



APPLICATION FOR REGISTRATION

**CACADU DISTRICT MUNICIPALITY
SUPPLIER DATABASE (CDMSD)**

**IS YOUR COMPANY CURRENTLY REGISTERED ON THE CDM SUPPLIER
DATABASE REGISTER? YES/NO**

IF YES PLEASE PROVIDE A SUPPLIER NUMBER

THE COMPLETED APPLICATION FORM MUST EITHER BE DELIVERED TO:

**SUPPLY CHAIN MANAGEMENT UNIT
4th FLOOR
STANDARD BANK BUILDING
32 GOVAN MBEKI AVENUE
PORT ELIZABETH**

OR POSTED TO:

**SUPPLY CHAIN MANAGEMENT UNIT
CACADU DISTRICT MUNICIPALITY
PO BOX 318
PORT ELIZABETH
6000**

ENQUIRIES:

TELEPHONE: (041) 508 7149 (041) 508 7111

FOR OFFICIAL USE

NAME OF SUPPLIER: _____

REGISTRATION NUMBER: _____

INTRODUCTION

This supplier database is being populated to enable the effective implementation of the Cacadu District Municipality (CDM) Preferential Procurement Policy. This policy is in line with the Preferential Procurement Policy Frame Work Act (PPFFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual HDI shareholders who are actively involved in the daily operations and management of an organisation, defined according the Preferential Procurement Regulations 2001, an "an activity inclusive of control and performed on a 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 a 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 CDMSD REGISTRATION FORM

- **Required documentation** - Please refer to the attached table (following page) 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.
- **Completion of Questions** - Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **An original valid Tax Clearance Certificate to be submitted.** This is to be updated on expiry and submitted for inclusion in the CDMSD Supplier Database.
- **Copies of Documents** - Please keep 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.
- **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.
- **Certification of Correctness** - Please ensure that the Certification of Correctness is signed and dated.
- **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 all future communication with the CDM. 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 workings days. Once your registration has been included on the CDM Supplier Database your details will be accessible to the CDM Supply Chain Management Unit.

- **Business opportunities** - Please note that registration on the CDM Supplier Database does not guarantee business opportunities.
- **Amendments** - Please notify the CDM Supply Chain Management Unit immediately of any changes to the verified information submitted. Submit a Certification of Correctness with the amended data.
- **Queries** - Should you have any queries or if you require assistance completing the registration form, please contact Cacadu District Municipality.

BUSINESS TYPE (Port Elizabeth details)

DOCUMENTS REQUIRED	Sole Proprietary	Close Corporation & Private Company	Partnerships	Public Company	Business Trust	Non Profit Organisation	Where to get documents	Address	Telephone Number
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 Corporations & 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 Corporations & 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)	Auto & General Towers 7 th floor Govan Mbeki Ave	041 – 506 1522 041 – 506 1299 082 781 7051
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	St Mary Terrence c/o White Road & Govan Mbeki Ave Port Elizabeth	041 – 505 7500
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	As above	041 – 505 7500
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	As above	041 – 505 7500
VAT Registration	If exempt from VAT, please provide a certified copy of the VAT exemption document						Receiver of Revenue	As above	041 – 505 7500
	Yes	Yes	Yes	Yes	Yes	Yes			
UIF Certificate	Yes If staff remuneration	Yes	Yes	Yes	Yes	Yes	Department of Labour	Laboria House 16 Grace Street Port Elizabeth	041 – 506 5000
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	As above	041 – 506 5000
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 CADADU DISTRICT MUNICIPALITY'S SUPPLIERS DATABASE (CDMSD)

(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:

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

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

1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable):

1.4 Postal address

Postal Code: _____

Physical address

Telephone no. : (_____) _____ Fax no.: (_____) _____

Cell. no. : _____

E-mail address (if available):

1.5 Contact person :

1.6 Physical location of Head Office (if applicable)

1.7 Registration Details (where applicable)

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

* An original Tax Clearance Certificate must be supplied.

