



## RAND WEST CITY LOCAL MUNICIPALITY



Dear Sir/Madam,

### SUPPLY CHAIN MANAGEMENT

The National Government has introduced new Regulations governing the way in which municipalities are to deal with the procurement of goods and services, and the disposal of surplus assets. Under the Regulations, which came into effect on 1<sup>st</sup> October 2005, the Rand West City Local Municipality is required to compile a Register of Accredited Potential Providers of goods and services. Rand West City Local Municipality is writing to invite you to apply to be included in the Register. From 4 August the Rand West City local municipality will invite bids and tenders from those accredited suppliers who are included in the Register.

In order to qualify to be included in the Register, you are required to complete the enclosed application form, and return it to Supply Chain Management Unit, with the necessary documentation, as soon as possible. If you meet the accreditation criteria, you will be included in the Register.

Your attention is drawn to the following requirements:

- **Directors/Shareholders** of any entity are prohibited to do business with the Rand West City Local Municipality if they are an employee of any state entity or Municipality.
- **Tax Clearance Certificate** – Submit an original tax clearance certificate issued by SARS together with the tax pin number. **(COMPULSORY)**.
- **Municipal Service Charges or Copy of Lease Agreement between Landlord and Tenant** – submit proof that municipal services and rates accounts for the enterprise or director of the enterprise are up to date. If you are in arrears, please indicate the municipality concerned, the amount of the arrears and the period of the outstanding arrears, and what arrangements, if any, have been made to settle the arrears. **(COMPULSORY)**.
- **Shareholding** – Submit proof of shareholding (e.g. for a close corporation submit a copy of CK1 certificate) **(COMPULSORY)**.
- **B-BBEE Certificate**: Submit a valid accredited certified copy of Broad- Based Black Economic Empowerment certificate. SANAS/IRBA **(Note: Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for preference points for B-BBEE but will not be disqualified)**.
- **Banking Details** – Submit a bank confirmation letter or a one-month bank statement which has a bank stamp. **(COMPULSORY)**.
- **Construction** – Copy of CIDB registration certificate, or proof of CIDB registration
- **Security** – Copy of company SIRA certificate
- **Catering** – Copy of Health Certificate
- **National Treasury's Central Supplier Database** as a pre-requisite to register on the RWCLM's Supplier Database with the CSD Supplier Number & Unique Security Code in order to be an active supplier in our database. **(COMPULSORY)**.
- **All Vendors are required to Self-register on the National Treasury's Central Supplier Database. Access the CSD site on [www.csd.gov.za](http://www.csd.gov.za). Contact National Treasury for further clarity on the process at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222**

Your attention is drawn to the fact that your answers will not necessarily preclude you from being included in the Register, but the information is needed to assist with the accreditation process, and also with reports that have to be submitted to Council periodically.

I look forward to receiving your application.

Yours faithfully,  
Municipal Manager

RAND WEST CITY LOCAL MUNICIPALITY

Supply Chain Management Regulations section 14 (1) – (3):  
Application to be included in Register of Accredited Potential Providers

ENTERPRISE INFORMATION

Name of Supplier: .....

CSD Supplier Number: .....

Unique Registration Reference Nr: .....

Type of enterprise:

Tick applicable box	
Partnership	
One-person business/sole trader	
Close Corporation	
Company (Pty) Limited	
Other	

Registration No: .....

Tax reference No: .....

Tax Pin No: .....

Vat Number: .....

Address of Supplier: .....

.....

.....

Contact Details: Fax..... Cell: .....

Tel: .....

E-mail address: .....

1. Please indicate on the attached Schedule the Goods or Services to be supplied, and return it with your completed Application

2. Is the enterprise in arrears with payment of service charges to any municipality? YES/NO

If YES:

- Name of Municipality:.....
- Amount of arrears: R.....C
- Period outstanding: More/ Less than 3 months
- What arrangements have you made to pay off the arrears?

.....

.....

DECLARATION OF INTEREST

3. In terms of SCM regulation 44, the municipality or municipal entity may not make any award to a person-

- a) Who is in the service of the state;
- b) If that person is not a Natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- c) Who is an advisor or consultant contracted with the municipality or municipal entity?

