



## OVERBERG DISTRICT MUNICIPALITY

### SUPPLIER DATABASE REGISTRATION FORM

In compliance with the Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Policy Regulations and the Overberg District Municipality's Supply Chain Management Policy as approved by Council from time to time and to ensure a competitive procurement process, Overberg District Municipality invites all prospective suppliers to register on the Overberg District Municipality's supplier database.

This form must be duly completed, signed as requested and placed together with supporting documentation in an envelope clearly marked "Supplier Database application form" and forwarded to: **The Manager: Supply Chain Management, Private Bag X22, Bredasdorp, 7280**, or handed in at the municipality's offices: **SCM Office at 11 Recreation Street, Bredasdorp 7280 (next to Bredasdorp Clinic) or Head Office at 26 Long Street, Bredasdorp 7280.**

#### PLEASE NOTE

- ◆ The use of correction fluid is prohibited. Any alterations must be initialled.
- ◆ Registration on the Overberg District Municipality's Supplier Database does not guarantee business opportunities with the Municipality;
- ◆ All Supplier information will be treated in strict confidence.
- ◆ It is the responsibility of the supplier to provide the municipality with all updated information. The municipality will not be held liable for incorrect information supplied.
- ◆ Prospective suppliers must familiarise themselves with the content of Overberg District Municipality's Supply Chain Management Policy which is available on its website at: [www.odm.org.za](http://www.odm.org.za)
- ◆ Please keep copies of the application form and all documentation submitted for your own records as no copies will be made by the Overberg District Municipality.
- ◆ This form can be collected at the Municipality's offices, and it can also be downloaded from the Municipality's website at: [www.odm.org.za](http://www.odm.org.za).
- ◆ Contact person: Mr. J Harmse – Tel. 028 425 1157, ext. 220 / e-mail: [jharmse@odm.org.za](mailto:jharmse@odm.org.za) .

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#### FOR SCM OFFICIAL USE:

Business Name	
Date Received	
Accepted	
Date Captured	
Database Registration Number	

SECTION 1: BASIC SUPPLIER INFORMATION			
Registered business name of supplier			
Trading name of supplier			
Registered postal address			
			Postal Code
Registered physical address			
			Postal Code
Contact person			
Designation of contact person			
Office telephone number			
Fax number			
Cell number			
E-mail address			
Website address			
Municipal Service account number(s) <b>(Attach latest municipal account(s) or affidavit confirming of residential address or rental agreement of business premises, all partners, members and directors)</b>			
Number of years in business			
Business type / Tipe besigheid <b>(Tick the appropriate box and attach the required documents)</b>	<b>Type</b>	<b>Required documentation to be attached for each business type</b>	<b>Tick Box</b>
	Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members	
	Sole Proprietor	Attach certified copy of identity document	
	Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners	
	Trust	Attach certified copy of trust document. Attach certified copies of identity documents of all trustees	
	NGO's / NPO's	Attach certified copy of Constitution	

SECTION 2: OTHER INFORMATION (Complete and attach proof where applicable)			
Business registration			
Income Tax registration no.			
VAT registration no			
SDL registration no			
UIF registration no			
COIDA Letter of Good Standing registration no.		COIDA Certificate no. & expiry date	
CIDB registration no (for construction industry)		CIDB contractor grading(s) (for construction industry)	
Central Supplier Database (CSD) Registration Number <b>Compulsory: All suppliers must be registered on the CSD</b>	<b>MAAA</b>	CESA membership no (For consulting engineering firms)	
ASATA registration no (for travel industry)		Expiry date of ASATA registration	
PSIRA registration no (for security related industry)		Expiry date of PSIRA registration	
SARS Tax Compliance Status PIN at time of submission		Expiry date of Tax Compliance Status PIN at time of submission	

SECTION 3: BROAD BASED BLACK ECONOMIC EMPOWERMENT INFORMATION (Attach a valid and certified copy of your B-BBEE status level certificate / EME letter or complete the attached affidavit on page 6)	
B-BBEE status level of contribution	
Name of issuer of certificate	
Issue date	
Expiry date	

**SECTION 4: SELECTION OF COMMODITY TYPES**

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box on the next page. Mark with an "X" the category of commodities / services you are able to supply.

