

Mogale City Local Municipality Supplier Registration Application



The Mogale City Local Municipality (MCLM) hereby invites current and prospective service providers to apply to be accredited and registered on our Supplier Database as required by the Municipal Finance Management Act of 2003. **Henceforth, MCLM will not do business with suppliers that are not accredited and registered on the database.**

Instructions:

1. **All existing and potential suppliers must register on the supplier database before they can do business with the municipality.**
2. All registration forms as well as B-BBEE certificates for existing creditors must reach the SCM unit before 30 March 2011. Should the completed form not be received by the mentioned date, the Creditor Section will not be able to affect your payment.
3. New application forms will be accepted continuously, but the supplier database will only be updated quarterly.
4. All information requested on the application form as well as supporting documentaion must be in order for your company to be accredited and registered. The following is a checklist for supporting documentation:
 - o A letter with the company's letterhead stating physical, postal address, telephone and fax number and e-mail address **(compulsory)**
 - o Certified copy of company registration documents **(compulsory)**
 - o Latest municipal account irrespective of municipality/metro or a copy of the lease/rental agreement if not responsible for payment of municipal services **(compulsory)**
 - o A cancelled cheque or a copy of a bank statement **(compulsory)**
 - o Original, valid tax clearance certificate **(compulsory)**
 - o Proof of registration with statutory body (if applicable)
 - o Certified copies of ID's of shareholders or sole proprietor **(compulsory)**
 - o Affidavits of shareholders with disabilities (if applicable)
 - o Company profile / catalogues
 - o Service providers with an annual total revenue of R 5 million or less, qualify as Exempted Micro Enterprises and must submit a certificate issued by a registered auditor, accounting officer or an accredited verification agency to this effect
 - o Service providers with an annual total revenue of R 5 million or more must submit an Original and valid Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or certified copy
5. MCLM reserves the right to validate all information supplied and misrepresentation of facts may lead to disqualification and potentially being restricted to do business with all spheres of government
6. The SCM Unit will inform suppliers of the status of their applications in writing.
7. Kindly familiarise yourself with the official SCM procurement procedures and note that it is imperative that potential suppliers regularly log onto the website www.mogalecity.gov.za to obtain information regarding requests for quotations in excess of R30,000 as well as tenders. Suppliers registered on the database will only be approached for submission of quotations for procurement of goods/services below R30,000. Above R30,000 it is the responsibility of the supplier to respond to requests as advertised.

Price range

R 2 000 - R 30 000

R 30 001 - R 200 000

Above R 200 000

Procurement process

Faxed quotations from suppliers on database

Advertisement on website requiring a written quotation

Formal tender via website, noticeboard and newspaper

8. **Core business types:**

Agriculture
Mining and Quarrying
Manufacturing
Electricity, Gas and Water
Construction
Wholesale trade, Commercial agents and Allied services
Retail and Motor Trade and Repair services
Catering, Accommodation and Other trade
Transport, Storage and Communications
Finance and Business services
Community, Social and Personal services

9. **Business types:**

Public / Private Company
CC (Close corporation)
Partnership
Sole proprietor
Business trust
NPO (Non Profit Organisation)

10. **Application forms must be completed and returned to the following address:**

Please deposit in:

Tender Box 4

Reception Desk of Supply Chain Management Unit
Situating on the upper level of the West Wing of the Civic Centre
Corner Commissioner Street and Market Street
Krugersdorp

Or mail to:

Mogale City Municipality
Attention: Supply Chain Management Unit
P.O. Box 94
Krugersdorp
1740

Direct enquiries to the Supply Chain Management Unit:

Tel: (011) 951-2014/2016/2541 or
Fax: (011) 951-2433
Email: malotop@mogalecity.gov.za or maropengm@mogalecity.gov.za
Website: www.mogalecity.gov.za

Supply Chain Application - 1



Mogale City
Local Municipality

Application no.....

