnish particulars.		
4.	Do you have any relationship with persons in the service of the municipality/state/state entity and who may be involved with the evaluation and or adjudication of this bid?	<input type="checkbox"/>	<input type="checkbox"/>
4.1	If so, furnish particulars.		
5.	Are you aware of any relationship between a bidder and any persons in the service of the municipality/state/state entity who may be involved with the evaluation and or adjudication of this bid?	<input type="checkbox"/>	<input type="checkbox"/>
5.1	If so, furnish particulars.		

Item	Question	Yes	No
6.	Are any of the company's directors, managers, principle shareholders or stakeholders in service of the municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
6.1	If so, furnish particulars.		
7.	Is any spouse, child or parent of the company directors, managers, principle shareholders or stakeholders in service of the municipality/state/state entity?	<input type="checkbox"/>	<input type="checkbox"/>
7.1	If so, furnish particulars.		
8.	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	<input type="checkbox"/>	<input type="checkbox"/>
8.1	If so, furnish particulars.		
9.	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	<input type="checkbox"/>	<input type="checkbox"/>
9.1	If so, furnish particulars.		
10.	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?	<input type="checkbox"/>	<input type="checkbox"/>
10.1	If so, furnish particulars.		
11.	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?	<input type="checkbox"/>	<input type="checkbox"/>
11.1	If so, furnish particulars.		
12.	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?	<input type="checkbox"/>	<input type="checkbox"/>
12.1	If so, furnish particulars.		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME):.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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