



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

THE SUPPLIER DATABASE

Requesting all suppliers and service providers to apply for registration on the Supply Chain Management Database of the Stellenbosch Municipality.

The Supply Chain Management Unit is in the process of expanding its Supplier Database which will assist with requests for quotations in order to give all registered suppliers an equal opportunity to submit quotations.

Prospective suppliers are to register as per the attached list of commodities in which the organization specialises by ticking the appropriate commodity (maximum of 4 commodities)

Registration/evaluation criteria: The following criteria will be used for evaluation of the registration process:

- Original Valid SARS Tax Clearance Certificate
- Company profile, track record and technical capabilities
- Ownership status by Historically Disadvantaged Individuals, Women and People with Disabilities, (CK 1 & 2 forms issued by DTI)
- SMME status
- Certified Identity copies of company members / shareholders
- Original cancelled cheque or an original bank verification letter.
- Copy of COID registration certificate (where applicable)
- Any other registration certificate pertaining to your relevant industry, e.g. SOB for Security Companies; ECB (Electrical Contractor Board); CIDB (Construction Industry Development Board);
- Service Provider Application Form duly Completed and Signed
- Latest municipal Account not older than 90 days / valid Lease Agreement
- BBBEE Certificate (Original Valid Copy / Certified Copy)

**NB: RESPONSIBILITY TO UPDATE EXPIRED DOCUMENTS RESIDE WITH THE SERVICE PROVIDER
ALL INCOMPLETE APPLICATION FORMS WILL BE RETURNED**

Registration forms are obtainable from:

Stellenbosch Municipality Website: www.stellenbosch.gov.za/business/supply-chain-management

Supply Chain Management

Postal address

PO Box 17
Stellenbosch
7600

Physical address

Town Hall, Plein Street
Stellenbosch
7600

Enquiries regarding the registration of service providers may be directed to **Ms Nicolene Hamilton, Supply Chain Management**, Municipal Offices, Stellenbosch (Tel no: 021-808 8594 or email: Nicolene.Hamilton@stellenbosch.gov.za); who will also be available to assist applicants with the completion thereof.



Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate boxes with a X: You are limited to a **maximum of 4 commodities**. Please only what your company specializes in.

CODE	COMMODITY	x	CODE	COMMODITY	x
00100:	CONSTRUCTION EQUIPMENT AND SUPPLIES		00400:	GENERAL SERVICES	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings, etc		00404	Bookkeeping& accounting services	
00105	Construction machinery		00405	Catering and refreshments	
00106	Doors and windows		00406	Cleaning services	
00107	Electrical systems, lighting, components accessories and supplies		00407	Conferencing facilities and facilitation	
00108	Flooring materials (carpets, tiles, etc)		00408	Contract administration	
00109	Plumbing ware and materials		00409	Courier services	
00110	Roofing materials		00410	Education and training	
00111	Sanitation ware and equipment		00411	Environmental impact studies	
00200:	CONSTRUCTION SERVICES		00412	Freight forwarding& cleaning services	
00201	Burglar proofing and systems		00413	General maintenance services	
00203	Concrete manufacture and works		00414	Health care	
00204	Construction-related transport		00415	Horticulture	
00205	Demolition services		00416	Infrastructural maintenance	
00206	Earthworks, drilling and landscaping		00417	Inspection services	
00207	Electrical installation		00418	Insurance	
00208	Fencing		00419	IT, broadcasting and telecommunication services	
00209	General building work		00420	Interior decorating, refurbishment and upholstery	
00210	Glazing		00421	Land valuation services	
00211	Mechanical contracts		00422	Laundry and dry-cleaning services	
00212	Metalwork		00423	Locksmith services	
00213	Painting		00424	Mailing services	
00214	Paving		00425	Management services	
00215	Plumbing		00426	Miscellaneous equipment & goods hiring	
00216	Pre-cast concrete manufacture		00427	Personnel services	
00217	Pump installation		00428	Pest, weed control& removal services	
00218	Road works		00429	Photographic& graphic design services	
00219	Sewerage systems and construction		00430	Picture framing	
00220	Water works and pipelines		00431	Printing	
00300:	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES		00432	Procurement services	
00301	Bearing supplies		00433	Real estate services	
00302	Bolts, nuts and fasteners		00434	Research services	
00303	Electric cables		00435	Security and safety services and law enforcement	
00304	Electrical component supplies		00436	Site cleaning	
00305	Electrical equipment repairs		00437	Social Facilitating	
00306	Hardware supplies		00438	Storage	
00307	Lifting equipment		00439	Translation and interpreting services	
00308	Mechanical seals and packing		00440	Transport services, general	
00309	Pipe and irrigation supplies		00441	Travel services	
00310	Power generation and distribution machinery and accessories		00442	Vehicle hire	
00311	Pump spares		00443	Vending services	
00312	Small tools		00444	Entertainment	
00313	Transformer services		00445	Cell phones & vouchers	
00314	Valves, couplings		00446	Funeral services	
00315	Water meters, pipes, fittings, galvanised PVC, PVC, polyethylene, etc.		00447	Scientific Water Sample Analysis	
00316	Telemetry		00448	Transcription	

			00819	Car Valet Services	
			01000	Other Please Specify :	

Forms must be completed and submitted to

Stellenbosch Municipality
 Supply Chain Management
 Town Hall, Plein Street
 STELLENBOSCH

FOR OFFICIAL USE ONLY

Name of Business

Trading name

Registration no.

