



## **LANGEBERG MUNICIPALITY**

### **APPLICATION FOR LISTING AS PROVIDER OF GOODS AND SERVICES**

This application must be completed and returned to

The Municipal Manager  
Private Bag X2  
Ashton  
6715

**NB:** Please complete the form fully – use a black pen. Please print so that all information is legible. Forms that are not readable or incomplete will be rejected. Each page must be initialised.

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**PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE LANGE BERG MUNICIPALITY**

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**Please note: All alteration are to be initialised by the applicant.**

## PROVIDERS INFORMATION

### **A. PERSONAL DETAILS**

1. Name of Business

2. Address: Physical

Address: Postal

Code

Telephone

Fax

Name of Contact Person: .....

E-mail address ..... Cell Number .....

Contact person: .....

### **B. TYPE OF BUSINESS**

*PLEASE CONSIDER THE ATTACHED COMMODITY LIST AT THE BACK BEFORE COMPLETING THIS SECTION*

3. Sector (e.g. Construction)

3.1 Nature of Business (e.g. Plumbing)

### **C. TYPE OF REGISTRATION OF BUSINESS**

**4. Registered as:**

PUBLIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM3)
PRIVATE COMPANY (PTY) LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM3)
CLOSE CORPORATION CC		CERTIFIED COPY OF CK 1 DOCUMENT IF APPLICABLE.
SOLE PROPRIETOR		COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT
PARTNERSHIP		COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT
BUSINESS TRUST		CERTIFIED COPY OF REGISTRATION DOCUMENT
OTHER (If Joint Venture)		CERTIFIED COPY OF REGISTRATION DOCUMENT

### **D. IMPORTANT NUMBERS – PLEASE COMPLETE**

5.1	Registration no	
5.2	VAT Registration no (Attach Certified Copy)	
5.3	Income Tax no (Attach valid certificate)	
5.4	Rates & Services Account no (Attach copy of account)	



## **J. PROFESSIONALS WITH QUALIFICATIONS ATTACHED TO CONCERN**

11.0 Professionals with qualifications attached to the concern (Name & Qualification)

Initials	Surname	Qualifications
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## **K. SHAREHOLDERS WHO ARE ACTIVELY INVOLVED IN DAILY OPERATION OF THE BUSINESS**

12. Complete the following for the shareholders who are actively involved in the management and daily business operation of the business

**NB: CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP MUST BE SUPPLIED**

*Multiple copies of this page may be submitted if required.*

### **NAME ALL SHAREHOLDERS INDICATING % SHARE, CAPACITY AND GENDER**

1. First Name

Surname

Identification number

Percentage Share  %

Capacity   M  F Gender

2. First Name

Surname

Identification number

Percentage Share  %

Capacity   M  F Gender

3. First Name

Surname

Identification number

Percentage Share  %

Capacity   M  F Gender Gender Gender Gender Gender

4. First Name

Surname

Identification number

Percentage Share  %

Capacity   M  F Gender

## **L. DECLARATION OF "IN THE SERVICE OF THE STATE"**

14. If a spouse, child or parent of the owner, director, manager, shareholder or stakeholder of the entity is in the service of the state, or has been in the service of the state in the previous twelve months, the following information must be completed: **(Please indicate if not applicable)**

The name of the person in the employment of the state: .....

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

Is that person an owner, director, manager, shareholder or connected to the business: Yes or No? **(If yes please specify)**

### **The relationship to the owner, director, manager, shareholder or stakeholder of the entity**

	Spouse	Child	Parent
Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**"in the service of the state"** means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

## **CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## **M. CHECKLIST FOR DOCUMENTS TO BE ATTACHED**

<b><u>DOCUMENT</u></b>	<b><u>ATTACHED</u></b> (Mark with X)	
REGISTRATION DOCUMENT (AS IN PAR 4)	YES	NO
COPY OF VAT CERTIFICATE	YES	NO
COPY OF INCOME TAX CLEARANCE CERTIFICATE	YES	NO
CANCELLED CHEQUE / BANK STATEMENT	YES	NO
CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP	YES	NO
COPY OF ID DOCUMENT OF OWNER/S OF BUSINESS	YES	NO
COPY OF RATES & SERVICES ACCOUNT	YES	NO

