



**APPLICATION FOR REGISTRATION**  
**BAVIAANS MUNICIPALITY**  
**SUPPLIER DATABASE (BMSD)**

The Completed Application must either be delivered to:

**Supply Chain Management Unit**  
**Baviaans Municipality**  
**42 Wehmeyer Street**  
**Willowmore**  
**6445**

Or Posted to:

**Supply Chain Management Unit**  
**Baviaans Municipality**  
**PO Box 15**  
**Willowmore**  
**6445**

Enquiries: Desmé Booysen  
Telephone No: 044 923 1004

**FOR OFFICE USE ONLY**

**REGISTRATION**

**NO.....**

**NAME OF**

**SUPPLIER.....**

## **Introduction**

This supplier database is being populated to enable the effective implementation of the Baviaans Municipality (BM) Preferential Procurement Policy. This Policy is in line with the Preferential Procurement Policy Frame Work Act (PPPPFA) No.5 of 2000 and the National Government Regulation pertaining to the Act. In terms of the Act, preferences are given to Historical Disadvantaged Individual HDI shareholders who are actively involved in the daily operations and management of an organization, defined according to preferential procurement regulations 2001, an “activity inclusive of control and performed on daily basis”

Historically Disadvantaged Individual (HDI) means a SA 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 RSA (Act No. 110 of 1983) or the constitution of the RSA, 1993 (Act No 2000 of 1993) (“ the interim constitution”) and/ or
2. who is female; and/or
3. who has a disability

Provided that a person, who obtained SA Citizenship on or after the coming effect of the interim Constitution, is deemed not to be an HDI

## **Guidelines for completing the BMSD Registration Form**

1. Required Documentation  
Please refer to attached table (page 3) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached if a field is not applicable to your business type clearly mark it as N/A and supply applicable documentation, or proof of exemption.
2. Completion of Questions  
Clearly state Yes, No or N/A to the questions asked. Do not leave any fields blank.
3. Tax Clearance Certificate  
An Original Tax Clearance Certificate is to be submitted. This is to be updated on expiry and submitted for inclusion in the BMSD Supplier Database.
4. Copies of Documents  
Please keep the copies of the registration form and all supporting documentation submitted, for your own records, and to ensure that all data is maintained and up to date on a continual basis.
5. Owners, Shareholders

Please ensure that the percentages of ownership of the individual shareholders amount to 100%. That is, provide details of all shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.

6. Certification of Correctness

Please ensure that the certification of correctness is signed and dated.

7. Processing of Registration

Your completed registration will be processed, and once verified will be approved and you will be issued with a Supplier Database Registration code to be used in future communications with the Baviaans Municipality. A letter of Verification will be dispatched upon registration, provided that all the requirements are met. Please note that this administration process of completed registration forms will take a minimum of 5 working days. Once your registration has been included on the Baviaans Municipality Database your details will be accessible to the Baviaans Municipality Supply Chain Management.

8. Business Opportunities

Please note that registration on the Baviaans Municipality Supplier Database does not guarantee business opportunities.

9. Amendments

Please notify the Baviaans Municipality Supply Chain Management Unit immediately of any changes to be verified concerning the information submitted. Submit a Certification of correctness with amended data.

10. Queries

Should you have any queries or if you require assistance completing the registration form, please contact Baviaans Municipality

