



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

INTRODUCTION

This is an application to be registered on Tswelopele Local Municipality vendor / supplier database of products and services.

You are requested to complete the form and return it to our offices and all supplier information will be treated strictly with confidentiality it deserves.

These forms must be marked as indicated below and posted to the following address:

“APPLICATION: DATABASE OF SERVICE PROVIDERS”

Attention: Supply Chain Practitioner
Tswelopele Local Municipality
PO Box 3
BULTFONTEIN
9670

All enquiries regarding this forms and registration process can be directed to:

Supply Chain Practitioner: Mr Malefetsane Makwetla

Phone : 051 853 1111

Fax : 051 853 1332

PLEASE NOTE:

1. Complete the form fully in non-erasable ink.
2. All sections must be completed by all vendors.
3. Print so that all information is legible.
4. Forms that are not readable or incomplete will be rejected/ disqualified.
5. Do not send original copies but they must be certified copies.
6. Applicants will not be noticed of the outcome but will be advised of the outcome if telephonically requested or by visiting / enquiring at the Supply Chain Management unit.

SUPPLIER DETAILS

[PLEASE NOTE THAT THIS PART IS COMPULSORY TO EVERY VENDOR / SUPPLIER]

Registered Name of Business : _____

Trading Name of Business : _____

* Business registration no : _____

Physical address of Business : _____

Postal address of Business : _____

Telephone Number : _____

Alternative Number : _____

Fax Number : _____

Contact Person / Sales Rep Name : _____

Phone Number : _____

Cell Number : _____

Fax Number : _____

VAT Registration Number : _____

Income Tax Number : _____

E-mail Address : _____

- *In case of one-man concern please furnish identity number plus copy of identity document*

BUSINESS TYPE

- Public Company [Ltd]
- Private Company [Pty] Ltd
- Close Corporation [CC]
- Partnership
- Trust
- Section 21 Company
- Sole Proprietor
- Joint Venture
- Consortium
- Foreign Company
- Govern / Parastatals
- Other [Specify] : _____

[NB: Documentary proof must be attached and please mark N / A if not applicable]

Public Company LTD	Certified copy of certificates of incorporation [CM3]	
Private Company [PTY] LTD	Certified copy of certificates of incorporation [CM3]	
Close Corporation	Certified copy of CK1 document or CK2 if applicable	
Sole Proprietor	Copy of Identity Document	
Partnership	Copy of Partnership Agreement	
Business Trust	Copy of Registration Document	
Other [If Joint Venture]	Copy of Joint Venture Agreement	

SERVICES TO RENDER

List five main services / products that you would like to provide to Tswelopele Local Municipality.

1. _____
2. _____
3. _____
4. _____
5. _____

VENDOR / SUPPLIER CLASSIFICATION

Is your business a / an: *[Please mark with ✖ at the relevant box]*

- Agent Manufacturer Distributor Prime Contractor
- Consultant Labour Broker

Are you **ISO** listed?

- Yes No

SALES AND ACCOUNTS DEPARTMENT

1.1 Sales Department

Contact Name : _____
Cell No : _____
E-mail Address : _____
Telephone : _____ Fax _____

1.2 Accounts Department

Contact Name : _____
Cell no : _____
E-mail address : _____
Telephone : _____ Fax _____

ANNUAL AVERAGE INCOME

Indicate annual turnover excluding Value Added Tax during the past three years:

R

PREVIOUS BUSINESS INFORMATION

3.1 Did your business exist under a previous name? Yes_____ No_____

3.2 If yes, what name did it trade under? _____

3.3 Previous business registration number? _____

BUSINESS INFORMATION

The following table must be completed in order to establish whether a business can be classified as a SMME in terms of the National Small Business Act 102 of 1996. Indicate the sector by ticking the block in column2.

Construction		
C1		Concrete works
C2		Demolition
C3		Electrical contracts
C4		Evacuation system
C5		Fencing
C6		General building work
C7		Glazing
C8		Transport
C9		Landscaping/Earthwork
C10		Mechanical contracts
C11		Metalwork & burglar guards
C12		Painting
C13		Paving
C14		Plumbing
C15		Pre-cast concrete manufacture
C16		Pumping installation
C17		Road works
C18		Special contracts
C19		Other _____

REPAIR SERVICES		
Vehicle		
V1		Spare & parts
V2		Auto Electrical
V3		Brakes and clutch
V4		Transmission
V5		Panel beaters
V6		Tyres
V7		Batteries
V8		Oil & Lubricants
V9		Windscreens
V10		Communicative
V11		Engine overalls
V12		Hydraulics
V13		Towing services
V14		Upholstery
V15		Radiator repairs
V16		Adhoc motor service
V17		Other _____

