



Ditsobotla

Local Municipality

**APPLICATION TO BE REGISTERED ON THE
DITSOBOTLA LOCAL MUNICIPALITY
SUPPLIER DATABASE**



Ditsobotla Local Municipality

Ditsobotla Local Municipality
Civic Centre
Dr Nelson Mandela Drive
Lichtenburg 2740
Tel 018 632 5051
Fax 018 632 5006

DITSOBOTLA LOCAL MUNICIPALITY

TO ALL SUPPLIERS AND SERVICE PROVIDERS
REGISTRATION
AS AN APPROVED SUPPLIER OR SERVICE PROVIDER ON THE
DATABASE OF DITSOBOTLA LOCAL MUNICIPALITY

All suppliers and service providers are herewith invited to register as an approved supplier or service provider on the database of the Municipality for 2015/16.

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Municipal Finance Management Act (MFMA) the Municipality developed a supplier and service provider's database to be used by the Procurement section.

The purpose of this database is to give all prospective suppliers and service providers the opportunity to submit quotations to the Municipality.

Preference will be given to registered suppliers and service providers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Municipality. It is envisaged however, that this database will contribute to efficient administration and compliance with MFMA.

Suppliers, vendors and service providers that were Ditsobotla's suppliers in 2011/12 financial year should not re-apply for consideration in this current financial year.

Non-refundable deposit of R50.00 is payable to effect registration.

It is imperative that suppliers and service providers read the application document carefully complete it in full and sign it. Please note that a valid Tax Clearance Certificate must be attached and only those suppliers and service providers whose Municipal account is paid up to date will be captured on the database.

Civic Centre
Dr. Nelson Mandela Drive
Lichtenburg
2740

MR W MOSERWA
ACTING MUNICIPAL MANAGER



Ditsobotla Local Municipality

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SUPPLIER APPLICATION FORM

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** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- Applicants will be contacted via fax/ telephone/ e-mail and **must** therefore submit an **operating fax number/ telephone no./ e-mail address**; failure to comply will result in excluding the supplier from the data base;
- It should be noted that the 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.
- ID Copies of members, ck1 and tax clearance certificate.
- Proof of banking details

Supplier Detail:

Company / Supplier Name:	
Company / CC Registration Number:	
VAT Registration Number (If Applicable):	
Income Tax Reference Number (compulsory):	
Web Address:	
E-Mail Address:	
Telephone Number:	
Fax Number (Compulsory):	
Toll Free Number:	
Number of Full Time Employees:	
Number of years in business	

Postal Address: (Compulsory)	
Code	

Physical Address: (Compulsory)	
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Company / Supplier Classification: (Please tick the relevant box / boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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Tax Clearance Certificate Attached (Compulsory)	YES	NO
Expiry Date of Tax Clearance Certificate		

Supplier Grouping detail: Type of Firm: (Please tick 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	

Main Contact Person in your Company:

Name:																		
Company Position:																		
Cell Phone Number:																		
Fax Number:																		
E-Mail Address:																		

Sales Contact Person in your Company:

Name:																		
Company Position:																		
Cell Phone Number:																		
Fax Number:																		
E-Mail Address:																		



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Main services supplied:

Other services supplied:

TRACK RECORD

LIST THE FOUR LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS	CONTRACT FEE



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Instructions and Definitions:

(Please read carefully before completing PDI Ownership Status)

Legislation:

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Municipal Finance Management Act, 2003 (MFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to the Municipality.

Terminology:

- Commodities:** The commodities the company wishes to be registered for as a supplier to the Municipality.
- Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Commission.
- Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the Commission, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- Woman:** A female person who is a SA citizen.
- Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

List all Partners, Proprietors and Shareholders: (Compulsory)

Name	Position in Company	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified



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I/we the undersigned acknowledge(s) that:

- The information furnished is true and correct
- The Equity 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

COMMISSIONER OF OATHS :

SIGNATURE : _____

DATE : _____

STAMP : _____



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LIST OF SERVICES TO APPLY FOR REGISTRATION IN DITSOBOTLA LOCAL MUNICIPALITY'S DATABASE OF SUPPLIERS.

Suppliers of the following products/services are required to register on the database: -

<p style="text-align: center;">Technical</p> <ul style="list-style-type: none"> • Consulting Engineers (Civil, Structural, Electrical, Mechanical; • Registered Architectural Specialist • Registered Quantity Survey Specialist • Registered Project and Construction Managers • Environmental Impact Assessment Specialist • Environmental Management Specialist • Waste Management Specialist 	<p style="text-align: center;">Marketing & Communication</p> <ul style="list-style-type: none"> • Special Events/ Functions Management Service • Sponsorship for Annual Awards • Advertising • Corporate Gifts • Media/ Publicity • Video & Photography • Communication Services • Media Monitoring • Strategic Impact Analysis • Editing Services • Graphic Design • Printing of Booklets and Publications (Design, Layout and Printing) 	<p style="text-align: center;">Fund Management Actuarial Services & Risk</p> <ul style="list-style-type: none"> • Asset Management • Investment Fund Management Consultancy • Risk Assessment and Management Service • Insurance Companies
<p style="text-align: center;">Office Service & Administration</p> <ul style="list-style-type: none"> • Office Cleaning Materials and Services • Printing and Stationery • Flight Bookings, Car Rentals, Accommodation • Conference Venues • Courier Service • Security Service • Catering • Office Maintenance • General Repair & Maintenance • Office Furniture 	<p style="text-align: center;">Accounting & Finance</p> <ul style="list-style-type: none"> • Corporate Government and Related Consulting • Tax Consultants • Auditing Consultants 	<p style="text-align: center;">Information Technology</p> <ul style="list-style-type: none"> • Information Technology Consultants • Software Suppliers • Telephone/ PABX Maintenance and Suppliers • Server Maintenance • Data/ Telephone Network Maintenance • Installation and Maintenance of Network • Repairing and Upgrading of Computers/ Printers/ Monitors/ Hubs/ Switches • Hardware Suppliers • Electrical Maintenance • Web Development Maintenance • Intranet Development and Maintenance • Document Management • Business Process Analysis and Re-engineering
	<p style="text-align: center;">Human Resources</p> <ul style="list-style-type: none"> • Recruitment Placement Agencies • Training and Development Institutions (Accredited) • Training (HIV/ AIDS) • Organizational Development Agencies 	



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<ul style="list-style-type: none"> • Carpet Cleaning 	<ul style="list-style-type: none"> • Job Evaluation Suppliers • Performance Management • Human Resources Planning • Employee Wellness Programmes • Labour Relations Consultant • Team Building Specialist • Motivational Speaker 	<p style="text-align: center;">Legal & Law Firms</p> <ul style="list-style-type: none"> • Debt Collection • Legal Consultants • Corporate Law • Employment Law • Financial Law • Insurance Law • Property Law • Translation and Transcribing Services
		<p style="text-align: center;">Consulting Services</p> <ul style="list-style-type: none"> • Local Government Services • Social and Economic Development • Inter- governmental Relations • Municipal Labour and Conditions of Service • Knowledge Management • Skills

The following criteria will be used during the adjudication process: -

- Track Record and Technical capabilities
- PDI Equity
- SMME status
- Resources