

SETSOTO LOCAL MUNICIPALITY



VENDOR/ SUPPLIER

APPLICATION FOR

INTRODUCTION

This is an application to be registered on Setsoto 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: Demand & Acquisition Officer

Setsoto Local Municipality

P O Box 116

Voortrekker Street

FICKSBURG

9730

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

SCM Manager Mr. J Lynch

Phone: 051 933 9351

Fax: 051 933 9383

E-mail: jlynch@setsoto.co.za

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
5. Do not sent us original copies except where indicated
6. Applicants will not be notified of the outcome but will be advised of the outcome if telephonically requested or by visiting/enquiring at the Supply Chain Management unit

Please indicate below if you have previously applied to be on the database of Setsoto Local Municipality.

New application

Previously registered/applied

SUPPLIER DETAILS

(PLEASE NOTE THAT THIS PART IS COMPULSORY TO EVERY VENDOR/SUPPLIER)

Registered name of business: _____

Trading name of business: _____

Company registration no: _____

Tax Clearance Certificate: _____

Physical address of business: _____

Postal address of business: _____

Telephone no: _____

Alternative no: _____

Fax no: _____

Contact person/sales rep name: _____

Identity document of rep or contact: _____

Phone no: _____

Cell no: _____

Fax no: _____

VAT registration no: _____

Income tax no: _____

Email address: _____

Website 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
- Consortium
- Foreign Company
- Government/parastatals
- Other (Specify):

NB: Documentary proof must be attached.

Public Company LTD	Certified copy of certificate of incorporation	
Private company (PTY) LTD	Certified copy of certificate of incorporation	
Close Corporation	Certified copy of CK1 document or CK2 if applicable and	
Sole Proprietor	Copy of the 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 three main services/products that you would like to provide to Setsoto Local Municipality

1. _____
2. _____
3. _____

VENDOR/SUPPLIER CLASSIFICATION

Is your business a/an: (Please mark with **X** at the relevant box)

Agent Manufacturer Distributor Prime Contractor Consultant
Labour Broker other specify:

BANKING DETAILS

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 Surnames: _____
Positions: _____
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

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.

3.8 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

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 at 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 organizations 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, India or Colored persons and excludes individuals belonging to such communities from any other country.

The following is a guide to you as to how Setsoto Local Municipality qualifies Black Women 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 R25 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 interests 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 R25 million a year.

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

(Please use this SMME TABLE to determine the SMME status of your enterprise. Please mark with X the relevant box)

A. Sector	B. Full time paid employees				C. Annual turnover (millions)				D. Total gross assets value (fixed property excluded) in millions			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail & motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & business services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/allied services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

DATA TABLE

ROW NUMBER	CRITERIA	VALUE
A	Percentage of black individuals that have economic interests in the enterprise and reflect genuine decision making at board, executive and operational management levels	%
B	Percentage of women that have interest in the enterprise and reflect genuine decision making at board, executive and operational management	%
C	Percentage of disabled people that have interest in the enterprise and reflect genuine decision making at board , executive and operational management	%
D	Total number of full time equivalent paid employees	
E	Total number of full time equivalent paid employees that qualify as black individuals	
F	Total annual turnover	R
G	Total gross asset value (excluding fixed property)	R
H	Total amount spent on training of employees at SETA registered training institution	R
I	Total amount invested into other black empowered enterprise with an annual turnover of at least R100 000	R
J	Total annual expenditure on purchases	R
K	Total annual expenditure from black empowered enterprises	R

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 three months)	Original copy		
Cancelled Cheque (proof of banking)	Original copy		
*Company profile	Typed		
Workman compensation certificate	Original copy		
BEE Certificate	Original copy		

***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. Services previously rendered to local authorities
6. Location of active branches

NB: Kindly note that non-submission of the above will lead to non – registration on our Database.

I hereby certify that the information supplied here is true and I am authorized to represents the organization that hereby apply for registration on the database of Setsoto Local Municipality.

Name and Surname: _____

Designation: _____

Signature: _____

Date: _____