<b>B BUSINESS TYPE (WILLOWMORE DETAILS)</b>									
<b>DOCUMENTS REQUIRED</b>	<b>Sole Proprietary</b>	<b>Close Corporation &amp; Private Company</b>	<b>Partnership</b>	<b>Public Company</b>	<b>Business Trust</b>	<b>Non Profit Organisation</b>	<b>Where to get documents</b>	<b>Address</b>	<b>Telephone Number</b>
Company Registration (CERTIFIED COPIES)	N/A	Certificate of Incorporation CK1/ CK2	Partnership Agreement	Certificate of Incorporation CM3	Trust Agreement	Certificate of Incorporation Section 21	Registrar of Close Corporation & Companies		
Proof of Ownership (CERTIFIED COPIES)	N/A	Shareholding CK1/CK2	Partnership Agreement	Shareholding CM3	Trustee details: Letter of Authority	Auditor's letter – No shareholding	Registrar of Close Corporation & Companies		
Billing Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	Relevant Local Authority		
RSC Levy Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	NMMM (Levies Section)		
Proof of Banking	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled Cheque	Bank Statement/ Cancelled Cheque	Bank Statement/ Cancelled Cheque	Bank Statement/ Cancelled Cheque	Bank Statement/ Cancelled Cheque	Branch of Bank where account is held		
Income Tax	For the owner or the business	For the company / cc	For the Partnership	For the Company	For the Trust	For the NPO	Receiver of Revenue		
Tax Clearance Certificate	For the owner or the business	For the company / cc	For the Partnership	For the Company	For the Trust	For the NPO	Receiver of Revenue		
P.A.Y.E	N/A Unless staff remuneration	Yes If staff Remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Receiver of Revenue		
VAT Registration	If exempt from VAT, please provide a certified copy of the VAT, exemption document						Receiver of Revenue		
	Yes	Yes	Yes	Yes	Yes	Yes			
UIF Certificate	Yes If staff remuneration	Yes	Yes	Yes	Yes	Yes	Department of Labour		
Workman's Compensation	Yes If staff remuneration	Yes If staff Remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Department of Labour		
Security Officer's Board	If applicable (for security industry )	If applicable (for security Industry	If applicable (for security industry	If applicable (for security industry	If applicable (for security industry	If applicable (for security industry			
Proof of Disability	If owner is Disabled	If owner is Disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled			

**APPLICATION FOR REGISTRATION ON BAVIAANS MUNICIPALITY**

*(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non- registration of the applicant business)*

**1. BUSINESS PARTICULARS:**

Name of Business as registered with the Registrar of Companies / Close Corporations

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Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar

-----

Registration Number as registered with the Registrar of Companies / close corporation (if applicable) :

-----

Postal Address

-----

-----

-----

Postal Code: -----

Physical Address

-----

-----

-----

Telephone no: (-----) ----- Fax no: (-----) -----

Cell. No: -----

E-mail address (if available):

-----

Contact Person

-----

1.6 Physical location of Head Office (if applicable)

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1.7 Registration Details (where applicable)

	<b>Registration Number</b>	<b>Certificates Attached Yes / Not applicable</b>
Company / CC Registration		
Proof of Shareholding / Ownership		
Billing Clearance Certificate		
RSC Levy Clearance Certificate		
Proof of banking		
Income Tax		
Tax Clearance *		
P.A.Y.E.		
VAT		
UIF		
Compensation Commissioner		
Security Officers Board		
Disability Documents		

\* An original Tax Clearance Certificate must be supplied

**2. BANKING DETAILS**

Name of banking institution: -----

Branch Name: -----

Branch Code: -----

Town / City: -----

Banking account number: -----

Account Type: -----

Account Holder (Name under which account is operated):

-----  
**N.B.A. COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 60 DAYS OR A CANCELLED CHEQUE MUST BE SUPPLIED. ALSO THE ACCOUNT HOLDER MUST MATCH THE TRADING NAME OF THE ORGANISATION.**

**3. TYPE OF BUSINESS**

Tick whichever block is applicable to your business or firm and attach the relevant certified copy.

Public Company Ltd		Certified copy of Certificate of Incorporation (CM3)
Private Company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM3)
Close Corporation cc		Copy of CK 1 Document and CK 2 if applicable
Sole Proprietor		Certified copy of ID document
Partnership		Certified copy of Partnership Agreement
Trust		Certified copy of Trust Document
Co-operatives		Certified copy of Proof of Registration with the Directorate Co-operatives
Voluntary Associations		Certified copy of constitution
Other (specify)		

#### 4. BUSINESS INFORMATION

**THE FOLLOWING TABLE MUST BE COMPLETED IN ORDER TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME IN TERMS OF THE NATIONAL SMALL BUSINESS ACT 102 OF 1996. SELECT THE SECTOR AND TICK THE APPROPRIATE BLOCKS IN COLUMN 2, 3 AND 4.**