Workshop		
Electrical		
W1		Electrical components supplier
W2		Electrical motor repairs
W3		Transformer service
W4		Other_____
Mechanical		
M1		Pump spares
M2		Bolts & nuts
M3		Mechanical seals & packing
M4		Hardware supplies
M5		Pipe & irrigation supplies
M6		Lifting equipment
M7		Bearing supplies
M8		Other_____

Manufacturing/ Wholesalers/Distribution		
D1		Building material
D2		Cleaning supplies
D3		Clothing /Printing
D4		Computer equipment & software
D5		Office furniture
D6		Office supplies & stationery
D7		Fire protection equipment
D8		Industrial Equipment
D9		Vehicle
D10		Workshop Equipment
D11		Vehicle
D12		Workshop Equipment
D13		Protective Clothing
D18		Other_____

Service		
Other service		
S1		Advertising /communication service
S2		Bookkeeper
S13		Carpet cleaning
S4		Catering / vending
S5		Cleaning services
S6		Computer supplies/serving
S7		Motor services/ corporate
S8		Educational service
S9		Horticultural services
S10		Insurance services
S11		Interior decorating
S12		Laundry services
S13		Courier services
S14		Health care services
S15		Municipal services
S16		Municipal services
S17		Personnel services
S18		Pest removal services

Professional service		
P1		Financial service
P2		Architects
P3		Legal service
P4		Corporate catering/ refreshments
P5		Land surveyors
P6		Medical practitioners
P7		Project managers
P8		Quantity surveyors
P9		Town Planners
P10		Engineers
P11		Consulting Engineers (Civil Mechanical)
P12		Consulting Engineers (Electrical)
P13		Consulting Engineers(Mechanical)
P14		Consulting Engineers
P18		Other_____

S19		Printing/photography/graphic design
S20		Real estate
S21		Site cleaning
S22		Travel agencies
S23		Security & access control
S24		Air conditioning systems
S25		Telemetry
S26		Transport & storage
S27		Auctioneers
		Other_____

HDI INFORMATION

Economic Sector		Type of Business	
	Agriculture		ISO Lister
	Catering, accommodation & other Trade		Manufacturer
	Community, Social & Personal Service		Distributor
	Construction		Sales
	Electricity, Gas and Water		Service
	Finance and Business Services		Importer
	Manufacturing		Exporter
	Mining and Quarrying		Repairer
	Retail, Motor Trade and Repair Service wholesale Trade, Commercial Agents & Allied Service		
	Transport, storage and Communications	SMME Status	
			Small
			Medium
			Micro
			Established

MANAGEMENT AND CONTROL INFORMATION

Please complete the following;

General manager /director	Name of company	Tel no.	Fax no.	Cell no.	Email no

- a) List of all partners, proprietors ,members and /or shareholders by name, identity number, citizenship, PDI states and ownership, as relevant;

Name	Identity Number	Citizenship	Date of ownership	HDI Status				OWNERSHIP
				Race	youth	gender	disability	
				B/W	M/F	M/F	Y/N	

b) Control

The following table represents the methodology used for the purpose of devising a score for management and control. Please complete the weighting;

Management control	Weighting points (1-100%)	Compliance targets
1) Board Participation		
i. Percentage that the Voting Rights exercisable by the members of the Board who are black people hold to the total of all Voting rights exercised by the members of the board		
ii. Executive members who are black		
iii. Executive members who are woman		
iv. Executive members who are youth		
v. Executive members who are disabled		
2) Executive management participation		

i. Percentage that senior Executive Management who are black people constitute of the number of senior Executive Management	Woman- Youth- Disabled-	
ii. Percentage that senior executive Management who are black woman, youth and people with disabilities constitute of the total number of other executive Management		
iii. Percentage that other Executive Management who are black people constitute of the total number of other Executive Management		
iv. Percentage that other Executive Management ho are black woman constitute of the total number of other Executive Management		

c) Joint Ventures

Joint ventures members	% contribution/ JV/partnership	% HDI ownership	%HDI contribution
Total HDI CONTRIBUTION			

d) **Staffing Profile**

Provide information on the staff that you have available (attach a separate list if the space provided is sufficient)

Permanent Employed Staff: gender and race	Number of staff

<u>Permanent Staff</u>	Number of staff

e) Business reference for the previous work done in the past yeas (you may attach)

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

Company name	
Address	
Contact person	Telephone:
Value of Contract amount	Date:
Description of work	
Nature of Duties	
Any registration with relevant authority	

BANKING DETAILS

List five main services / products that you would like to provide to Tswelopele Local Municipality.