Please tick in box

		Y	N	N/A
Company Registration document (Certified)				
Proof of ownership/Shareholder certificate (Certified)				
District Registration Document				
Proof of Banking Document				
VAT Registration Document				
P.A.Y.E. Document				
UIF Document				
Workman's Compensation Document				
Security Officer's Board Certificate				
Disability Documents				
An Original Valid Tax Clearance Certificate				

1. Company Registration Documents

NB: Documentary proof must be provided where applicable (Please mark N/A if not applicable)

1.1 COMPANY TYPE (NB: Proof of registration must be provided)

Public Company LTD	<input type="checkbox"/>	Certified copy of certificate of incorporation (CM 3) and Regional council registration number
Private Company (PTY) LTD	<input type="checkbox"/>	Certified copy of certificate of incorporation (CM 3) and Regional council registration number
Close Corporation cc	<input type="checkbox"/>	Certified copy of CK 1 document or CK 2 if applicable
Sole Proprietor	<input type="checkbox"/>	Copy of Regional Council Registration document and partnership agreement
Partnership	<input type="checkbox"/>	Copy of Regional council registration document and partnership agreement
Business trust	<input type="checkbox"/>	Copy of regional council registration document and certified copy of registration document
Other	<input type="checkbox"/>	Copy of regional council registration document and certified copy of registration document

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 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):.....

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.

.....

MSCM Regulation: "in the service of the state" means to be-

- (a) a member of –
 - (i) any municipal The Municipality;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national The Municipality of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of nay municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institutional within the meaning of the Public Finance Management Act,1999 (Act No.1 of 19999);
- (e) A member of the accounting authority of any national or provincial entity ; or
- (f) An employee of Parliament or a provincial legislature.

“Shareholder” means a person who owns shares in the company and its actively involved in the management of the company or business and exercised 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:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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? (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).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
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)? (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).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
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:		
Item	Question	Yes	No
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? (attached copy of payment arrangements of arrears account)	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 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



SUPPLY CHAIN MANAGEMENT

Enquiries: Mr. I. Saunders Ref: 6/1/1 Tel: (021)808 8137 Fax: (021)808 8688
E-mail: Israel.saunders@stellenbosch.org

All Service Providers (SP's) and potential bidders

Dear Sir/Madam

Incomplete documentation in terms of bidding processes.

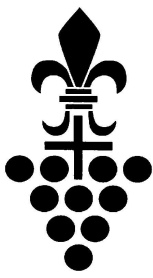
With reference to the judgment of the Supreme Court of Appeal case number 937/2012 Dr JS Moroka Municipality vs. Bertram (PTY) Limited 2013 JDR 2728 SCA the following:

“In our view the judgment supports the proposition that a Municipality determines the requirements for a valid tender and a failure to comply with the prescribed conditions of tender will result in such tender being disqualified as it would not be an 'acceptable tender' as defined in the Preferential Procurement Policy Framework Act 5 of 2000 unless the prescribed conditions are immaterial, unreasonable or unconstitutional.

Therefore, provided that the relevant tender document makes provision for **an original tax clearance certificate and/or any other certificates/documents** as a prescribed minimum prerequisite and/or peremptory requirement in order for such tender to be considered an 'acceptable tender' and to pass the threshold requirement for consideration and evaluation, and a tenderer fails to provide same, the Municipality would be within its rights to disqualify such tender/tenderer.”

Therefore Stellenbosch Municipality will with immediate effect exclude all offers from bidders if the required documentation is not handed in/or attached with the original bidding documents.

Municipal Manager
pp Financial Services
11 September 2014



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CREDITOR CONTROL FORM / KREDITEURE KONTROLE VORM

COMPANY NAME / FIRMA NAAM _____

PHYSICAL ADDRESS / FISIESE ADRES _____

POSTAL CODE / POSKODE _____

POSTAL

ADDRESS

POSADRES

POSTAL CODE / POSKODE _____

TEL NR / NO _____

FAX NR / _____

FAKS NO _____

CONTACT PERSON / KONTAKPERSOON _____

CELL NR / SELNO _____

E-MAIL _____

ADDRESS / EPOS _____

ADRES _____

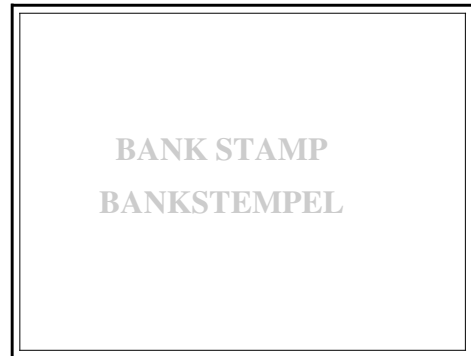
BANK _____

ACCOUNT NO. / REK NR. _____

BRANCH CODE / TAKKODE _____

BANK ACCOUNT NAME _____

BANKREKENING NAAM _____



ACCOUNT TYPE / TIPE REK

CHEQUE / TJEK

SAVINGS / SPAAR

TRANSM

VAT REGISTERED / BTW GEREGISTREER

YES / JA

NO / NEE

VAT / BTW NO _____

SIGNATURE / HANDTEKENING _____

OFFICE USE / KANTOORGEBRUIK

KREDITEUR NR / CREDIT NO

Create a new creditor / Skep van nuwe Krediteur

Changing of creditors details / Verandering op Krediteurinligting

Deleting of creditor / Uitwis van Krediteur

AANGEVRA DEUR

REQUESTED BY: _____

DATE / DATUM _____

DEPARTEMENT

DEPARTMENT: _____

MOTIVATION

MOTIVERING: _____

ENTERED BY

INGEVOER DEUR: _____

DATE / DATUM _____

CHECKED BY

GEKONTROLEER DEUR: _____

DATE / DATUM _____