SUPPLIERS’ DATABASE REGISTRATION FORM

**Inkosi Langalibalele Municipality**

**PO Box 15**

**Estcourt**

**3310**

Inkosi Langalibalele Municipality

This database registration form must be completed by all suppliers who wish to do business with Inkosi Langalibalele Municipality

|  |
| --- |
| SUPPLIER DATABASE REGISTRATION FORM |

**1. ORGANISATIONAL DETAILS** **(ATTACH BLANK LETTERHEAD)**

|  |
| --- |
| Name of Company: |
| Physical Address: |
| Postal Address: |
| Contact Person: |
| Telephone Number:Fax number:e-mail address: |
| Company Registration number: |
| VAT Registration number: |
| Core Business:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stationery |  | Masonry Contractor |  | Automotive |  |
| Hardware |  | Catering |  | Engineering |  |
| Building Contractor |  | Business Consulting |  | General Consulting |  |
| Motor repairs |  | Legal Services |  | Other (specify) |  |
| Welding |  | IT supplies |  |  |  |
| Electrical Installations |  | IT services |  |  |  |
| Plumbing Contractor |  | General supplier |  |  |  |

 |

**2. BANKING DETAILS**

 **NB: attach crossed cheque/ original letter from bank confirming account**

|  |  |
| --- | --- |
| Name of Bank: | Type of account: |
| Branch name and code: | Account number |

###

**3.** **PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL**

 **PROCUREMENT REGULATIONS 2011**

###

### The following preference point systems are applicable for all procurement above R30 000

* the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
* the 90/10 system for requirements with a Rand value above 1000 000 (all applicable taxes included)

### A maximum of 80 or 90 points is allocated for price in the following basis:

$Ps=80\left(1-\genfrac{}{}{0pt}{}{Pt-Pmin}{Pmin}\right)$ or $Ps=90\left(1-\genfrac{}{}{0pt}{}{Pt-Pmin}{Pmin}\right)$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin= Comparative price of lowest acceptable bid

### Preference points are awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

|  |  |  |
| --- | --- | --- |
| **B-BBEE Status Level of contributor** | **Number of points****(90/10 system)** | **Number of points****(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 |

### Businesses that qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the in the CCA or a Verification Agency accredited by SANAS or a registered auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates

### Businesses other than EMEs must submit their original and valid B-BBEE status verification certificate or a certified copy thereof, substantiating the B-BBEE rating issued by Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

###

### Which category is your enterprise classified under in terms of Broad Based Black Economic Empowerment Act 53 (2003) Codes of Good Practice?

|  |  |
| --- | --- |
| **Enterprise size** | **Mark** |
| Generic Enterprise |  |
| Qualifying Small Enterprise |  |
| Exempted Micro Enterprise |  |

**4. SUPPLIER’S DECLARATION OF INTEREST**

* 1. No bid or quotation 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 or quote. 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 evaluation/adjudicating authority and/or take an oath declaring his/her interest.

**IN ORDER TO GIVE EFFECT TO THE ABOVE, THE FOLLOWING QUESTIONNAIRE SHALL BE COMPLETED:**

* 1. Full Name: …………………………………………………………………………
	2. Identity Number: …………………………………………………………………
	3. Company Registration Number: …………………………………………………
	4. Tax Reference Number: …………………………………………………………
	5. VAT Registration Number: ………………………………………………………
	6. Are you presently in the service of the state? **YES / NO**

4.8.1 If “YES”, furnish particulars. ………………………………………………………………

 ………………………………………………………………

* 1. Have you been in the service of the state for the past

twelve months? **YES / NO**

* + 1. If“YES”, furnish particulars

………………………………………………………………

………………………………………………………………

* 1. 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 bids **YES / NO**

* + 1. If“YES”, furnish particulars

………………………………………………………………

………………………………………………………………

* 1. Are you aware of any relationship (family, friend, other)

 between a bidder and any person in the service of the

 state who may be involved with the evaluation and or

 adjudication of bids? **YES/NO**

4.11.1 If “YES”, furnish particulars

………………………………………………………………

………………………………………………………………

* 1. Are any of the company’s directors, managers, principal

 shareholders or stakeholders in service of the state? **YES/NO**

4.12.1 If “YES”, furnish particulars

………………………………………………………………

………………………………………………………………

* 1. Are any spouse, child or parent of the company’s directos,

 managers, principal shareholders or stakeholders in service

 of state? **YES/NO**

4.13.1 If so, furnish particulars

………………………………………………………………

………………………………………………………………

**DECLARATION**

*I hereby declare that the above information is true and correct. I accept that the state may act against me should this declaration prove to be false*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION NAME AND SURNAME**

**5. RETURNABLE DOCUMENTS**

|  |  |
| --- | --- |
| **Pre-requisite Documents** | **Submitted Yes/No** |
| Copy of Company Registration Certificate from CIPC |  |
| Certified copy of VAT registration Certificate |  |
| Valid Original Income Tax Clearance Certificate |  |
| Certified ID copy (s) of Owners/Directors |  |
| Full detail company profile |  |
| Original cancelled cheque/Letter from the bank confirming banking details  |  |
| Certified B-BBEE rating certificate & summary  |  |
| If the company is an EME – provide letter from bookkeeper/accountant confirming company’s turnover |  |

### Please submit all statutory documents related to your industry (e.g. CIDB, CESA, NHBRC, ECSA, etc).

*The Supply Chain Section is the* ***ONLY*** *section authorised to commit Inkosi Langalibalele Municipality to any expenditure for goods and services. Suppliers, who accept orders and supply goods without receiving a valid purchase order number, should note that there is no legal binding contract, and therefore, no obligation on behalf of Inkosi Langalibalele Municipality to pay for goods or services provided.*

*To protect yourselves,* ***DO NOT DELIVER****, any goods/services to Inkosi Langalibalele Municipality unless you are advised of an official order number.*

*You are strongly advised not to allow any goods to be COLLECTED from your premises unless the person collecting the goods can hand you an ORIGINAL Inkosi Langalibalele Municipality purchase order.*

### CONFIRMATION

I hereby confirm that I,……………………………………………………. am duly authorised to submit information on behalf of ……………………………………………………….. and certify to the best of my Company knowledge, that the information detailed above is correct.

Signed on behalf of the supplier at ………………………. on the…….day of ………………

Capacity: …………………………………………….

Signature: …………………………………………….