Account Holder : _____

Account No : _____

Account Type : _____

Branch : _____

Branch Code : _____

Account Status : _____

[Please attach original cancelled cheque or original bank verification letter]

SHAREHOLDING

1. Full Names and Surname : _____

Position : _____

ID Number : _____

Shareholding % : _____

Nationality : _____

2. Full Names and Surname : _____

Position : _____

ID Number : _____

Shareholding % : _____

Nationality : _____

3. Full Names and Surname : _____

Position : _____

ID Number : _____

Shareholding % : _____

Nationality : _____

4. Full Names and Surname : _____

Position : _____

ID Number : _____

Shareholding % : _____

Nationality : _____

[Attach certified copies of Identity Document for all of the above]

DECLARATION OF INTEREST

[State any connection or vested interest of your directors / owners / members / partners with Tswelopele Local Municipality. Please mention also whether your director / owners / member / partners are ex Tswelopele Local Municipality staff]

BEE / HDI / SMME STATUS

BEE Definitions and Concepts

The BEE Commission defined **BEE** as a strategy aimed at substantially increasing black participation at all levels in the economy. BEE is aimed at redressing the imbalances of the past by seeking to substantially and equitably transfer ownership, management and proportionate control of South Africa's financial and economic resources to the majority of its citizens. It also aims to ensure broader and meaningful participation in the economy by black people.

A black company is seen as one which is 50.1 % owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise.

A black empowered company is one that is least 25.1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether black enterprise has control or not.

A black woman-owned enterprise is one with at least 50% representation of black women within the black equity and management portion.

A community or broad-based enterprise has an empowerment shareholder who represents a broad base of members such as a local community or where the benefits support a target group, for example black women, people living with disabilities, the youth and workers. Shares are held via direct equity, non-profit organisations and trusts.

A co-operative or collective enterprise is an autonomous association of people who voluntarily join together to meet their economic, social and cultural needs and aspirations through the formation of a jointly-owned enterprise and democratically controlled enterprise.

[Please note that information supplied must be reliable]

BLACK ENTERPRISES

Definition: “**Black**” means South African citizen who are Black, Indian or Colored persons and exclude individuals belonging to such communities from any other country.

The following is a guide to you as to how Tswelopele Local Municipality qualifies Black Woman Owned [BWO], Small Black Suppliers / SMME's and Large Black Suppliers of BEE's [Black Empowering Enterprises]:

Black Women Owned Enterprises [BWO]:

- More than 50 % of the voting shares or interests are held and controlled by Black Women, and
- Black Women have contributed more than 50% of the required capital, and Black Women in the enterprises have not been given voting shares or interest just to capture or retain contracts, and
- Black Women participate in the day to day management and decision making of the enterprises. They necessarily have the aptitude and potential to understand all issues involved in the running of the enterprises including knowledge of the product and market within which their enterprise operates.
- In a joint venture, skills must be transferable to the Black entrepreneur, which means that the Black entrepreneur must have the required educational level and / or aptitude.
- Enterprises with sales or turnover of less than R 25 million a year.

Based on the above, does your enterprise qualify as a SMME? Yes No

Small Medium Micro Enterprise [SMME]:

- More than 50% of the voting shares or interest are held and controlled by Blacks, and
- Blacks have contributed more than 50% of the required capital, and
- Blacks in the enterprise have not been given voting shares or interest just to capture or retain contracts, and
- Blacks participate in the day to day management and decision making of the enterprise. They necessarily have the aptitude and potential to understand all issues involved in the running of the enterprises including knowledge of the product and market within which their enterprise operates.
- In a joint venture, skill must be transferable to the black entrepreneur, which means that the Black entrepreneur must have the required educational level and / or aptitude.
- Enterprises with sales or turnover of less than R 25 million a year.

Based on the above, does your enterprise qualify as a SMME? Yes No

ATTACHMENTS

DOCUMENT	TYPE	Document Attached	
		YES	N / A
Registration certificate [ID Copy if sole proprietor]	Certified Copy		
Shareholding certificate	Certified Copy		
Tax clearance certificate	Original Copy		
Service account [not older than 3 months]	Original Copy		
Cancelled cheque [proof of banking]	Original Copy		
* Company Profile	Typed		

* Company profiles should be typed and the following should form part of the profile:

1. Registered and trading name of the company
2. Main services / product
3. Brief history of the company
4. Names members / shareholders
5. Location of active branches

DECLARATION

I hereby certify that the information supplied here is true and I am authorised to represent the organisation that hereby apply for registration on the database of Tswelopele Local Municipality.

Name and Surname : _____

Designation : _____

Signature : _____

Date : _____