Business Information

Supplier name.....	<input type="text"/>	Co. Registration no....	<input type="text"/>
Postal address.....	<input type="text"/>		
Physical address.....	<input type="text"/>		
Town postal code....	<input type="text"/>		
Telephone no.....	<input type="text"/>	Fax no.....	<input type="text"/>
E-mail address.....	<input type="text"/>	Cellphone.....	<input type="text"/>

Contact details

Contact person	<input type="text"/>	Telephone no.....	<input type="text"/>
E-mail address.....	<input type="text"/>	Cellphone no.....	<input type="text"/>
Capacity.....	<input type="text"/>	Fax number.....	<input type="text"/>

Banking details

Bank & branch name..	<input type="text"/>	Branch code.....	<input type="text"/>
Account type.....	<input type="text"/>	Account number.....	<input type="text"/>
I hereby grant the Municipality the right to deposit payments due to the company, electronically into the above mentioned account.			
_____	_____	_____	_____
Signed	Capacity	Date	
Is a cancelled cheque or a copy of your bank statement attached.....			<input type="text"/> (Yes/No)

Tax information

Company tax no.....	<input type="text"/>	Vat no.....	<input type="text"/>
Tax clearance valid from.	<input type="text"/>	to	<input type="text"/>
Is an original, non expired tax clearance certificate attached.....			<input type="text"/> (Yes/No)

Statutory body for your industry

Controlling body.....	<input type="text"/>	Membership no.....	<input type="text"/>
Membership from.....	<input type="text"/>	to	<input type="text"/>
		Grading	<input type="text"/>
Is copy of the proof of registration to the statutory body for your industry attached.....			<input type="text"/> (Yes/No)

Municipal services

Municipality/Metro name where your current municipal account is held	<input type="text"/>	Municipal acc no.....	<input type="text"/>
Account month.....	<input type="text"/>		
Are copies of service accounts not older than 2 months attached or a lease agreement or a rental agreement			<input type="text"/> (Yes/No)
Provide the names of other municipalities to whom similar services have been provided	<input type="text"/>		
Provide details if in the last 5 years a municipality terminated a contract before it's expiry date	<input type="text"/>		

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Mogale City
Local Municipality

Application no...

Declaration of interest

Specify if any of the following relationships exists:

Is any child, parent or spouse of any director, shareholder or stakeholder a

Councillor of any municipality.....

Official of any municipality.....

Advisor / Consultant to municipality

Member of Provincial / National Gov

Is any director, manager, shareholder or stakeholder a

Councillor of any municipality.....

Official of any municipality.....

Advisor / Consultant to municipality.

Member of Provincial / National Gov

Has any of the above been in service of the state for the last twelve months ? (Yes/No)

Please complete attached MBD 4 form

NO CONTRACT MAY BE AWARDED TO A PERSON IN SERVICE OF THE STATE

Additional contact persons

Name	Capacity	Telephone	Cellphone	E-mail
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>

Business activities

Registration type..... (Refer to point 9 in the introduction for options)

Is a copy of your registration documents attached (Certificate of incorporation/CK1/etc.). (Yes/No)

Core business..... (Refer to point 8 in the introduction for options)

Previous experience

Do you have any previous contract work or tendering experience..... (Yes/No)

If 'Yes', please list the last contracts awarded to you or relevant previous experience

Business name	Contact person	Contact no	Description	Value	Year
<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"/>	<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"/>

The year that the company started practicing the current core business.....

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Mogale City
Local Municipality

Application no...

Infrastructure/facilities available

Please give a summary of your facilities, plant and equipment available to execute contracts

Physical facilities

Description	Address	Owned or leased	Area (sq mtr)
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staffing profile

Provide information on key staff in your organisation:

Name	Designation	Qualification	Years	HDI
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Annual financial information

Information for the financial year ending on (ccyymm - year/month).....

Turnover last financial year..... R

Total gross asset value (fixed properties excluded)..... R

Full time employees..... Part time employees.....

B-BBEE Status

Is your annual Total Revenue less than R 5 million?..... EME
 If yes, you are classified as an Exempted Micro Enterprise (also includes Start-Up enterprises)
 Attach registered auditor's certificate or similar certificate issued by accounting officer or accredited verification agency Attached Y/N?

Is your annual Total Revenue between R 5 million and R 35 million?..... QSE *
 If yes, you are classified as a Qualifying Small Enterprise

Is your annual Total Revenue in excess of R 35 million?..... LE *
 If yes, you are classified as a Large Enterprise.

* QSE and LE did you attached your BEE certificate?.....

* What is your BEE status level contribution (Level 1 - 8)?.....