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**15. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT\***

I/We the undersigned is/are duly authorised to do so on behalf of the firm certify that:

1. The information supplied is correct.
2. All copies of relevant information are attached.
3. The PDI points claimed are correct and based on owners/shareholders who are actively involved in the day to day management of the enterprise
4. I take note that payment will be effected 30 days after delivery was effected if delivered with an original invoice.
5. If I am classified as a dependant service provider/labour broker as stated in the fourth schedule of the Income Tax act I hereby authorise the CTMM to deduct PAYE and supply me with a yearly IRP 30 (only if no valid Labour Broker Certificate can be supplied).
6. None of the owners, directors, managers, shareholders or stakeholders of this entity is in the service of the state, or has been in the service of the state in the previous twelve months.

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Date

**Personal information in block letters**

Name

Surname

Telephone No

Capacity

ON BEHALF OF THE (SUPPLIER'S NAME)

Signed and sworn to before me at ..... on this the ..... day of .....

By the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

\_\_\_\_\_  
Commissioner of Oaths

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 *This Municipal Bidding Document must form part of all bids invited.*
- 2 *It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.*
- 3 *The bid of any bidder may be rejected if that bidder, or any of its directors have:*
  - a. *abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;*
  - b. *been convicted for fraud or corruption during the past five years;*
  - c. *willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or*
  - d. *been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).*
- 4 ***In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.***

Item	Question	Yes	No
4.1	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? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	<i>If so, furnish particulars:</i>		
4.2	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	<i>If so, furnish particulars:</i>		
4.3	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 <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS  
TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY  
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



SELECT	SUPPLIER CATEGORIES
	PLEASE MARK WITH A "X" INDICATING THE GOODS OR SERVICES RENDERED.
X	<b>Category Files</b>
	<b>00100-CONSTRUCTION EQUIPMENT AND SUPPLIES</b>
	<i>00101-Air conditioning and temperature control equipment</i>
	<i>00102-Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc</i>
	<i>00103-Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)</i>
	<i>00104-Ceiling boards, skirting, etc</i>
	<i>00105-Construction machinery</i>
	<i>00106-Doors and windows</i>
	<i>00107-Electrical systems, lighting, components accessories and supplies</i>
	<i>00108-Flooring materials (Carpets, tiles, etc)</i>
	<i>00109-Glass repair works</i>
	<i>00110-Plumbing ware and materials</i>
	<i>00111-Roofing materials</i>
	<i>00112-Sanitation ware and equipment</i>
	<b>00200-CONSTRUCTION SERVICES</b>
	<i>00201-Burglar proofing and systems</i>
	<i>00202-Civil Engineering Structures</i>
	<i>00203-Concrete manufacture and works</i>
	<i>00204-Construction-related transport</i>
	<i>00205-Demolition services</i>
	<i>00206-Earthworks, drilling and landscaping</i>
	<i>00207-Electrical installation</i>
	<i>00208-Fencing</i>
	<i>00209-General building work</i>
	<i>00210-Glazing</i>
	<i>00211-Mechanical contracts</i>
	<i>00212-Metalwork</i>
	<i>00213-Painting</i>
	<i>00214-Paving</i>
	<i>00215-Plumbing</i>
	<i>00216-Pre-cast concrete manufacture</i>
	<i>00217-Pump installation</i>

