

MODIMOLLE LOCAL MUNICIPALITY



SUPPLIER REGISTRATION FORM

For Enquiries Contact
Supply Chain Management Unit
Tel No: 014 718 2057/73
Fax No: 014 717 1687/086 663 3189

Municipal Building
OR Tambo Square
Harry Gwala Street

Private Bag X1008
Modimolle
0510

FOR OFFICIAL PURPOSES ONLY:

Business																				
Registration Number																				

Name of Personnel Issued:

Name of Personnel Received:

Checked By:

Date:

Employee Number:

Signature:

Signature of Senior Official for Verification:

SUPPLIER NUMBER:

NOTE:

SUPPLIERS PROVIDING FALSE OR FRAUDULANT INFORMATION OR DOCUMENTATION SHALL SUBJECT THEMSELVES TO IMMEDIATE DISQUALIFICATION.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. THIS INCLUDES THE SUPPORTING DOCUMENTATION AS STIPULATED.

COMPULSORY DOCUMENTATION:

The Following Documents Are Compulsory For ALL Businesses Seeking Registration:	
Original Tax Clearance Certificate	
Latest Rates and Taxes Statement	
A Valid BBEE Certificate (If Accredited)	
Copy Of VAT Registration Certificate (If Registered)	
Company Profile	
Affidavit Confirming Disability (If Applicable)	

The Following Documents Are Compulsory For The Applicable Businesses:		Y	N	N/A
<i>Public Company (Listed)</i>	CM29 And CM1 (Or If Company Details Have Changed With The Registrar Of Companies, Please Provide CM26, CM9 And CM1)			
<i>Private Company (Pty) Ltd</i>	CM29 And CM1 (Or If Company Details Have Changed With The Registrar Of Companies, Please Provide CM26, CM9 And CM1)			
<i>Close Corporation</i>	CK1 (Or If Company Details Have Changed With The Registrar Of Companies, Please Provide CM26, CM9 And CM1)			
<i>Partnership</i>	Certified Letter Stating Partners With Identity Numbers Included			
<i>Trust</i>	Deed Of Trust			
<i>Non Profit Organisation</i>	Certificate Of Incorporation - Section 21			
<i>Individual/Sole Proprietor</i>	Certified Copy Of ID Document Of Individual			

BUSINESS PARTICULARS

Registered Name of Business:	
Trading Name of Business:	
Holding Company Name (If Applicable):	
Type of Business: <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/> Public Company (Listed) <input type="checkbox"/> Private Company (Pty) Ltd <input type="checkbox"/> Close Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Non Profit Organisation <input type="checkbox"/> Individual/Sole Proprietor
Business Registration Number:	
Income Tax Number:	
VAT Registration Number: <i>(If Registered)</i>	
Business Email:	
Business Website Address:	
Business Mobile Number (for SMS):	

ADDRESS DETAIL

Registered Business Address Line 1:	
Registered Business Address Line 2:	
Town/City of Registered Business Address:	
Province of Registered Business Address:	
Country of Registered Business Address:	
Postal Code:	
Business Physical Address Line 1:	
Business Physical Address Line 2:	
Town/City of Business Physical Address:	
Province of Business Physical Address:	
Postal Code:	

ADDRESS DETAIL (CONTINUED)

Business Postal Address Line 1:	
Business Postal Address Line 2:	
Town/City of Business Postal Address:	
Province of Business Postal Address:	
Postal Code:	

CONTACT PERSON DETAILS

Contact Person Title: *(Tick/Select Applicable Box)*

- Mister (Mr)
- Miss (Ms)
- Doctor (Dr)
- Partnership
- Professor (Prof)
- Misses (Mrs)
- Sir

First Name Of Contact Person:

Last Name Of Contact Person:

Contact Person Job Title:

Contact Person Identity Number:

Contact Person Telephone Number:

Contact Person Fax Number:

Contact Person Cellphone Number:

Contact Person Email Address:

BANKING DETAILS

Account Holder (Name Under Which Account Is Operated):	
Name Of Bank:	
Bank Branch Name:	
Bank Branch Code:	
Bank Account Number:	
Account Type: <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/> Savings <input type="checkbox"/> Cheque <input type="checkbox"/> Transmission

COMPANY SERVICE TYPE

Select the service type applicable to your business: *(Tick/Select Applicable Box)*

	OEM
	Manufacturer
	Distributor/Supplier/Agent
	Service Provider

**PRODUCTS AND SERVICES:
NB ONLY FOUR CATEGORIES TO BE CHOSEN**

Please indicate by ticking an appropriate box below, all products or services your business can supply to Modimolle Municipality.

SERVICES YOUR BUSINESS CAN DELIVER:

**ACCOUNTING AND BOOKKEEPING
SERVICES**

- ACCOUNTING SERVICES
- AUDIT SERVICES
- FINANCIAL SERVICES

**BUSINESS ADMINISTRATION
SERVICES**

- MANAGEMENT SUPPORT SERVICES

REPRODUCTION SERVICES

- PRINTING
- ENGRAVING
- PHOTOCOPYING
- PUBLISHING
- BOOKBINDING

**BUILDING CONSTRUCTION
SERVICES**

- COMMERCIAL AND OFFICE BUILDING CONSTRUCTION SERVICES

**SPECIALITY BUILDING AND TRADES
SERVICES**

- WELDING SERVICE

CLEANING SERVICES

- GENERAL BUILDING AND OFFICE CLEANING AND MAINTENANCE SERVICES
- LAUNDRY SERVICES
- GARDENING SERVICES
- WASTE REMOVAL

ELECTRONICS

- AUDIO AND VISUAL EQUIPMENT

SECURITY AND PERSONAL SAFETY

- GUARD SERVICES

COMPUTER SERVICES

- SYSTEM AND SYSTEM COMPONENT ADMINISTRATION SERVICES
- INFORMATION RETRIEVAL SYSTEMS
- SOFTWARE MAINTENANCE AND SUPPORT
- COMPUTER HARDWARE MAINTENANCE AND SUPPORT

**BUILDING AND FACILITY
MAINTENANCE AND REPAIR**

- BUILDING MAINTENANCE AND REPAIR SERVICES
- PEST CONTROL
- FACILITY MAINTENANCE AND REPAIR SERVICES
- INFRASTRUCTURE MAINTENANCE AND REPAIR SERVICES

ENGINEERING SERVICES

- ELECTRICAL AND ELECTRONIC ENGINEERING
- CIVIL ENGINEERING
- MECHANICAL ENGINEERING

**TRANSPORTATION REPAIR OR
MAINTENANCE SERVICES**

- VEHICLE MAINTENANCE AND REPAIR SERVICES
- PANEL AND PAINT SERVICES
- VEHICLE CAR WASH SERVICE

**INTERIOR FINISHING AND
FURNISHING AND REMODELING
SERVICES**

- INTERIOR DESIGN OR DECORATING

OTHER PROFESSIONAL SERVICES

- ARCHITECTS
- SURVEYOR
- TOWN PLANNERS

**COMPREHENSIVE HEALTH
SERVICES**

- HEALTH ADMINISTRATION SERVICES

HUMAN RESOURCES SERVICES

- HUMAN RESOURCE DEVELOPMENT
- PERSONNEL RECRUITMENT
- LABOR OR UNION RELATIONS
- PERSONNEL SKILLS TRAINING
- AUDIT TRAINING
- IT TRAINING

INSURANCE AND RETIREMENT SERVICES

- LIFE AND HEALTH AND ACCIDENT INSURANCE
- RETIREMENT FUNDS
- PENSION FUND
- INSURANCE SERVICES FOR STRUCTURES AND PROPERTY AND POSSESSIONS

