

## West Rand District Municipality Supplier Registration Application



The West Rand District Municipality (WRDM) 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, WRDM 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 new supplier database before they can do business with the municipality.**
2. All re-registration forms for existing creditors must reach the SCM unit before 30 September 2010. 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 propriotor **(compulsory)**
  - o Affidavits of shareholders with disabilities (if applicable)
  - o Company profile / catalogues **(compulsary)**
  - o BEE rating performed by an accredited rating agency (if available)
5. WRDM 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.wrdm.gov.za](http://www.wrdm.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 501 - R 30 000  
R 30 001 - R 200 000  
Above R 200 000

### Procurement process

Faxed quotations from suppliers on database  
Advertisement on website, noticeboard 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**

Reception Desk of Supply Chain Management Unit  
Situated in the WGC Centre  
Corner Park and Sixth Streets  
Randfontein

Or mail to:

West Rand District Municipality  
Attention: Supply Chain Management Unit  
Private Bag X033  
Randfontein  
1760

Direct enquiries to the Supply Chain Management Unit:

Tel: (011) 411-5057 or (011) 411-5074 OR (011) 411- 5037  
Fax: (011) 412-3663 OR (011) 411-5094  
Email: [supplychain@wrdm.gov.za](mailto:supplychain@wrdm.gov.za)  
Website: [www.wrdm.gov.za](http://www.wrdm.gov.za)



**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"/>		

# Supply Chain Application - 2



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 provide details if any block is ticked.

## Additional contact persons

Name	Capacity	Telephone	Cellphone	E-mail
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## 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
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The year that the company started practicing the current core business.....

# Supply Chain Application - 3



Application no...

## Infrastructure, Plant & Equipment

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

### Physical facilities

Description	Address	Owned or leased	Area (sq mtr)
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### Plant and Equipment

Description	Owned or leased	No of units
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## Staffing profile

Provide information on key staff in your organisation:

Name	Designation	Qualification	Years	HDI
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## 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 details

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 auditor's certificate or similar certificate issued by accounting officer or verification agency

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 1 - 8)?.....

If you do not have a BEE certificate, provide reason: \_\_\_\_\_

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.

# Supply Chain Application - 4



Application no....

## List of shareholders

Name	Id number	Position	Date appointed in position	Date RSA Citizen	No Francise before 1994	Women	Disabled	% Ownership
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# Supply Chain Application - 5



Application no..

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

**Group: RESCUE, MEDICAL AND FIRE FIGHTING**

- MEDICAL EQUIPMENT AND CONSUMABLES
- MEDICAL EQUIPMENT MAINTENANCE AND REPAIRS
- MEDICAL SUPPLIES
- FIRE FIGHTING EQUIPMENT
- RESCUE EQUIPMENTS
- HYDRAULIC ACCESSORIES AND EQUIPMENT

**Motivation if more than 5 services are selected**

**Any other services / goods not indicated above**