<b>COLUMN 1</b>	<b>COLUMN 2</b>		<b>COLUMN 3</b>		<b>COLUMN 4</b>	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees TICK WHERE APPLICABLE		Total annual turnover TICK WHERE APPLICABLE		Total gross asset value (fixed property excluded). TICK WHERE APPLICABLE	
Agriculture	MORE THAN 100		MORE THAN R 5 m		MORE THAN R 5 m	
	LESS THAN 100		LESS THAN R 5 m		LESS THAN R 5 m	
Mining and Quarrying	MORE THAN 200		MORE THAN R 39 m		MORE THAN R 23 m	
	LESS THAN 200		LESS THAN R 39 m		LESS THAN R 23 m	
Manufacturing	MORE THAN 200		MORE THAN R 51 m		MORE THAN R 19 m	
	LESS THAN 200		LESS THAN R 51 m		LESS THAN R 19 m	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R 51 m		MORE THAN R 19 m	
	LESS THAN 200		LESS THAN R 51 m		LESS THAN R 19 m	
Construction	MORE THAN 200		MORE THAN R 26 m		MORE THAN R 5 m	
	LESS THAN 200		LESS THAN R 26 m		LESS THAN R 5 m	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R 39 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 39 m		LESS THAN R 6 m	
Wholesale Trade, Commercial Agents and Allied Services	MORE THAN 100		MORE THAN R 64 m		MORE THAN R 10 m	
	LESS THAN 100		LESS THAN R 64 m		LESS THAN R 10 m	
Catering, accommodation & Other Trade	MORE THAN 100		MORE THAN R 13 m		MORE THAN R 3 m	
	LESS THAN 100		LESS THAN R 13 m		LESS THAN R 3 m	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R 26 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 26 m		LESS THAN R 6 m	
Finance and Business Services	MORE THAN 100		MORE THAN R 26 m		MORE THAN R 5 m	
	LESS THAN 100		LESS THAN R 26 m		LESS THAN R 5 m	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 13 m		LESS THAN R 6 m	



**6. BLACK ECONOMIC EMPOWERMENT (BEE) AND HDI PROGRAMS**

6.1 Does the organisation have an employment equity program ? YES / NO

Number of HDI people ( as per definition of the Preferential Procurement Regulation, 2001) -----

Total number of people in workforce .....

Skills development expenditure for the last 12 months .....

Total payroll expenditure for the last 12 months .....

Number of HDI employees engaged in a management/professional capacity .....

Total number of employees engaged in a management / professional .....

Is the organisation currently classified as a BEE company? YES/ NO

If YES, who has provided this BEE classification for the organisation?

Government		
Parastatals		
Listed Companies		
Other		Specify :

Please attach proof of classification (if applicable)

**7. BRANCHES, SALES AND ACCOUNTS DEPARTMENTS**

**7.1 Sales Department**

Contact Name: .....  
 Cell number: .....  
 Email address: .....  
 Telephone no:( .....) .....

**7.2 Account Department**

Contact Name: .....  
 Cell number: .....  
 Email Address: .....  
 Telephone no: (.....) .....

**7.3 Branches in Eastern Cape**

Branch Name: .....  
 Area / Town/ City: .....  
 Physical Address: .....  
 .....  
 Telephone no: (.....) .....  
 Branch Name : .....

Area/ Town / City: .....  
 Physical Address: .....  
 .....  
 Telephone : (.....) .....

Branch Name: .....  
 Area/ Town/ City: .....  
 Physical Address: .....  
 .....  
 Telephone: (.....) .....

**8.PREVIOUS EXPERIENCE (IF APPLICABLE)**

List at least the last 4 contracts awarded to you ( the supplier ) or other previous experience related to your core business

EMPLOYER / DEPARTMENT	CONTACT PERSON	CONTACT TELEPHONE NO.	CONTRACT VALUE R	COMPLETED SUCCESSFULLY YES/NO	YEAR

8.1 Have you or your organisation during the last five years failed to perform satisfactory on a previous contract with this Municipality or any other organ of state. YES / NO

I yes, please supply details

.....  
 .....  
 .....

## 9. COMMODITIES AND SERVICES PROVIDED

In order to identify your organization as a potential service provider, types of commodities or services rendered have to be classified.

Please tick the appropriate commodity or service that your organization provides as well as the area of supply.

Details	Area of Supply			
	Outside Area [Place Name]	Municipal	Centres within the Baviaans area (specify Town/s)	
<b>1. COMMODITIES</b>				
Audio Visual Aids and Equipment				
Bags Conference /Travel/ Promotional				
Food: Beverages and Alcohol				
Food: Prepared Meals				
Food: Perishables				
Blinds, Awnings				
Building Materials and Hardware				
Cartridges				
Catering Equipment and Equipment Hire				
Cleaning Chemicals				
Clothing General / Protective and Uniforms				
Computer Components				
Computer Consumables				
Computer Hardware and Printers				
Computer Networking				
Computer Software				
Conference Accessories				
Conferencing Systems				
Corporate Gifts and Products				
Crockery and Cutlery				
Curtaining, Rails and Accessories				
Food: Dairy and Related Products				
Electrical Appliances				
Electrical Components and Equipment				
Electronic Appliances				
Electronic Components and Equipment				
Fire Extinguishing				
Furniture				
Gifts Promotional				
Logo: Printing				
Logo: Embroidery Services				
Logo: Engraving				
Medical Equipment and Consumables				
Medical Supplies				