In terms of SCM regulation 13, the winning provider must submit a declaration of interest and declare:

- a) Whether he/she is in the service of state or had been in the service of state for the previous twelve (12) months;
- b) If the provider is not a natural person, whether any of its directors, manager, principal shareholders or stakeholders are in the service of the state, or had been in the service of the state in the previous twelve (12) months;
- c) Whether the spouse, child or parent of the provider or a director, manager, shareholder or stakeholder of a provider who is a company or cc, is in the service of the state or had been in the service of the state for the previous twelve 912) months.

- 3.1 Are you, or any close family member (child, parent, spouse/partner):
- a councillor of any municipality?
  - an employee of any municipality or government department?
  - an advisor or consultant contracted to Randfontein Municipality?

**YES/NO**  
**YES/NO**  
**YES/NO**

OR

- 3.2 Is any director, manager, principal shareholder or stakeholder:
- a councillor of any municipality?
  - an employee of any municipality or government department?
  - an advisor or consultant contracted to Rand West City Local Municipality?
- 3.3 Have you been in the service of the state for the past twelve months?

**YES/NO**  
**YES/NO**  
**YES/NO**  
**YES/NO**

(a) If yes, furnish particulars.....

- 3.4 If you have answered YES to any of the above questions, please give details:

Full Name	Identity Number	Name of municipal government entity	Personal Reference Number	Tax Number	State Employee Number / Persal Number

4. Please provide proof of shareholding and fill in the following table. Fill in the information of members for close corporation, Partners for partnership, owner for a sole trader and directors and / or senior managers for companies.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% Of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

5. Please provide copies of municipal accounts and fill in the following table. Fill in the information of members for close corporation, Partners for partnership, owner for a sole trader and directors and / or senior managers for companies.

Initial and surname	ID Number	Municipality	Account Number	Amount due as at the date completed

### BANKING DETAILS / COMPLIANCE / BEE STATUS/ SMME STATUS/ EXPERIENCE

#### 6. Banking details

Bank: .....  
 Account No: .....  
 Account Type: .....  
 Branch: .....  
 Branch Code: .....  
 Authorized Person: .....  
 Signature: .....

**Bank Stamp**

7. Please indicate total number of years your company has been in business ..... Years and or ..... months

If more than 12 months, please indicate the turnover for the previous financial year

R.....

8. Please give the names of other municipalities to which you provide similar goods or services

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

#### 9. Legislation Requirements

9.1 CIDB certificate for construction companies: Are you registered with CIDB **YES/NO**

9.2 SIRA for security companies: do you have SIRA certificate **YES/NO**

10. Have you ever defaulted on the provision of goods or services to these municipalities, **YES/NO**  
 or been in dispute over any matter?

If YES, please give details: .....  
 .....  
 .....

**11.** Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **YES/NO**

If YES, please give details: .....  
.....  
.....

**12.** Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **YES/NO**

If YES, please give details: .....  
.....  
.....

**13.** Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? **YES/NO**

If YES, please give details: .....  
.....  
.....

**14.** Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? **YES/NO**

If YES, please give details: .....  
.....  
.....

**15.** Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? **YES/NO**

If YES, please give details: .....  
.....

**16.** Please indicate if your company is a Township based or Co-operative, if so provide full Business and Residential address below.

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

**17.** I certify that the information given in this Application is correct

**Signed:** .....

**Name:** .....

**Position:** .....

**Date:** .....

## RAND WEST CITY LOCAL MUNICIPALITY

### PLEASE SELECT YOUR CORE BUSINESS OF OPERATION

Electrical services		Architects		Mechanical Engineers	
Building and plumbing services		Quantity surveyors		Project managers	
Goods supplies		Structural/Civil engineers		Home builders	
Security services		Land surveyors		Accommodation	
Cleaning services		South African Town and Regional Planners		Catering	
Legal services		Electrical engineers			

### List of Commodities

Please mark with an (x) against **only three (3)** of goods or services you supply

