

# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,  
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



## APPLICATION TO REGISTER ON MUNICIPAL DATABASE

Interested consultants and other service providers will be required to complete the application form, accompanied by the following documents:

1. Proof of qualifications (certified)
2. Proof of registration with relevant professional body and registration number
3. Proof of professional indemnity insurance (certified)
4. Company registration
5. Valid tax clearance certificate
6. Proof of work experience (company profile) must be attached
7. Recent copy of municipal statement / proof of residence from Induna
8. BBBEE verification Certificate

A non-refundable registration fee of **R100.00** per entry on submission of the form is payable.

Application forms will be available at the procurement office, Greater Letaba Municipality, Civic Centre, Botha Street

Enquiries can be directed to Ms M. Y. Ratlabala at 015 309 9246/7/8

Completed forms and the necessary attachments can be delivered to the Supply Chain Management Office for the attention of Ms M.Y Ratlabala, Greater Letaba Municipality, P.O Box 36, Modjadjiskloof, 0835

## DATABASE ACCOUNT DETAILS

ACCOUNT NUMBER : 52100005761

REFERENCE NUMBER: 1100007777777

- From number 1-3 it only applies to Consulting companies

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## BUSINESS INFORMATION

1. Registered name of company: .....
2. Id no: (of person responsible): .....
3. Trading name/s if any: .....
4. Type of service/Business: .....
5. Contact person: .....
6. Postal address: .....
7. Street address: .....
8. Telephone no.: .....
9. Fax no.: .....
10. Cell no.: .....
11. E-mail: .....
12. Date established: .....
13. Vat certificate no. If applicable: .....
14. Bank: .....
15. Account Type:(savings, cheque)
16. Branch Name: .....
17. Branch code: .....
18. Acc. No.: .....

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## COMPANY STRUCTURE: PLEASE STATE TOTAL OF DIRECTORSHIP AND PERCENTAGE OF SHAREHOLDERS

DESCRIPTION	TOTAL	Shareholders %
1.Directors / members		
4.Company situated in the Greater Letaba Municipal area	Yes	No

*Please tick the relevant answer*

### PLEASE STATE CATEGORY OF SERVICES

1	General supply	Yes	No
2	Sole supplier (certain goods)	Yes	No
3	Appointed agent for area	Yes	No
4	Manufacturer	Yes	No
5	Service and maintenance	Yes	No
6	Consultants / Professional services	Yes	No

### DECLARATION

I hereby certify that all information is correct
Date: .....
Print name:.....
Signature:.....

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## LIST OF GOODS AND SERVICES

### Please state type of business – supply / services

List five categories

DESCRIPTION	SUPPLY	SERVICE
1		
2		
3		
4		
5		

### CONDITIONS OF PURCHASES AND DELIVERY

1. No purchases will be done without the necessary quotations.
2. All purchases will be done on official orders.
3. Delivery notes / invoices must accompany the delivery of goods.
4. All goods must be delivered at the stores, except where other arrangements have been made between the purchaser and suppliers.

### CONDITIONS OF PAYMENT

1. A valid TAX INVOICE must be provided before any payment can be done as been required by the ACT.
2. All payments will be done by cheque or electronic banking.
3. Payment will be done 30 days after statement.

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## VENDOR REQUIREMENTS

1. In order for council to obtain any goods or services from a vendor the following requirements must be met:
  - a. The vendor must be registered with council and a data base with the relevant information will be submitted by the Financial Manager to the relevant departmental managers;
  - b. All vendors must supply council with their business addresses and a copy of their tax certificates;
  - c. All vendors rendering goods and services to council must comply with any labour legislation or regulations promulgated, with special reference to the Basic Conditions of Employment, Act, Labour Relations Act, and the Occupation Health and Safety Act. Where a vendor does not comply with above legislation the Council has the right to intervene, to correct the situation within available legal remedies.
  - d. All vendors must declare their employment ratios and compliance with the Employment Equity Act.
  - e. Council may require from vendors to enter into joint ventures with other vendors;
  - f. Vendors must declare their business and family relationship with any person working for council or their relation with a Councillor.
  - g. Vendors may not be in arrears with their Municipal Accounts for more than 30 days. Any outstanding balances for longer than 30 days will be set off against any money outstanding to the vendor by Council;**
  - h. Vendor must indicate on their tender document how many jobs will be created or maintained when executing a tender;
  - i. No tenders will be awarded to persons in the service of the state, therefore any person in the service of the state need not to register.

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## ANNEXURE C

### MBD 4

#### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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. 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 evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "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

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(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 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 this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

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.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number



## CERTIFICATION

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

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

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder (Company)**

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