



BEAUFORT WEST MUNICIPALITY

SUPPLIERS DATABASE

REGISTRATION DOCUMENTS

Please return clearly marked: “Registration of Suppliers” to	
POSTAL ADDRESS: The Supply Chain Management Unit Private Bag 582 Beaufort West, 6970	DELIVER AT: The Supply Chain Management Unit Simpson Road Beaufort West, 6970
ENQUIRIES:	
Mrs Senèl Pothberg Tel: (023) 414 8100 Fax: (023) 414 3509 E-mail: senel@beaufortwestmun.co.za	Mr. H. Meintjies Tel: (023) 414 8186 Fax: (023) 414 3509 E-mail: scm@beaufortwestmun.co.za
Name of Supplier or Applicant:	

INDEX

1. SUPPLIER'S DATABASE APPLICATION FORM	BWM 1
2. DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION	BWM 4
3. TAX CLEARANCE REQUIREMENTS (Compulsory)	BWM 8
4. CERTIFICATE for PAYMENT of MUNICIPAL SERVICES (Compulsory)	BWM 15
5. CONFIRMATION of BANKING DETAILS	Addendum A
6. PREFERENTIAL PROCUREMENT REGULATIONS 2011	BWM 6.1

The Beaufort West Municipality procure goods and services subject to Council's:

1. Supply Chain Management Policy
2. Preferential Procurement Policy
3. General Conditions of Contract

These documents are available separately as per request or online on Council's website:

www.beaufortwestmun.co.za

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	Sole Proprietor	CC's and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organizations (NPO)	Where to get Documents
COMPANY REGISTRATION COPIES	N/A	Certificate of incorporation CK1 / CK 2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP COPIES	N/A	Shareholding CK1 / CK 2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter - no shareholding	Registrar of CC's & Companies
MUNICIPAL ACCOUNT OR LETTER FROM LESSOR STATING THAT NO RENT ARE OUTSTANDING	Yes	Yes	Yes	Yes	Yes	Yes	Local Municipality or lessor
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 at which account is
VALID ORIGINAL TAX CLEARANCE CERTIFICATE	For the owner or the business	For the Company/ cc	For each individual shareholder	For the Company	For the trust	For the NPO	SARS
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	Security Service Regulatory Authority
CERTIFIED PROOF OF IDENTITY DOCUMENT	Owner	Directors/ Members	Partners	Directors	Trustees	Directors	
PROOF OF BUSINESS LICENCE (CATERING SERVICES)	Yes	Yes	Yes	Yes	Yes	Yes	District Municipality
PROOF OF COMPETENCY CERTIFICATE (CATERING SERVICES)	Yes	Yes	Yes	Yes	Yes	Yes	District Municipality
BEE CERTIFICATE (VALID CERTIFIED COPY)	Yes	Yes	Yes	Yes	Yes	Yes	Accredited verification agency or auditor if exempted



**BEAUFORT WEST MUNICIPALITY
SUPPLIERS DATABASE
APPLICATION for REGISTRATION**

Section 1:

Name of Enterprise :

Type of Commodity or Service

Postal Address :

	Code:

Physical Address :

	Code:

Registered Office Address:

	Code:

Contact Details

Telephone:	Fax:
Cellular Phone:	e-mail:
Website:	Other:

Date of incorporation:

Type of Business:

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Premises:

Owned:	Rented:
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If rented, Landlord's name and address:

How long have you been trading from this premises:

Please mark which one of the following is applicable:

Sole Ownership	Partnership	Private Company	Public Company	Close Corp.

Company / Close Corporation Number:

* Please attach copy of CIPRO registration certificate as proof

VAT Number:

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CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) REGISTRATION:

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* Please insert CRS number or attach copy of registration certificate as proof

Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

TRADE REFERENCES (3)

NAME:

ADDRESS:

TELEPHONE NO:

NAME:	ADDRESS:	TELEPHONE NO:

Our account reference with you:

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The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Quotation Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.
- iv) understands that contracts concluded with the municipality is subject to the General Conditions of Contract and any other special conditions as per the individual contracts.

