



APPLICATION TO BE REGISTERED AS A VENDOR

ACCOMPANYING DOCUMENTS

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

Certified copies of the accompanying documents must be submitted to the Municipality's Supply Chain Office within 14 (fourteen) days of submission of application. Failure to submit relevant documentation within the prescribed period will result in disqualification of your application.

NO.	DESCRIPTION	YES/NO
1.	Company Profile (maximum of 3 pages)	
2.	Copy of the Company registration (CK)	
3.	Copies of the owner(s) ID documents	
4.	Business Letterhead/company stamp	
5.	Cancelled cheque or Bank confirmation on bank details	
6.	Valid & Original Tax Clearance Certificate	
7.	VAT Registration Certificate (if applicable)	
8.	Municipal Rates Clearance Certificate or Copy of a lease agreement (if renting/leasing) Not Monthly Account (to be collected at Bram Fischer Building, Debt Collection Division)	
9.	CIDB Certificate (for construction, plumbing, electrical, etc)	
10.	SIRA Certificate (for security)	
11.	For Consulting Services we need CVs of consultants who are going to provide the service	

VENDOR INFORMATION

The following information should be completed in full.

Name of Business : _____

Trading Names : _____

Company Registration Number/ID No.: _____

Income Tax Reference Number.: _____

Vat Registration Number : _____

Contact person : _____

Telephone number : _____

Fax number : _____

Cell phone number : _____

E-mail address : _____

Physical Address : _____

Postal Address : _____

BANKING DETAILS

Name of Bank	
Address of Bank	
Branch Code of Bank	
Bank Account Number	
Type of Account <u>(If cheque account, please attach cancelled cheque)</u>	



NB: SERVICE PROVIDERS TO CHOOSE ONLY THREE AREAS OF SPECIALTY

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

A. FINANCE & ADMINISTRATION

- Transport of Cash
- Tracing agencies
- Seals and money bags for pay points
- Credit Ratings
- Printing & Stationery
- Office furniture and equipment
- Newspaper suppliers
- Supply of uniform and protective clothing
- Provision of security services
- Cleaning services of buildings
- Supply of cleaning materials and related items
- Car Rental
- Travel Agencies
- Advertising
- Curtains and blinds
- Computer accessories
- Courier Services

B. TECHNICAL SERVICES & MAINTENANCE

- Provision of services such as erection of car ports, kerbs fixing, cleaning of storm water system, electrical work, painting, fencing, pothole fixing
- Geo-Hydrology
- Consulting Engineering
- Building contractors
- Cellular
- Land-line telephones
- Escalators
- Air Conditions (installation and repairs)
- Partitioning and ceiling
- Supply of vehicles and related accessories
- Panel beating and spray painting
- Supply chemicals for pool maintenance
- Supply of coal for swimming pool boilers
- Repairs on irrigation systems and water pipes
- Servicing of equipment
- Grading of soccer fields
- Repairs alarm systems
- Waterproofing

C. EMERGENCY SERVICES

- Pneumatic rescue equipment
- Hydraulic rescue equipment
- Lubricants
- Fire fighting equipment
- Electrically driven power tools
- Petrol driven power tools
- Portable fire fighting pumps

D. EVENT MANAGEMENT

- Provision of catering services
- Photographic and Videos
- Sound systems
- Decorations
- Guest Houses
- Venue for Conferences
- Performers
- Beverages
- Corporate Gifts
- Promotional items

E. SPECIALISED SERVICES

- Accredited inspection authority
- Accredited laboratories
- Surveying and rezoning
- Skills development and training
- Recruitment Consultants
- GIS Consultants
- Legal work such as Labour Law, litigation, contracts, deeds and conveyancing, and debt collection
- Printing and Design
- Financial Consultants/Accounting Firms
- Business Development Support
- Marketing services and Research

F. COMMUNITY SERVICES

- Burial services
- Horticulture
- Gardening service
- Environmental impact assessment
- Waste management
- Transport Services

**BLACK ECONOMIC EMPOWERMENT
VENDOR QUESTIONNAIRE**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO

Notes:

- a) The following questions should be completed comprehensively in order for Mangaung Local Municipality to conduct a representative BEE evaluation of your company.
- b) An unwillingness to provide information as requested will result in Mangaung Local Municipality allocating a minimum score for that area of the questionnaire.
- c) Mangaung Local Municipality reserves the right to request any additional information that would be deemed necessary to verify any answers provided by a company.
- d) Misrepresentation of company status with respect to answers provided in this submission will result in disqualification from the evaluation processes or cancellation of contracts as deemed appropriate.
- e) The municipality will deem persons completing this questionnaire as individuals authorized to do so.
- f) Previously disadvantaged individuals (PDI's) / Blacks shall mean **Africans, Coloureds, Indians, Black Women and Disabled people, excluding naturalized South Africans.**
- g) Previously disadvantaged individuals (PDI's) in the context of this questionnaire shall be **applicable to South African Citizens only.**

DECLARATION

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

Position

Print Name

COMPANY STAMP:

Responding to the request does not automatically qualify a provider as a registered or preferred provider.

Note: The submission of this application form shall under no circumstance qualify a service provider as a preferred provider. The SCM policy will be followed for use of service providers.

FOR OFFICE USE

RECEIVED BY: _____ DATE _____

CHECKED BY: _____ DATE _____

APPROVED/NOT APPROVED: _____ DATE _____

SCM OFFICIAL STAMP: