

FRANCES BAARD DISTRICT MUNICIPALITY PREFERRED SUPPLIER APPLICATION FORM

PRIVATE BAG X6088 / 51 DRAKENSBERG AVENUE
KIMBERLEY
8300
TEL: 053 - 838 0911
FAX: 053 - 861 1538



IMPORTANT NOTES

(Please read carefully)

- * To be completed by **all** vendors seeking registration as an approved supplier;
- * The questionnaire must be completed in **full** and be **signed**;
- * A **company profile** may accompany the registration form, but will **not be accepted** as substitute for the application form - all fields on application form must be completed by the applicant;
- ** An **original municipal account & tax clearance certificate** **must be attached** to the completed application form (compulsory);
- * Applicants may be contacted via fax and **must** therefore submit an **operating fax number**, failure to comply may result in excluding the supplier from the data base;
- * It should be noted that the Frances Baard District Municipality reserves the right to accept or reject any application without being obliged to give any reasons in this respect;
- * Suppliers will **not be notified** whether application was accepted or not, but will be advised of the outcome if telephonically requested;
- * Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined
- * Supplier must complete the attached MBD 4 and MBD 9 forms - **failure** to do so may result in the application being declined

Supplier Detail:

Company / Supplier Name:

Company / Closed Corporation Registration Number:																	
Income tax reference number:																	
Web Address:																	
E-Mail Address:																	
Telephone Number:										Area Code							
Fax Number: (compulsory)										Area Code							
Toll Free Number:																	
Number of full time employees:																	

Postal Address: (compulsory)

Physical Address: (compulsory)

Postal Code:										Postal Code:									

Banking Details:

Account Holder Name:																						
Branch Code:																						
Type of Account:										<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Cheque / Current</td> <td style="width: 33%; text-align: center;">Savings</td> <td style="width: 33%; text-align: center;">Transmission</td> </tr> </table>										Cheque / Current	Savings	Transmission
Cheque / Current	Savings	Transmission																				
Account Number:																						

(Please attach a copy of a cancelled cheque)

Tax Clearance Certificate Attached: (Please ✓ the relevant box)										YES				NO							
Expiry Date:										Y	Y	Y	Y	M	M	D	D				
VAT Registration No:																					
Municipal Services Account Attached: (latest)										YES				NO							

Supplier Group Detail: Legal Status

(Please ✓ the relevant box)

1.	Public Company (Ltd)	
2.	Private Company (Pty) Ltd	
3.	Closed Corporation (CC)	
4.	Other (Specify)	
5.	Joint Venture	
6.	Consortium	
7.	Sole Proprietor	
8.	Foreign Company	
9.	Partnership	
10.	Trust	
11.	Section 21 Company	
12.	Government / Parastatals	

Please ✓ the relevant box

CODE	COMMODITY
1	ACCOMMODATION
2	ACCOUNTING SYSTEMS SOFTWARE
3	ADVERTISING
4	AIR CONDITIONING
5	ARCHITECTS
6	ARTWORK & PAINTINGS
7	ASSET MANAGEMENT SYSTEMS
8	AUCTIONEERS
9	AUDIO VISUAL AIDS & EQUIPMENT
10	AUDITING
11	BANKING
12	BATTERIES
13	BLINDS
14	BUILDING
15	BUILDING MATERIAL AND HARDWARE
16	CABINET
17	CARPENTRY
18	CARPETS
19	CATERING 1-50
20	CATERING 200+
21	CATERING 50-200
22	CELLULAR TELEPHONES
23	CLEANING
24	CLEANING MATERIALS
25	CLOTHING
26	COMMUNICATION
27	COMMUNITY SERVICES
28	COMPUTER EQUIPMENT
29	CONFERENCE CENTRES
30	CONSULTING
31	COPIERS AND FAXES
32	CORPORATE GIFTS & PRODUCTS
33	CROCKERY & CUTLERY
34	DISASTER MANAGEMENT
35	ELECTRICAL COMPONENTS AND EQUIPMENT
36	ELECTRICAL WORKS
37	ENGINEERING
38	ENTERTAINMENT FACILITIES
39	ENVIRONMENTAL HEALTH
40	FINANCIAL SERVICES
41	FIRE EQUIPMENT
42	FREIGHT SERVICES
43	GARDENING
44	GENERAL DEALER
45	GIS
46	GOVERNMENT SERVICES
47	GRAPHIC DESIGNS
48	GROCERIES
49	HOUSING
50	HUMAN RESOURCE MANAGEMENT
51	INFORMATION TECHNOLOGY
52	INSPECTION SERVICES
53	INSTITUTES
54	INSURANCE
55	LANDUSE MANAGEMENT
56	LEGAL SERVICES
57	LOCAL GOVERNMENT
58	LOCKSMITHS
59	MARKETING
60	MEDICAL SUPPLIES

CODE	COMMODITY
61	MINING PRODUCTS
62	MOTORVEHICLE REPAIRS
63	OFFICE EQUIPMENT
64	PAINTING
65	PAVING
66	PEST CONTROL
67	PHOTOGRAPHY
68	PLUMBING
69	PORTS & AVIATION
70	PRINTING AND DESIGN
71	PROJECT MANAGEMENT
72	PUBLISHERS
73	RECRUITMENT AGENTS
74	RESTAURANTS
75	ROAD WORKS
76	SECURITY
77	SECURITY AND ACCESS CONTROL
78	SECURITY SERVICES
79	SOUND AND MUSIC SYSTEMS
80	SPARE PARTS
81	SPATIAL DEVELOPMENT
82	STATIONERY
83	STRATEGIC DEVELOPMENT
84	SURVEYORS
85	TELECOMMUNICATION SYSTEMS
86	TILING
87	TOURS AND TOURISM
88	TOWN PLANNING
89	TRAINING AND DEVELOPMENT
90	TRANSPORT SERVICES
91	TRAVEL AGENCIES
92	TYRES
93	WATER INSTALLATIONS
94	FUEL
95	CABLING
96	DECORATIONS & PATENS DESIGN
97	PLANT AND EQUIPMENT HIRE
98	EARTH MOVING EQUIP & MAINTENCE
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BUSINESS TYPE	CODE
CONSTRUCTION	A
SALES / DISTRIBUTION	B
GENERAL SERVICES	C
PROFESSIONAL SERVICES / CONSULTANTS	D

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES

Suppliers are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof
B-BBEE Status Level of Contributor

B-BBEE Status Level of Contributor	Number of points	Number of points
	(90/10 system)	(80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

MUNICIPAL AREA WITHIN THE FRANCES BAARD DISTRICT: Please ✓ the relevant box	
SOL PLAATJE	<input type="checkbox"/>
DIKGATLONG	<input type="checkbox"/>
MAGARENG	<input type="checkbox"/>
PHOKWANE	<input type="checkbox"/>

PROVINCE: Please ✓ the relevant box			
NORTHERN CAPE	<input type="checkbox"/>	GAUTENG	<input type="checkbox"/>
EASTERN CAPE	<input type="checkbox"/>	KWA-ZULU NATAL	<input type="checkbox"/>
WESTERN CAPE	<input type="checkbox"/>	LIMPOPO	<input type="checkbox"/>
NORTH WEST	<input type="checkbox"/>	MPUMALANGA	<input type="checkbox"/>
FREE STATE	<input type="checkbox"/>		

Declaration of any Conflict of Interest: (compulsory)

I / We the undersigned acknowledge(s) that:

- * The information Furnished is true and correct.
- * The Equit Ownership claimed is in accordance with the General Conditions
- * Any conflict of interest will be declared in the comment space below

SIGNATURE OF OWNER OR AUTHORISED REPRESENTATIVE

DATE

SIGNATURE OF OWNER OR AUTHORISED REPRESENTATIVE

DATE

MBD 4

DECLARATION OF INTEREST

1 No bid will be accepted from persons in the service of the state .

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 and/or take an oath declaring his/her interest.**

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

3.1 Full Name: _____

3.2 Identity Number: _____

3.3 Company Registration Number: _____

3.4 Tax Reference Number:

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3.5 VAT Registration Number:

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3.6 Are you presently in the service of the state

Yes	No
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3.6.1 If so, furnish particulars.

3.7 Have you been in the service of the state for the past 12 Months?

Yes	No
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3.7.1 If so, furnish particulars.

* 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.

3.8 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
-----	----

3.8.1 If so, furnish particulars.

3.9 Are you, aware of any relationship (family, friend, other) between a 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
-----	----

3.9.1 If so, furnish particulars

3.10 Are any of the company's directors, managers, principalshareholders or stakeholders in service of the state?

Yes	No
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3.10.1 If so, furnish particulars.

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

Yes	No
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3.11.1 If so, furnish particulars.

CERTIFICATION

I, THE UNDERSIGNED (NAME) _____

HEREBY CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

Signature

Signature Date

Name of Bidder

Position

MBD 9

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
 - 2 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
 - 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:
- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that;
(Name of Bidder)

- 1 I have read and I understand the contents of this Certificate;
- 2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4 Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on
- 5 For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity,

8 specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

9 time of the official bid opening or of the awarding of the contract.

- 3 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

Date

Position

Name of Bidder

SCM : OFFICE USE ONLY

APPROVED BY SCM:

YES

NO

.....
PRINT NAME

.....
SIGNATURE

.....
DATE

CAPTURED BY:

.....
PRINT NAME

.....
SIGNATURE

.....
DATE