Certificate number Expiry Date

B-BBEE score per Element:

Equity Ownership	<input type="text"/>	Preferential Procurement	<input type="text"/>
Management & Control	<input type="text"/>	Enterprise Development	<input type="text"/>
Employment Equity	<input type="text"/>	Socio Economic Development	<input type="text"/>
Skills Development	<input type="text"/>		

Please note that BEE certificates and detailed scorecards should **ONLY** be obtained from rating agencies accredited by Department of Trade and Industry (DTI) and SANAS.

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Application no.....

Mark with an 'X' the commodities / services you can provide

Group: CONSTRUCTION EQUIPMENT AND SUPPLIES

- AIR CONDITIONING AND TEMPERATURE CONTROL EQUIPMENT
- BUILDING EQUIPMENT AND ACCESSORIES (CEMENT MIXERS,
- BUILDING MATERIALS (BRICKS, CEMENT, SAND, PAINTING
- CEILING BOARDS, SKIRTINGS, ETC
- PLANT HIRE
- DOORS AND WINDOWS
- ELECTRICAL SYSTEMS, LIGHTING, COMPONENTS ACCESSORI
- FLOORING MATERIALS (CARPETS, TILES, ETC)
- PLUMBING WARE AND MATERIALS
- ROOFING MATERIALS
- SANITATION WARE AND EQUIPMENT

Group: CONSTRUCTION SERVICES

- BURGLAR PROOFING AND SYSTEMS
- CONCRETE MANUFACTURE AND WORKS
- CONSTRUCTION-RELATED TRANSPORT
- DEMOLITION SERVICES
- EARTHWORKS, DRILLING AND LANDSCAPING
- ELECTRICAL INSTALLATION
- FENCING
- GENERAL BUILDING WORK
- GLAZING
- MECHANICAL CONTRACTS
- METALWORK
- PAINTING
- PAVING
- PLUMBING
- PRE-CAST CONCRETE MANUFACTURE
- PUMP INSTALLATION
- ROAD WORKS
- SEWERAGE SYSTEMS AND CONSTRUCTION
- WATER WORKS AND PIPELINES

Group: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES

- BEARING SUPPLIES
- BOLTS, NUTS AND FASTENERS
- ELECTRIC CABLES
- ELECTRICAL COMPONENT SUPPLIES
- ELECTRICAL EQUIPMENT REPAIRS
- HARDWARE SUPPLIES
- LIFTING EQUIPMENT
- MECHANICAL SEALS AND PACKING
- PIPE AND IRRIGATION SUPPLIES
- POWER GENERATION AND DISTRIBUTION MACHINERY AND AC
- PUMPS AND PUMPS SPARES
- SMALL TOOLS
- TRANSFORMER SERVICES
- VALVES, COUPLINGS
- WATER METERS, PIPES, FITTINGS, PVC, POLYETHYLENE,

Group: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES

- BOOKS, PERIODICALS, NEWSPAPERS

Group: GENERAL SERVICES

- ACCOMMODATION AND LODGING
- ADVERTISING, COMMUNICATION, DESIGN, EDITORIAL, PUB
- AUCTIONEERING SERVICES
- BOOKKEEPING AND ACCOUNTING SERVICES
- CATERING AND REFRESHMENTS
- CLEANING SERVICES
- CONFERENCING FACILITIES AND FACILITATION
- CONTRACT ADMINISTRATION
- COURIER SERVICES
- EDUCATION AND TRAINING
- ENVIRONMENTAL IMPACT STUDIES
- EVENT MANAGEMENT
- GENERAL MAINTENANCE SERVICES
- HEALTH CARE
- HORTICULTURE
- INFRASTRUCTURAL MAINTENANCE
- INSPECTION SERVICES
- INSURANCE
- IT, BROADCASTING AND TELECOMMUNICATION SERVICES
- INTERIOR DECORATING, REFURBISHMENT AND UPHOLSTERY
- LABORATORY SERVICES
- LAND VALUATION SERVICES
- LAUNDRY AND DRY-CLEANING SERVICES
- LOCKSMITH SERVICES
- MAILING SERVICES
- MANAGEMENT SERVICES
- MISCELLANEOUS EQUIPMENT AND GOODS HIRING
- PERSONNEL SERVICES
- PEST CONTROL
- REMOVAL SERVICES
- PHOTOGRAPHIC AND GRAPHIC DESIGN SERVICES
- PICTURE FRAMING
- PRINTING
- REAL ESTATE SERVICES
- RESEARCH SERVICES
- SECURITY AND SAFETY SERVICES
- SITE CLEANING
- STORAGE
- TRANSLATION AND INTERPRETING SERVICES
- TRANSPORT SERVICES, GENERAL
- TRAVEL SERVICES
- VEHICLE HIRE
- VENDING SERVICES