**Where a business wishes to be registered for five or more main commodities, the business must submit a company structure and qualifications of staff for each commodity type.**

Businesses are encouraged to indicate commodities that are in their main line of business.



00507	Flowers and plants	
00508	Food and refreshments	
00509	Households furniture and equipment	
00510	Office furniture and equipments	
00511	Office supplies and stationery	
00512	Printing, copying and photographic equipment and supplies	
00513	Software	
<b>00600</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>	
00601	Environmental cleansing equipment, goods and supplies	
00602	Fire protection equipment, goods and supplies	
00603	Garden tools	
00604	Gas	
00605	Material and warehousing machinery, equipment and goods	
00606	Measuring, testing and observation equipment	
00607	Pharmaceutical	
00608	Protective clothing and uniforms	
00609	Security equipment, goods and services	
00610	Sports and recreational equipment and goods	
00611	Laboratory chemicals	
00612	Specialised imported chemicals	
00613	Pharmacy	
00614	Swim and Water sport Training	
00615	Gardening	
00616	Water and Food Sample Analysis	
00617	Containers for fuel and oil samples	
<b>00700</b>	<b>PROFESSIONAL SERVICES</b>	
00701	Accounting, auditing and management services	
00702	Architectural services	
00703	Consulting engineering: Electrical	
00704	Consulting engineering: Environmental	
00705	Consulting engineering: Other	
00706	Consulting engineering: Project management	
00707	Consulting engineering: Roads & Storm water	
00708	Consulting engineering: Sewerage systems	
00709	Consulting engineering: Structures, Building, Bridges, etc	
00710	Consulting engineering: Water systems	
00711	Consulting engineering: Geo-technical	
00712	Consulting engineering: Solid waste	
00713	Engineering services	
00714	Financial services	
00715	Land surveying	
00716	Legal services – contracts	
00717	Legal services – conveyancing	
00718	Legal services – litigation	
00719	Legal services – other	
00720	Consulting engineering: Mechanical	
00721	Medical services	

00722	Project management	
00723	Quantity surveying	
00724	Town and regional planning	
00725	Tax Consulting Services	
00726	Aerial Survey & Digital Mapping	
00727	Occupational Health & Safety	
00728	Environmental Management	
00729	Project Management Environmental	
00730	Environmental Facilitation & Public Participation	
00731	Consulting – Environmental Management	
00732	Consulting: Environmental Management	
<b>00800</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Radio & Electronic equipment	
00809	Spares and parts	
00810	Towing services	
00811	Transmissions	
00812	Tyres and tubes	
00813	Upholstery	
00814	Vehicle fleet management	
00815	Vehicle supply	
00816	Windscreens	
00817	Auto electrical repairs	
00818	Prop shaft Repairs and Balancing	
00819	Rental of Crane Trucks and Forklifts	
00820	Rigging	
00821	Repairs to vehicles	
00822	Servicing of vehicles	
00823	Scarifier Tips	
00824	First Aid and Medical Supplies	
00825	Hire of road implements	
00826	Grader blades	

**Add any commodities / services that are not listed above:**

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## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_% black owned;
  - The enterprise is \_\_\_\_\_% black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10, 000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the Dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths' Signature & stamp

Date: \_\_\_\_\_

**SECTION 5: LIST OF DIRECTORS / OWNERS / PARTNERS / MEMBERS**

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	HDI Status (%)					% Of Business / enterprise owned
				**All %	Women % (All)	Women % (Black)	Disabled %	Youth %	

\*\*All: Previously disadvantaged male and female (Total %)

"Historically Disadvantaged Individual (HDI)" means a South African citizen

- (1) who, due to the apartheid policy that had been in place had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or
- (2) who is a female; and/or
- (3) who has a disability;

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

"Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger

- (1) Wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1983) of die Grondwet van die republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ('die tussentydse Grondwet") geen Stemreg in nasionale verkiesings gehad het nie; en/of
- (2) Wat vrou is, en/of
- (3) Wat gestremd is,

Met dien verstande dat persoon wat Suid-Afrikaanse burgerskap bekom het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie HBI te wees nie;

SECTION 6: BANKING INFORMATION (Attach original stamped letter from bank)			
Bank name			
Branch name			
Branch code			
Account holder			
Account number			
Account type (tick one)	<input type="checkbox"/>	Cheque	<input type="checkbox"/>
	<input type="checkbox"/>	Savings	<input type="checkbox"/>
		Transmission	
		Other	

**SECTION 7: FINANCIAL INFORMATION**

*\*Mark with an "X" in the column next to the answer*

Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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**If yes, please elaborate.**

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**SECTION 8: DISCLOSURE OF STATE AND MUNICIPAL INTERESTS**

*\*Mark with an "X" in the column next to the answer*

- a) This section serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. **No registration will be accepted from persons in the service of the state\*.**
- b) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the municipality's supplier database. In view of possible allegations of favoritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- c) The request for registration on the Municipality's database may be rejected if the supplier or any of its directors/members/partners has:
  - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
  - (ii) been convicted for fraud or corruption during the past five years;



- (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
- (iv) being a person, whose tax matters are not cleared by the South African Revenue Services; or
- (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and combating of Corrupt Activities Act (No 12 of 2004).

\*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 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.

**In order to give effect to the above the following questionnaire must be completed in full and signed.**

8.1 Are any owners, directors, managers or principal shareholders of the business currently in the service of the state?

Yes:		No:	
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If yes, please complete the table below:

Name of person currently in the service of the state	Name of employer of person in the service of the state	Job title of person in the service of the state	State employee number

8.2 Has any owners, directors, managers or principal shareholders of the business been in the service of the state during the past twelve (12) months?

Yes:		No:	
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If yes, please complete the table below:

<b>Section 8.2.1: Record of service of the state</b>	
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:	
<input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity	<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature
<b>If any of the above boxes are marked, disclose the following:</b> (insert separate page if necessary)	

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

8.3 Does any of the owners, directors, managers or principal shareholders of the business have any relationship (family, friend, other) with persons in the service of the state who may be involved with the evaluation and or adjudication of any prospective bid?

Yes:		No:	
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If yes, please furnish particulars:

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8.4 Are you aware of any relationship (family, friend, other) between a supplier and any person in the service of the state who may be involved with the evaluation and or adjudication of bid?

Yes:		No:	
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If yes, please furnish particulars:

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8.5 Has any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders been in service of the state for the past twelve months?

Yes:		No:	
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If yes, please complete the table below:

Name of the company's director / manager / principle shareholder and/or stakeholder	Full name of family member	Relationship	Name of the organization (Organ of State)	Capacity (Designation) in which family member is in at OOS*	Indicate current or the last date of service

\*Organ of State

\* Insert separate page if necessary

8.6 Is the company or any of the company's owners, directors, managers or principal shareholders listed on National Treasury's database as a company prohibited from doing business with the public sector?

Yes:		No:	
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If yes, please furnish particulars:

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8.7 Is the company or any of its owners, directors, managers or principal shareholders listed on the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (Act 12 of 2004)?

Yes:		No:	
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If yes, please furnish particulars:

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8.8 Has any of the company's owners, directors, managers or principal shareholders been 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?

Yes:		No:	
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If yes, please furnish particulars:

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8.9 Does the company or any of its owners, directors, managers or principal shareholders owe municipal rates or municipal charges to Overberg District Municipality or to any other municipality / municipal entity that is in arrears for more than three (3) months?

Yes:		No:	
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If yes, please furnish particulars:

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8.10 Was any contract between the company and the municipality or any other organ of state terminated during the past five (5) years on account of failure to perform on or comply with the contract?

Yes:		No:	
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If yes, please furnish particulars:

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8.11 Do you give the municipality permission to verify your Tax Compliance Status Pin or enquire about your tax matters at the South African Revenue Services to check whether your tax matters are in order and that the Tax Compliance Status Pin is valid?

Yes:		No:	
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If no, please explain:

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8.12

	YES	NO
8.12.1 Are you (the owner) or any of the company's directors, managers, principal shareholders, or stakeholders in service of the state?		
8.12.2 Are you (the owner) or any of the company's directors, managers, principal shareholders, or stakeholders an advisor or consultant contracted with an organ of state?		
8.12.3 Are you (the owner) or any of the company's directors, managers, principal shareholders, or stakeholders a member of any committee or board of an organ of state, e.g., audit committee, electrical board?		