	<i>00218-Road works</i>
	<i>00219-Sewerage systems and construction</i>
	<i>00220-Specialist Trade Contractors</i>
	<i>00221-Water works and pipelines</i>
	<b>00300-ELECTRICAL AND MECHANICAL EQUIPMENT,SERVICES AND SUPPLIES</b>
	<i>00301-Bearing supplies</i>
	<i>00302-Bolts, nuts and fasteners</i>
	<i>00303-Electric cables</i>
	<i>00304-Electrical component supplies</i>
	<i>00305-Electrical equipment</i>
	<i>00306-Electrical equipment repairs</i>
	<i>00307-Hardware supplies</i>
	<i>00308-Lifting equipment</i>
	<i>00309-Mechanical seals and packing</i>
	<i>00310-Pipe and irrigation supplies</i>
	<i>00311-Power generation and distribution machinery and accessories</i>
	<i>00312-Pump spares</i>
	<i>00313-Small tools</i>
	<i>00314-Transformer services</i>
	<i>00315-Valves, couplings</i>
	<i>00316-Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera</i>
	<b>00400-GENERAL SERVICES</b>
	<i>00401-Accommodation and lodging</i>
	<i>00402-Advertising, communication, graphic design, editorial, publication and marketing services</i>
	<i>00403-Auctioneering services</i>
	<i>00404-Bookkeeping and accounting services</i>
	<i>00405-Catering and refreshments</i>
	<i>00406-Cleaning services</i>
	<i>00407-Conferencing facilities and facilitation</i>
	<i>00408-Contract administration</i>
	<i>00409-Courier services</i>
	<i>00410-Education and training</i>
	<i>00411-Environmental impact studies</i>
	<i>00412-Freight forwarding and clearing services</i>

	00413-General maintenance services
	00414-General Wholesale
	00415-Health care
	00416-Horticulture
	00417-Infrastructural maintenance
	00418-Inspection services
	00419-Insurance
	00420-IT, broadcasting and telecommunication services
	00421-Interior decorating, refurbishment and upholstery
	00422-Land valuation
	00423-Laundry,dry-cleaning and ironing services
	00424-Locksmith services
	00425-Mailing services
	00426-Management services
	00427-Miscellaneous equipment and goods hiring
	00428-Personnel Services
	00429-Pest,weed control and removal services
	00430-Photographic and graphic design services
	00431-Picture framing
	00432-Printing
	00433-Procurement services
	00434-Real estate services
	00435-Research services
	00436-Security,safety services and law enforcement
	00437-Site cleaning
	00438-Social Facilitating
	00439-Storage
	00440-Translation and interpreting services
	00441-Transport services,general
	00442-Travel services
	00443-Vehicle hire
	00444-Vending services
	00445-Cellphones and vouchers
	00446-Funeral services
	<b>00500-OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>

	00501-Computer equipment hardware, networks and software
	00502-Consumables
	00503-Corporate gifts
	00504-Domestic, industrial and cleaning equipment and supplies
	00505-Electronic equipment, including audio-visual equipment
	00506-Fire protection equipment
	00507-Flowers, plants, compost and nursery acc
	00508-Food and refreshments
	00509-Households furniture and equipment
	00510-Office furniture and equipments
	00511-Office supplies and stationery
	00512-Printing, copying and photographic equipment and supplies
	<b>00600-MISCELLANEOUS GOODS AND SUPPLIES</b>
	00601-Environmental cleansing equipment, goods and supplies
	00602-Fire fighting protection equipment, goods and supplies
	00603-Garden tools
	00604-Gas
	00605-Laboratory chemicals
	00606-Material and warehousing machinery, equipment and goods
	00607-Measuring, testing and observation equipment
	00608-Pharmaceutical products, drugs etc
	00609-Protective clothing and uniforms
	00610-Security equipment, goods and services
	00611-Specialised imported chemicals
	00612-Sports and recreational equipment and goods
	00613-Road and Traffic signs manufacturers
	00614-Wine Distributing
	<b>00700-PROFESSIONAL SERVICES</b>
	00701-Accounting, auditing and management services
	00702-Architectural services
	00703-Consulting engineering-Electrical
	00704-Consulting engineering-Environmental
	00705-Consulting engineering-Geo-technical
	00706-Consulting engineering-Mechanical
	00707-Consulting engineering-Other
	00708-Consulting engineering-Project management