Office Consumables				
Office Equipment				
Office furniture				

Details	Area of Supply			
	Outside Municipal Area [Place Name]	Centres within the Baviaans area (specify Town/s)		
Paint Supplies				
Perishables Suppliers				
Photography Equipment				
Printing Consumables				
Recreational Supplies				
Refrigeration and Air Conditioning				
Sanitary ware				
Security and Access Control Equipment				
Stationery Office Basic				
Storage Systems (Document and Computer)				
Telecommunication Equipment				
Training Materials and Software				
Vehicles				
Vehicles – Accessories and Parts				
Other: Specify				
<b>2. SERVICES BY TYPE</b>				
Assurance Companies				
Banks and Financial Institutions				
Brokers Finance				
Brokers Insurance				
Computer Repairs				
Brokers Labour				
Colleges				
Conference Centres and Facilities				
Catering				
Entertainment Facilities				
Estate Agencies and Consultants				
Vehicle – Repair				
Exhibition Centres				
Florist				
Government Services				
Guesthouse and Lodges				
Hotels				
Institutes				
Libraries				
Medical Practitioners				
Pharmaceuticals				
Publications				
Publishers				

Quantity Surveyors				
Recruitment Agents				
Restaurants				

Details	Area of Supply			
	Outside Area [Place Name]	Municipal	Centres within the Baviaans area (specify Town/s)	
Teachers and Educators				
Technikons				
Tours and Tourism				
Universities				
Document Binding Services				
Document Duplicating Services				
Draughting Services				
Dry Cleaning Services				
Editing Services				
Entertainment Services (Tourists)				
Environmental Services				
Framing Services				
Freight Services (Air, Land, Sea)				
Furniture Removals (Office Furniture)				
Gardening Services				
Graphic Design Services				
Imaging Services				
Import and Export Services				
Information Services				
Inspection Services				
Valuators				
Labels and Labelling Services				
Legal Services				
Manufacturing Services				
Medical Equipment Maintenance and Repairs				
Pest Control Services				
Photography Services				
Plotting Services				
Printing and Design Services				
Programming				
Recycling Services				
Removal Services Furniture				
Renovation Services				
Security and Access Control Systems				
Shuttle Services				
Telecommunication Systems				
Transport Services (Goods)				
Vehicle Hiring				
Waste Disposal				
Web Pages and Design				
Web Solutions Design and Maintenance				

Workshop Facilitations				
Air Conditioning Systems				
Blasting Contractors				
Boilers				
Building Contractors				
Cabinet Makers				

Details	Area of Supply			
	Outside Area [Place Name]	Municipal	Centres within the Baviaans area (specify Town/s)	
Carpenters * Carpentry				
Ceiling Contractors				
Concrete Products				
Construction Contractors				
Cupboards Built In				
Electrical Contracts				
Elevators and Conveyors				
Evacuation System				
Glazing Contractors				
Hardware and Building Supplies				
Consultants: Financial				
Consultants: Engineering				
Irrigation Contractors				
Landscaping / Earth working				
Lighting Contractors				
Loaders and Lifts				
Locksmiths				
Painting Contractors				
Partitioning Contractors				
Paving Contractors				
Plumbing Contractors				
Power Tools				
Road Construction				
Roofing Contractors				
Tiling Contractors				
Water Installations / Reticulations				
Water Pumps				
Waterproofing Contractors				
Window Fittings and Glass				
Workshop Equipment				
Training Centres				
Actuaries and Remuneration Service				
Chemical Engineers				
Civil Engineering				
Community Services				
Computer Programming / Software				
Computer System and Solutions				
Conference and Events				
Construction Engineers				
Design Services				
Economics				

Eco-Tourism				
Electrical Engineers				
Electronics Engineers				
Employee Benefit and Empowerment				
Engineers Instrumentation				
Financial Administration				

Details	Area of Supply			
	Outside Area [Place Name]	Municipal	Centres within the Baviaans area (specify Town/s)	
It Consulting				
Health Care				
Human Resources				
Information Management				
Marketing and Advertising				
Project Management				
Other: Specify				

**10. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

**I/WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGE THAT:**

1. The supplier will be required to furnish documentary proof of the claims, if requested to do so.
2. If the information supplied is found to be incorrect then the Baviaans Municipality may, in addition to any remedies it may have:
  - i) Disqualify the supplier/contractor for a particular tender/contract/ project it may be considered for, or which had been awarded to the supplier/contractor;
  - ii) Recover from the supplier / contractor all costs, losses or damages incurred or sustained by the Baviaans Municipality as a result of breach of he contract;
  - iii) Cancel the contract and claim any damages which the Baviaans Municipality may suffer by having to make less favourable arrangements after such cancellation and/or
  - iv) De-register the supplier registered on the Supplier Database.