Signed

Date

Name

Position

Enterprise name

BWM 4 - DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Procurement (Business Interest of Employees) Act No 8 of 2010, Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with the Institution must be registered on the central supplier database.
3. **Definitions**

“Bid” includes a price quotation, advertised competitive bid, limited bid or proposal

“Bid rigging (or collusive bidding)” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors

“business interest” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium or Joint Venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

“employee” means a person employed by the Institution, whether permanently or temporarily, including —

- (a) an employee as contemplated in section 8 of the Public Service Act;
- (b) a person appointed in terms of section 12A of the Public Service Act;
- (c) a person transferred or seconded to the Institution or a provincial public entity in terms of section 15 of the Public Service Act; and
- (d) an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

“entity” means any —

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province

“Family member” means a person’s —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption;

“intermediary” means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and
- (b) a representative or agent;

“Institution” means —

Provincial Government of the Western Cape

“Provincial Government Western Cape (PGWC)” means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

“RWOPS” means —

Remunerative Work Outside the Public Service

“spouse” means a person’s —

- (a) partner in marriage;
- (b) partner in a customary union according to indigenous law; or
- (c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Any legal person, including persons employed by the Institution, or their family members, 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 employed by the PG, or to their family member, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution; and/or
5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding
8. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A: DETAILS OF THE ENTITY	
A1.	<i>Name of the Entity</i>
A2.	<i>Entity registration Number (where applicable)</i>
A3.	<i>Entity Type</i>
A4.	<i>Tax Reference Number</i>
A5. <i>Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.</i>	

TABLE A

FULL NAME	DESIGNATION <i>(Where a director is a shareholder, both should be confirmed.)</i>	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

To disclose relationships between the bidding entity and persons listed in Table A and any employees of the Institution; and to restrict business interest of Institution employees' according to section 2 (1) of the Western Cape Procurement (Business Interest of Employees) Act of 2010, bidding entity must give the following details. A Institution employee taking remunerative work outside public enterprise should first obtain necessary approval (RWOP), failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

- | | | | |
|------------|---|-----------------------------|------------------------------|
| B1. | Are any persons listed in Table A employees of the Institution?
<i>(If yes, complete Table B and attach "RWOP")</i> | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| B2. | Are any employees of the entity also employees of the Institution?
<i>(If yes complete Table B and attach "RWOP")</i> | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| B3. | Are any family members of the persons listed in Table A employees of the Institution?
<i>(If yes complete Table B)</i> | <input type="checkbox"/> NO | <input type="checkbox"/> YES |

TABLE B

Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.

FULL NAME OF INSTITUTION EMPLOYEE	IDENTITY NUMBER	PROVINCIAL DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. <i>(Indicate if not known)</i>	PERCENTAGE INTEREST.

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1. Did the entity conduct business with the Institution in the last twelve months?
(If yes complete Table C)

NO	YES
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C2. Table C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3. Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector? NO YES

C4. Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?
(To access this Register enter the National Treasury's website, www.treasury.gov.za, 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.) NO YES

C5. If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury? NO YES

C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)? NO YES

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.

I, hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.
- iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

DULY AUTHORISED REPRESENTATIVE'S
SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?

ANSWER:

1.2 Do you have any objection to taking the prescribed oath?

ANSWER:

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER:

1.4 Do you want to make an affirmation?

ANSWER:

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
SIGNATURE

FULL NAMES

Commissioner of Oaths

Designation (rank)ex officio: Republic of South Africa

Date:Place

Business Address:



BEAUFORT WEST MUNICIPALITY

TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT -

1. The taxes of the applicant must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The South African Revenue Services will provide the applicant with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue.
3. This Tax Clearance Certificate must be submitted in the original together with the application.
4. No award above R30 000 may be made to a person whose tax matters have not been declared by the South African Revenue Service (SARS) to be in order.



BEAUFORT WEST MUNICIPALITY

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

NAME OF THE APPLICANT _____

FURTHER DETAILS OF THE APPLICANT(S); Director / Shareholder / Partners, etc:

Directors / Shareholders / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s)

I, _____, the undersigned,
 (Full name in block letters)

certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

.....
 Signature

THUS DONE AND SIGNED for on behalf of the Applicant

At on the day of 20.....
 (place) (date) (month) (year)

For office use (comments):



**BEAUFORT WEST MUNICIPALITY
SUPPLIERS DATABASE
CONFIRMATION of BANKING DETAILS**

The Beaufort West Municipality can pay suppliers or service providers via Electronic Funds Transfer (EFT's). In order to enable the municipality to execute this option, we herewith request confirmation from the supplier or service provider's Banker. Below please find said statement to be duly completed by the Banker.

Name of Enterprise:	
Account Holder:	
Bank:	
Branch:	
Branch Code:	
Acc. No.:	
Type of Account:	

I confirm that I am duly authorized to provide this information.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

BANKER's OFFICIAL STAMP

**BEAUFORT WEST MUNICIPALITY
PREFERENTIAL PROCUREMENT REGULATIONS 2011**

1. Points awarded for B-BBEE Status Level of Contribution

2. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 2.1 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certified copy of certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 2.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 2.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 2.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 2.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 2.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

2.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3. BID DECLARATION

3.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

4. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 2

4.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

I,, the undersigned, certify that the information furnished on this declaration form is correct.

.....
Signature

.....
Date