CODE	DESCRIPTION		CODE	DESCRIPTION	
0006	Air Conditioner Repairs		0129	Medium & High Voltage Switchgear	
0017	Batteries		0188	Meters - Water	
0035	Chlorine		0194	Paint Suppliers	
0211	Civil engineering works		0019	Panel Beating	
0028	Clay Products		0018	Parts	
0094	Closed circuit TV and Radio In		0070	Pavement Design - Road maintenance	
0200	Clothing		0069	Pavement Design - Roads	
0143	Community Facilitation & Participation		0059	Planning Policy & Legal	
0074	Compressed Air, Gas and Vacuum		0195	Plumbing Contractors	
0180	Computers, Laptops, Printers		0086	Power installations	
0046	Concrete Pipes		0045	Precast Concrete kerbs, paving	
0127	Electricity Energy Meters		0032	Ready-mix Cement	
0091	Emergency power installations		0012	Recreational & Sporting Facility	
0142	Engineering Traffic		0199	Refuse containers, skips and b	
0160	Environment Auditing		0149	Related IT	
0009	Fertiliser		0090	Security installations	
0023	Fuel		0110	Stadia & High Mast Floodlights	
0122	General Electrical Spares/Prod		0095	Standby Generator installation	
0176	General hardware & supplies		0206	Stationery suppliers	
0034	Herbicides		0120	Streetlight Poles	
0216	Heritage/Historical design		0121	Streetlights Fittings/Floodlight	
0124	High Voltage Circuit Breakers		0136	Subsurface Structures including	
0215	Horticultural design		0198	Supply of Refuse Bags	
0165	Installation of Fencing		0040	Telephone systems	
0171	Land Information Systems		0203	Traffic Signs	
0184	Land Survey		0150	Traffic Survey / Data Collection	
0033	Lime for soil stabilisation		0207	Valuation service provider	
0179	Supply of plants		0101	High & Medium Voltage Network	

0120	Streetlight Poles		0115	High & Medium Voltage Network	
0090	Security installations		0214	Landscape Design	
0100	HV Cable - Planning, Design &		0170	System analysis and design	

  

0073	General Air Conditioning		0048	Strategic Planning	
0113	Street Lighting - Design & Pro		0196	Plumbing Supplies	
0114	Street Lighting Maintenance &		0066	Storm water Maintenance System	
0046	Concrete Pipes		0076	Specialised air conditioning	
0047	Courier Services		0044	Precast reinforced Concrete ma	
0075	Cranes & Hoists		0134	Pre-stressed Concrete Structures	
0166	Curtains/Blinds		0021	General mechanical work	
0112	Decorative & Festive Lighting		0126	High-Mast Lights	
0212	Electrical engineering works		0177	Hire Plant & Equipment	
0127	Electricity Energy Meters		0110	Stadia & High Mast Floodlights	
0009	Fertiliser		0095	Standby Generator installation	
0023	Fuel		0052	Property Development Economics	
0133	Reinforced Concrete Structures		0016	Repairs and Supply Tyre	
0064	Road Maintenance/Rehabilitations		145	Traffic Management	

**Note: Should a commodity not be listed, please indicate the commodity.**

Other: specify: -

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# SUPPLY CHAIN SUPPLIER DATABASE REGISTRATION FORM

For office use only

Received on: DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

Received by (print full name)

\_\_\_\_\_

Captured by: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

Supplier registration code: \_\_\_\_\_



**RAND WEST CITY LOCAL MUNICIPALITY**



**Application forms must be completed and returned as follows:**

**Posbus/P.O. Box 218  
Randfontein  
1760**

Tel: 011-411-0467  
011-411-0466

E-mail : [Cecilia.Mofokeng@randwestcity.gov.za](mailto:Cecilia.Mofokeng@randwestcity.gov.za)  
Our ref: Cecilia

**Corner Fedler and Second Street  
Randfontein  
1760**

OR

**P O Box 19  
Westonaria  
1780**

**9 Malan Street  
Westonaria  
1780**

Tel: 011 278 3236  
: 011 278 3155

E-mail: [scm@westonaria.go.za](mailto:scm@westonaria.go.za)  
Our ref: Mavis