**SIGNED ON THIS.....DAY OF .....20.....AT.....**

.....  
**SINATURE OF AUTHORIZED REPRESENTATIVE**

.....  
**NAME IN BLOCK LETTERS**

.....  
**IN HIS / HER CAPACITY AS**

**ON BEHALF OF THE (SUPPLIER'S NAME) : .....**

**Declaration  
in terms of Registration 44 and 45 of the  
MFMA Supply Chain Management Regulation  
by**

.....  
**(the “Supplier”)  
vis a vis the  
Baviaans Municipality**

**Whereas:**

- a) the Supplier delivers goods or renders services to Baviaans Municipality
- b) the Baviaans Municipality may not, in terms of this Supply Chain Management Policy, make any award to a person.
  - i) who is in the service of the state
  - ii) If that person is not a natural person, of which any director, manager principal shareholder or stakeholders is a person in the service of the state; or
  - iii) Who is an advisor or consultant contracted with the Baviaans Municipality; and
- c) the MFMA Supply Chain Management Regulation contains, inter alia, the following disclosure requirements in terms of Regulation 45.

**Now therefore:**

- 1. The Supplier declares, in terms of Regulation 44 of the MFMA Supply Chain Management Regulation, that he or she is not –

in the service of the state;  
a director, manger, principal shareholder or stakeholder of legal person in the service of the state; or  
an advisor or consultant contracted with the Baviaans Municipality

- 2. If an award is made to a person to the value of more than R2000; and the person is either -

a spouse, child or parent of a person in the service of the state, or  
has been in the service of the state in the previous twelve months;

the Suppliers must, in terms of Regulation 45 of the MFMA Supply Chain Management Regulation, disclose the following particulars:

the name of that person: .....

the capacity in which that person is in the service of the state .....

the particulars of the award:

.....  
.....

the amount of award R .....

**thus done and signed by the Supplier at ..... on .....  
20.....**

.....  
Signature

.....  
Witness

.....  
Full name and surname of the above signatory

Undertaking  
by

.....  
(the "Supplier")

**vis a vis the  
Baviaans Municipality**

Whereas:

- a) the Supplier delivers or renders services to Baviaans Municipality
- b) Baviaans Municipality is liable to pay the Supplier for goods delivered or services rendered; and
- c) The Supplier is liable to pay Baviaans Municipality or relevant Local Authority any due municipal rates and taxes or municipal service charges and any other indebtedness owed by the Supplier to the Baviaans Municipality or relevant Local Authority

**Now therefore the Supplier undertakes the following:**

1. In the event of the Supplier being event of the Supplier being in arrears in respect of any municipal rates and taxes, municipal service charges, RSC levies or any other indebtedness owed by the Supplier to the relevant Local Authority; which is / are due:

the Supplier shall make satisfactory and reasonable written settlement arrangements with the Baviaans Municipality for the payment thereof; and

failing which, the Baviaans Municipality may set-off any such due indebtedness owed by the Supplier to the Baviaans Municipality, from any amount owed by the Baviaans Municipality to the Supplier;

2. To co-operate with the Baviaans Municipality and to do all things and sign all such documents (and or procure same to be done) as may be necessary or requisite in order to give proper and due effect to the terms of this undertaking or any matter arising there from in accordance with its intent and purpose;
3. No extension of time or indulgence granted by the Baviaans Municipality shall be deemed in any way to affect, prejudice or derogate from its rights in any respect in terms of this undertaking, nor shall it in anyway be regarded as a waiver of the Baviaans Municipality rights hereunder; and
4. The Supplier shall not be entitled to cede any of its right's nor delegate any of its obligations in terms of this undertaking to any other person without the prior written consent of the Baviaans Municipality.

Thus done and signed by the Supplier at ..... on ..... of 200...

.....  
(The Supplier) duly authorised

.....  
Witness