LEGAL SERVICES

- BUSINESS LAW SERVICES
- CIVIL LIABILITY SERVICES

MAIL AND CARGO TRANSPORT

- POSTAL AND SMALL PARCEL AND COURIER SERVICES
- ROAD CARGO TRANSPORT

PASSENGER TRANSPORT

- PASSENGER ROAD TRANSPORTATION

MANAGEMENT ADVISORY SERVICES

- RISK MANAGEMENT CONSULTATION SERVICE
- PROJECT MANAGEMENT

MARKETING AND DISTRIBUTION MATERIALS

- SALES AND BUSINESS PROMOTION ACTIVITIES
- EVENTS MANAGEMENT
- AUCTION SERVICES

CATERING

- CATERING SERVICES
- EVENT RENTAL SERVICES

HOTELS AND LODGING AND MEETING FACILITIES

- HOTELS AND MOTELS AND INNS
- MEETING FACILITIES

**SPECIALIZED TRADE
CONSTRUCTION AND MAINTENANCE
SERVICES**

- HEATING AND COOLING AND AIR CONDITIONING SERVICES
- PLUMBING SERVICES
- PAINTING SERVICES
- ELECTRICAL SYSTEM SERVICES
- CARPENTRY SERVICES

STORAGE

- GENERAL GOODS STORAGE

TRAVEL FACILITATION

- TRAVEL AGENTS

**WATER AND WASTEWATER
TREATMENT SUPPLY AND DISPOSAL**

- WATER TREATMENT

PERFORMING ARTS

- LIVE PERFORMANCES

VISUAL ART SERVICES

- PAINTERS SERVICES
- SCULPTORS SERVICES

PRODUCTS YOUR BUSINESS CAN PROVIDE:

FURNITURE

OFFICE FURNITURE

AGRICULTURAL AND FORESTRY AND LANDSCAPE MACHINERY AND EQUIPMENT

AGRICULTURAL MACHINERY AND COMPONENTS

BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES

CONSTRUCTION MACHINERY AND EQUIPMENT

CONSTRUCTION MATERIAL AND ACCESSORIES

STRUCTURAL BUILDING PRODUCTS

BRICKS

TILES AND FLAGSTONES

INSULATION

THERMAL INSULATION

EXTERIOR FINISHING MATERIALS

ROOFING MATERIALS

ROOFING ACCESSORIES

RAIN GUTTERS AND ACCESSORIES

SIDING AND EXTERIOR WALL MATERIALS

FINISHING MATERIALS AND PRODUCTS

FENCING

INTERIOR FINISHING MATERIALS

WALL FINISHING MATERIALS

CEILING MATERIALS

FLOORING

CABINETS

MOLDING AND MILLWORK

PARTITION WALLS

PLUMBING FIXTURES

SANITARY WARE

INDUSTRIAL PUMPS AND COMPRESSORS

PUMPS

**CONSTRUCTION AND MAINTENANCE
SUPPORT EQUIPMENT**

LADDERS AND SCAFFOLDING

HARDWARE

SCREWS

BOLTS

NUTS

WASHERS

NAILS

**PAINTS AND PRIMERS AND
FINISHES**

PAINTS AND PRIMERS

PAINT APPLICATORS AND PAINTING ACCESSORIES

ADDITIVES

COLLOIDS (EMULSIONS)

**HEATING AND VENTILATION AND
AIR CIRCULATION**

AIR CIRCULATION AND PARTS AND ACCESSORIES

COOLING (AIR CONDITIONING)