2. BANKING DETAILS

2.1 Name of banking institution: _____

2.2 Branch Name: _____

2.3 Branch Code: _____

2.4 Town/City: _____

2.5 Banking account number: _____

2.6 Account Type: _____

2.7 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

3. 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 (CM 3)
Private Company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM 3)
Close Corporation cc		Copy of CK 1 Document and CK 2 if applicable
Sole Proprietor		Certified copy of I.D. document
Partnership		Certified copy of Partnership Agreement
Trust		Certified copy of Trust Document
Co-operative		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.

COLUMN 1	COLUMN 2		COLUMN 3		COLUMN 4	
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 & 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 programme? YES/NO
- 6.2 Number of HDI people (as per the definition of the Preferential Procurement Regulations, 2001) _____
- 6.3 Total number of people in workforce. _____
- 6.4 Skills development expenditure for the last 12 months. R_____
- 6.5 Total payroll expenditure for the last 12 months. R_____
- 6.6 Number of HDI employees engaged in a management/professional capacity. _____
- 6.7 Total number of employees engaged in a management/professional. _____
- 6.8 Is the organisation currently classified as a BEE company? YES/NO
- 6.9 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: (_____)_____

7.2 Accounts Department

Contact Name: _____
 Cell Number: _____
 Email Address: _____
 Telephone: (_____)_____

7.3 Branches in Eastern Cape

Branch Name: _____
 Area/Town/City: _____
 Physical Address: _____

 Telephone: (_____)_____

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	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 (**MAXIMUM 5 ITEMS**) that your organization provides as well as the area of supply.

Details	Area of Supply		
	Port Elizabeth	Centres within the CDM area (specify Town/s)	
1. COMMODITIES			
Audio Visual Aids & Equipment			
Bags Conference / Travel / Promotional			
Food: Beverages & Alcohol			
Food: Prepared Meals			
Food: Perishables			
Blinds, Awnings			
Building Materials & Hardware			
Cartridges			
Catering Equipment & Equipment Hire			
Cleaning Chemicals			
Clothing General/Protective & Uniforms			
Computer Components			
Computer Consumables			
Computer Hardware & Printers			
Computer Networking			
Computer Software			
Conference Accessories			
Conferencing Systems			
Corporate Gifts & Products			
Crockery & Cutlery			
Curtaining, Rails & Accessories			
Food: Dairy & Related Products			
Electrical Appliances			
Electrical Components & Equipment			
Electronic Appliances			
Electronic Components & 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		
	Port Elizabeth	Centres within the CDM area (specify Town/s)	
Paint Supplies			
Perishables Suppliers			
Photography Equipment			
Printing Consumables			
Recreational Supplies			
Refrigeration & Air Conditioning			
Sanitaryware			
Security & Access Control Equipment			
Sound & Music Systems/Equipment			
Stationery Office Basic			
Storage Systems (Document & Computer)			
Telecommunication Equipment			
Training Materials & Software			
Vehicles			
Vehicles - Accessories And Parts			
Other : Specify			
2. SERVICES BY TYPE			
Assurance Companies			
Banks & Financial Institutions			
Brokers Finance			
Brokers Insurance			
Computer Repairs			
Brokers Labour			
Colleges			
Conference Centres & Facilities			
Catering			
Entertainment Facilities			
Estate Agencies & Consultants			
Vehicle - Repair			
Exhibition Centres			
Florists			
Government Services			
Guesthouse & Lodges			
Hotels			
Institutes			
Libraries			
Medical Practitioners			
Pharmaceuticals			
Publications			
Publishers			
Quantity Surveyers			
Recruitment Agents			
Restaurants			