If yes to any of the above, furnish particulars

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8.13 Do you (the owner) or any of the directors, trustees, managers, principal shareholders, stakeholders; or any close family member, partner or associate of this company have any interest in any other company or business (Profit or Non-profit) whether or not they are bidding for this contract?

Yes:		No:	
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8.13.1 If yes, furnish particulars:

Name of the company's owner/director / manager / principal shareholder and/or stakeholder	Company name*	Central Supplier Database registration number (if registered)

\*Name all companies, whether or not registered on CSD

\* Insert separate page if necessary

8.13.2 Are you (the owner) or any of the directors, trustees, managers, principal shareholders, stakeholders; or any close family member, partner, or associate of 8.13.1 employed at the Overberg District Municipality?

Yes:		No:	
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If yes, please furnish:

Name of the company's owner/director / manager / principal shareholder and/or stakeholder	Company name*	Department or employee number

\*Name all companies, whether or not registered on CSD

\* Insert separate page if necessary

(Mark with an X)

<b>SECTION 9: QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
9.1 Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.2 Does the entity have a branch in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.3 Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.4 Does the entity have any source of income in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.5 Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED, PLEASE REGISTER ON SARS E-FILING SYSTEM.</b>	

**SECTION 10: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED**

I / We the undersigned, warrant that I am/we are duly authorised to do so and on behalf of \_\_\_\_\_ (name of business)

declare that:

1. That the information contained in this document is both true and correct;
2. Overberg District Municipality may utilise tools at its disposal to verify all information contained and attached hereto;
3. All copies of relevant documentation are attached;
4. If there are any changes to the information supplied on this document, the Supply Chain Unit of Overberg District Municipality will be informed in writing within seven (7) working days of any changes; and

If the information supplied is found to be incorrect then the Overberg District Municipality in addition to any remedies, may

- (i) disqualify the supplier/applicant for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
- (ii) recover from you/your enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or;
- (iii) cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations, and/or;
- (iv) impose a penalty as provided in the Tender Documents, and/or;
- (v) de-register the supplier from the supplier database and/or;
- (vi) prohibit the organisation or individual from future contracts with Overberg District Municipality (blacklisting);
- (vii) list the supplier on National Treasury's database of restricted suppliers; and/or;
- (viii) take any other action as may be deemed necessary.

**PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER SECTION IS ATTACHED HERETO.**

- ❖ I know and understand the contents of this declaration and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- ❖ The Declaration of Interest will be valid for a period of six (6) months from the date signed by commissioner.
- ❖ **POPIA Disclaimer**  
*The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organisation as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery. The Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA), Prospective service providers agree that their personal information may be recorded and processed by the Municipality.*

Full name of representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths' stamp & signature

Date: \_\_\_\_\_

**CHECKLIST**

<b>DOCUMENT</b>		<b>See page</b>	<b>Not Appl.</b>	<b>Yes</b>	<b>No</b>
Attach latest municipal account(s) or rental agreement of business premises and of each member, partners and directors		2			
Copy of registration documents of Construction Industry Development Board (CIDB)		3			
Copy of membership documents of CESA		3			
Copy of registration documents of ASATA		3			
Public Company Ltd / Private Company (Pty) Ltd	Attach certified copy of company registration documents	2			
	Attach certified copies of identity documents of all directors	2			
Close Corporation	Attach certified copy of CC's registration documents	2			
	Attach certified copies of identity documents of all members	2			
Sole Proprietor	Attach certified copy of identity document	2			
Partnership	Attach certified copy of partnership agreement	2			
	Attach certified copies of identity documents of all partners	2			
Trust	Attach certified copy of trust document	2			
	Attach certified copies of identity documents of all trustees	2			
NGO's / NPO's	Attach certified copy of Constitution	2			
Copy of Company Registration documents		3			
Copy of valid Tax Compliance Status Pin Issued printout		3			
Copy of COIDA Letter of Good Standing		3			
Copy of Central Supplier Database (CSD) registration report		3			
Original certified copy of valid B-BBEE rating certificate or EME letter.		3/6			
Company structure and qualifications of staff for each commodity type if you wish to register for more than 5 commodity types		3			
Original stamped letter from bank		7			