HEATING EQUIPMENT AND PARTS AND ACCESSORIES

**ELECTRICAL EQUIPMENT AND
COMPONENTS AND SUPPLIES**

ELECTRICAL BOXES AND ENCLOSURES AND FITTINGS AND ACCESSORIES

ELECTRICAL LUGS PLUGS AND CONNECTORS

SWITCHES AND CONTROLS AND RELAYS AND ACCESSORIES

CIRCUIT PROTECTION DEVICES AND ACCESSORIES

ELECTRICAL HARDWARE AND SUPPLIES

CLOTHING

CLOTHING ACCESSORIES

UNIFORMS

T-SHIRTS

OVERALLS AND COVERALLS

ATHLETIC WEAR

FOOTWEAR

BOOTS

SHOES

FIRE PROTECTION

FIRE FIGHTING EQUIPMENT

**INFORMATION TECHNOLOGY
BROADCASTING AND
TELECOMMUNICATIONS**

COMMUNICATIONS DEVICES AND ACCESSORIES

HARDWARE COMPONENTS FOR INFORMATION TECHNOLOGY OR BROADCASTING OR
TELECOMMUNICATIONS

DATA VOICE OR MULTIMEDIA NETWORK EQUIPMENT OR PLATFORMS AND ACCESSORIES

**OFFICE EQUIPMENT AND
ACCESSORIES AND SUPPLIES**

OFFICE SUPPLIES (STATIONARY)

OFFICE EQUIPMENT

SIGNAGE AND ACCESSORIES

TAGS

LABELS

SIGNAGE

SIGNAGE EQUIPMENT

IDENTIFICATION DOCUMENTS

PHOTOGRAPHIC SERVICES

PHOTOGRAPHERS AND CINEMATOGRAPHERS

**PERSONAL SAFETY AND
PROTECTION**

SAFETY APPAREL

SOFTWARE

BUSINESS FUNCTION SPECIFIC SOFTWARE

FINANCE ACCOUNTING AND ENTERPRISE RESOURCE PLANNING ERP SOFTWARE

**WATER AND WASTEWATER
TREATMENT SUPPLY AND DISPOSAL**

WATER TREATMENT AND SUPPLY EQUIPMENT

CLEANING AND JANITORIAL SUPPLIES

- CLEANING RAGS AND CLOTHS AND WIPES
- BROOMS AND MOPS AND BRUSHES AND ACCESSORIES
- RESTROOM SUPPLIES
- CLEANING AND DISINFECTING SOLUTIONS
- CLEANING KITS

JANITORIAL EQUIPMENT

- FLOOR MACHINES AND ACCESSORIES
- WASTE CONTAINERS AND ACCESSORIES
- CLEANING EQUIPMENT

DAIRY PRODUCTS AND EGGS

- MILK AND BUTTER PRODUCTS

PREPARED AND PRESERVED FOODS

- SNACK FOODS
- SANDWICHES AND FILLED ROL
- PACKAGED COMBINATION MEALS
- SAVORY PIES AND QUICHES AND PASTIES

BEVERAGES

- COFFEE AND TEA
- NON ALCOHOLIC BEVERAGES
- FRESH CITRUS JUICE OR CONCENTRATE
- FRESH BERRY JUICE OR CONCENTRATE

CHOCOLATE AND SUGARS AND SWEETENERS AND CONFECTIONARY

- CHOCOLATE AND SUGARS AND SWEETENING PRODUCTS

OWNERSHIP

List All Persons/Entities, Who Are Owners (i.e. Proprietors/Shareholders/Partners/Sole Proprietors/Trustees/Beneficiaries/Companies/Trusts) In the Business/Trust:

FIRST NAME:	LAST NAME:	SA CITIZENSHIP / REGISTERED? (YES/NO)	RACE:	IDENTITY NUMBER (IF APPLICABLE)	CAPACITY (MEMBER / PARTNER / PROPRIETOR / SHAREHOLDER / TRUSTEE / BENEFICIARY):	YOUTH (YES/NO) (INDIVIDUAL AGED 18-35 YEARS)	* HDI - NO FRANCHISE (YES/NO)	** HDI - FEMALE (YES/NO)	*** HDI - DISABILITY (YES/NO)	PERCENTAGE OWNERSHIP	ENTITY REGISTRATION NUMBER (IF APPLICABLE)

* Qualify as HDI By Virtue Of Not Having Had Any Franchise In Elections Prior To 1983 Or 1994.