Details	Area of Supply		
	Port Elizabeth	Centres within the CDM area (specify Town/s)	
Teachers & 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 & Export Services			
Information Services			
Inspection Services			
Valuators			
Labels & Labeling Services			
Legal Services			
Manufacturing Service			
Medical Equipment Maintenance & Repairs			
Pest Control Services			
Photography Service			
Plotting Services			
Printing & Design Services			
Programming			
Recycling Services			
Removal Services Furniture			
Renovation Services			
Security & Access Control Systems			
Shuttle Services			
Telecommunications Systems			
Transport Services (Goods)			
Vehicle Hiring			
Waste Disposal			
Web Pages & Design			
Web Solutions Design & Maintenance			
Workshop Facilitations			
Air Conditioning Systems			
Blasting Contractors			
Boilers			
Building Contractors			
Cabinet Makers			

Details	Area of Supply		
	Port Elizabeth	Centres within the CDM area (specify Town/s)	
Carpenters * Carpentry			
Ceiling Contractors			
Concrete Products			
Construction Contractors			
Cupboards Built In			
Electrical Contractors			
Elevators & Conveyors			
Evacuation Systems			
Glazing Contractors			
Hardware & Building Supplies			
Consultants : Financial			
Consultants : Engineering			
Irrigation Contractors			
Landscaping / Earthworking			
Lighting Contractors			
Loaders & 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 & Glass			
Workshop Equipment			
Training Centres			
Actuaries & Remuneration Service			
Chemical Engineers			
Civil Engineering			
Community Services			
Computer Programming/Software			
Computer System & Solutions			
Conference & Events			
Construction Engineers			
Design Services			
Economics			
Eco-Tourism			
Electrical Engineers			
Electronics Engineers			
Employee Benefit & Empowerment			
Engineers Instrumentation			
Financial Administration			

Details	Area of Supply		
	Port Elizabeth	Centres within the CDM area (specify Town/s)	
It Consulting			
Health Care			
Human Resources			
Information Management			
Marketing & 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 ACKNOWLEDGES 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 CDM 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 CDM as a result of breach of the contract;
 - (iii) Cancel the contract and claim any damages which the CDM 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 _____

**_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE NAME IN BLOCK LETTERS**

**_____
IN HIS/HER CAPACITY AS**

ON BEHALF OF THE (SUPPLIER'S NAME): _____

Declaration
in terms of Registrations 44 and 45 of the
MFMA Supply Chain Management Regulations
by

(the 'Supplier')
vis a vis the
Cacadu District Municipality
('CDM')

Whereas:

- (a) the Supplier delivers goods or renders services to CDM; or is in the process of tendering to deliver goods or services to CDM;
- (b) the CDM 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 stakeholder is a person in the service of the state; or
 - (iii) who is an advisor or consultant contracted with the CDM; and
- (c) the MFMA Supply Chain Management Regulations contain, 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 Regulations, that he or she is not -
 - 1.1. in the service of the state;
 - 1.2. a director, manager, principal shareholder or stakeholder of legal person in the service of the state; or
 - 1.3. an advisor or consultant contracted with the CDM.
- 2. If an award is made to a person to the value of more than R2000; and that person is either -
 - 2.1. a spouse, child or parent of a person in the service of the state, or
 - 2.2. has been in the service of the state in the previous twelve months;

the Supplier must, in terms of Regulation 45 of the MFMA Supply Chain Management Regulations, 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 the award R _____

thus done and signed by the Supplier at Port Elizabeth on _____ 20__.

Signature

Witness

Full name and surname of the above signatory

Undertaking

by

(the ' Supplier ')

vis a vis the

Cacadu District Municipality
('CDM')

Whereas:

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

Now therefore the Supplier undertakes the following:

1. In the 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:
 - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the CDM or relevant Local Authority for the payment thereof; and
 - 1.2 failing which, the CDM may set-off any such due indebtedness owed by the Supplier to the CDM, from any amount owed by the CDM to the Supplier;
2. To co-operate with the CDM 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 CDM 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 CDM's 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 CDM.

Thus done and signed by the Supplier at Port Elizabeth on _____20____.

(The Supplier) duly authorised

Witness