	<i>00709-Consulting engineering-Roads and Storm water</i>
	<i>00710-Consulting engineering-Sewerage systems</i>
	<i>00711-Consulting engineering-Solid waste</i>
	<i>00712-Consulting engineering-Structures, Building, Bridges,etc</i>
	<i>00713-Consulting engineering-Water systems</i>
	<i>00714-Engineering services</i>
	<i>00715-Financial services</i>
	<i>00716-Land surveying</i>
	<i>00717-Legal services–contracts</i>
	<i>00718-Legal services-conveyance</i>
	<i>00719-Legal services–litigation</i>
	<i>00720-Legal services–other</i>
	<i>00721-Medical services,equipment and accessories</i>
	<i>00722-Project management</i>
	<i>00723-Quantity surveying</i>
	<i>00724-Town and regional planning</i>
	<i>00725-Motivational speakers</i>
	<b>00800-VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>
	<i>00801-Alarm and tracking systems</i>
	<i>00802-Auto electrical repairs</i>
	<i>00803-Batteries</i>
	<i>00804-Engine overhauls</i>
	<i>00805-Fuel, oils and lubrications</i>
	<i>00806-Hydraulics</i>
	<i>00807-Panel beating</i>
	<i>00808-Radiator repairs</i>
	<i>00809-Radio and Electronic equipment</i>
	<i>00810-Spares and parts</i>
	<i>00811-Towing services and vehicle storage</i>
	<i>00812-Transmissions</i>
	<i>00813-Tyres and tubes</i>
	<i>00814-Upholstery</i>
	<i>00815-Vehicle fleet management</i>
	<i>00816-Vehicle supply</i>
	<i>00817-Windcreens</i>
	<i>00818-Taxi,busses-transportation services</i>

## **CODE OF CONDUCT FOR SUPPLIERS**

Langeberg Municipality is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of Langeberg Municipality expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

Langeberg Municipality procurement ethics focuses on **zero tolerance on corruption, avoiding any form of interest and honest representation of supplier's capabilities.**

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with Langeberg Municipality.

### **Policy on Corruption and Position on Conflict of Interest**

Langeberg Municipality expects all contracted suppliers and companies seeking to sell goods and services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer, give or agree or promise to give to any Langeberg Municipality staff any gratuity for the benefit of/or at the direction or request of any Staff or Langeberg Municipality;
- To immediately inform the Langeberg Municipality in the event that any Staff or Langeberg Municipality solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company's staff and/or officers had or have any relative employed with Langeberg Municipality. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

### **Representation from Suppliers**

Langeberg Municipality expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/services to Langeberg Municipality;
- It will not act in concert with other suppliers or agents when participating in a bid;
- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;

- It shall not contract out of subcontract or outsource any portion of the products/services unless prior written consent from Langeberg Municipality has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

### **Applicability of the Code of Conduct**

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting behalf of them (approval of Langeberg Municipality).

### **Monitoring compliance to the Code of Conduct**

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, Langeberg Municipality expects suppliers to:

- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide Langeberg Municipality representatives with access to relevant records, upon Langeberg Municipality request;
- Allow Langeberg Municipality representatives to conduct interviews with the supplier's employees and with management separately;
- Allow Langeberg Municipality representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from Langeberg Municipality representatives in relation to the implementation of the Code of Conduct.

### **Secure Communication Channels**

Langeberg Municipality has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behaviour or possible violation of the Code of Conduct, the Supplier is encouraged and should contact Langeberg Municipality at:

28 Main Road

Ashton

6715

Langeberg Municipality will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behaviour and/or a possible violation. Langeberg Municipality will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be rated strictly confidential.

### **SANCTIONS**

Breach of the Code of Conduct may result in actions being invoked against that suppliers, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions to be imposed on the supplier includes but is not restricted to the following:

- Formal warnings – that the continued non-compliance will lead to more severe actions;
- Disclosure of nature of breach to all Langeberg Municipality subsidiaries and associate companies;
- Immediate termination of contract , without resource; and/or

**Acknowledgement and Acceptance, to be submitted together with application for listing as provider of goods and services**

This is to certify that I have fully read the Supplier's Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier's Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_