** Qualify as HDI By Virtue Of Being Female.

*** Qualify as HDI By Virtue Of Having A Disability.

OWNER INTEREST IN OTHER BUSINESS

First Name Of Owner:	
Last Name Of Owner:	
Name Of Other Business:	
Position Held:	
Percentage Ownership Held:	

BBBEE/BEE STATUS

Select Your Business BEE Component /
Ownership: *(Tick/Select Applicable Box)*

- BO (Black Owned, 50% + 1 vote)
- BE (Black Empowered, 25,1% + 50%)
- BI (Black Influenced, 5,1% - 25%)
- ES (Empowering Supplier, 1% - 5%)
- WO (White Owned, 0%)

Has Your Business Undergone A Formal Broad Based Black Economic Empowerment (BBBEE) Accreditation? *(Tick/Select Applicable Box)*

Yes No

If Answered "Yes", State The Name Of The Accreditation Agency:

Indicate Your BBBEE Level Of Accreditation:
(Tick/Select Applicable Box)

- Level 1 (100 Points Scored Or More)
- Level 2 (85 To 100 Points Scored)
- Level 3 (75 To 85 Points Scored)
- Level 4 (65 To 75 Points Scored)
- Level 5 (55 To 65 Points Scored)
- Level 6 (45 To 55 Points Scored)
- Level 7 (40 To 45 Points Scored)
- Level 8 (30 To 40 Points Scored)
- Non Complaint (Less Than 30 Points Scored)

BBBEE Certificate Expiry Date:

SMALL MICRO AND MEDIUM SIZED ENTERPRISE (SMME'S)

Select Your Business Sector Or Sub-Sectors In Accordance With The Standard Industrial Council: *(Tick/Select Applicable Box - ONLY IF YOUR BUSINESS IS CLASSIFIED AS AN SMME ACCORDING TO THE NATIONAL SMALL BUSINESS ACT 102 OF 1996.)*

Agriculture	
Catering, Accommodation & Other Trade	
Community, Social & Personal Services	
Construction	
Electricity, Gas & Water	
Finance And Business Services	
Manufacturing	
Mining & Quarrying	
Retail, Motor Trade And Repair Services	
Transport, Storage & Communications	
Wholesale Trade, Commercial Agents & Allied Services	

PREVIOUS BUSINESS INFORMATION

Date Current Business Was Established:	
Did Your Business Exist Under A Previous Name? <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", What Was The Previous Name?	

PREVIOUS EXPERIENCE / REFERENCES

Has Your Business Performed Any Work For The Government During The Past 5 Years? *(Tick/Select Applicable Box)*

Yes
No

List The Last 3 Contracts Awarded To Your Business Or Other Previous Experience Related To Your Core Business:

State All Detail In the Following Order:

Contract Description / Client Name / Client Contact Detail / Location / Value Of Contract (In Rand) / Date Of Completion or Expected Completion Date

DECLARATION OF INTEREST

Any person, having a kinship with persons in the service of the Modimolle Municipality or any other government institutions, including a blood relationship, may apply to register. Disclosure is required in the interest of fairness and transparency.

Are you presently in the service of the Modimolle Municipality or any other government institutions? <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
If so, furnish particulars:		
Have you been in the service of the Modimolle Municipality or any other government institutions for the past twelve months? <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
If so, furnish particulars:		
Do you have any relationship (family, friend or other) with persons in the service of the Modimolle Municipality? <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
If so, furnish particulars:		
Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of Modimolle Municipality? <i>(Tick/Select Applicable Box)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
If so, furnish particulars:		

CERTIFICATION

I, UNDERSTAND (NAME AND SURNAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE MODIMOLLE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature (Duly authorised):
First Name:
Last Name:
Identity Number:
Capacity (Owner, Director, Partner etc.):
Date Completed:
Place Completed:

The Modimolle Municipality will validate the information supplied in the registration form and supporting documentation as part of the accreditation process for suppliers.