Group: VEHICLE SUPPLY AND TRANSPORTATION SERVICES

- ALARM AND TRACKING SYSTEMS

- COMPUTER EQUIPMENT, NETWORKS AND SOFTWARE
- CONSUMABLES
- CORPORATE GIFTS
- DOMESTIC, INDUSTRIAL AND CLEANING EQUIPMENT AND SU
- ELECTRONIC EQUIPMENT, INCLUDING AUDIO-VISUAL EQUIP
- FIRE PROTECTION EQUIPMENT
- FLOWERS AND PLANTS
- HOUSEHOLD FURNITURE, APPLIANCES AND GOODS
- OFFICE FURNITURE AND EQUIPMENT
- OFFICE SUPPLIES AND STATIONERY
- PRINTING, COPYING AND PHOTOGRAPHIC EQUIPMENT AND S

Group: MISCELLANEOUS GOODS AND SUPPLIES

- ENVIRONMENTAL CLEANSING EQUIPMENT, GOODS AND SUPPL
- FIRE PROTECTION EQUIPMENT, GOODS AND SUPPLIES
- GARDEN TOOLS
- LABORATORY EQUIPMENT AND SUPPLIES
- MATERIAL AND WAREHOUSING MACHINERY, EQUIPMENT AND
- MEASURING, TESTING AND OBSERVATION EQUIPMENT
- PROTECTIVE CLOTHING AND UNIFORMS
- SECURITY EQUIPMENT, GOODS AND SERVICES
- SIGNS, NAMES AND NUMBER PLATES
- SPORTS AND RECREATIONAL EQUIPMENT AND GOODS

Group: PROFESSIONAL SERVICES

- ACCOUNTING, AUDITING AND MANAGEMENT SERVICES
- ARCHITECTURAL SERVICES
- CONSULTING ENGINEERING-ELECTRICAL
- CONSULTING ENGINEERING-ENVIRONMENTAL
- CONSULTING ENGINEERING-OTHER
- CONSULTING ENGINEERING-MECHANICAL
- CONSULTING ENGINEERING-PROJECT MANAGEMENT
- CONSULTING ENGINEERING-ROADS AND STORM WATER
- CONSULTING ENGINEERING-SEWERAGE SYSTEMS
- CONSULTING ENGINEERING-STRUCTURES, BUILDINGS, BRID
- CONSULTING ENGINEERING-WATER SYSTEMS
- CONSULTING ENGINEERING-GEO-TECHNICAL
- CONSULTING ENGINEERING-SOLID WASTE
- ENGINEERING SERVICES
- FINANCIAL SERVICES
- LAND SURVEYING
- LEGAL SERVICES-CONTRACTS
- LEGAL SERVICES-CONVEYANCING
- LEGAL SERVICES-LITIGATION
- LEGAL SERVICES -OTHER
- MEDICAL SERVICES
- PROJECT MANAGEMENT
- QUANTITY SURVEYING
- TOWN AND REGIONAL PLANNING

- BATTERIES
- ENGINE OVERHAULS
- FUEL, OILS AND LUBRICATIONS
- HYDRAULICS
- PANEL BEATING
- RADIATOR REPAIRS
- SPARES AND PARTS
- TOWING SERVICES
- TRANSMISSIONS
- TYRES AND TUBES
- UPHOLSTERY
- VEHICLE FLEET MANAGEMENT
- VEHICLE SUPPLY
- WINDSCREENS

Motivation if more than 5 services are selected

Any other services / goods not indicated above

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Declaration

I, the undersigned _____
duly authorised to sign for and on behalf of the company, certifies
that the information furnished on this declaration form is correct. I accept that
the State may act against me should this declaration prove to be false.

Signature

Position

Date

Commissioner of Oaths

Signed and sworn to before me at _____

on this the _____ day of _____ 20____ by the
Deponent, who has acknowledged that he/she knows and understands the contents
of this Affidavit, 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.

Comissioner of Oaths:

Position... _____

Address... _____

Telephone _____

Apply official stamp of authority on this page