

# WEST RAND DISTRICT MUNICIPALITY



## SUPPLIER DATABASE FORM

Application forms must be completed and returned as follows:

### HAND DELIVERY

Please deposit in:

Tender Box

Reception Desk of Supply Chain Management

Situated in the WGC Centre

Corner Park and Sixth Street

Randfontein

### BY POST

West Rand District Municipality

Attention: Supply chain Management

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

Website: [www.wrdm.gov.za](http://www.wrdm.gov.za)



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, and in line with section 14 (1) (b) of the Municipal Supply Chain Management Regulations.

**Instructions:**

1. All existing and potential suppliers must register on the **West Rand District Municipality Supplier Database** and the **National Treasury Central Supplier Database** before they can do business with the municipality.
2. New application forms will be accepted continuously, but the supplier database will only be updated quarterly
3. All information requested on the application form as well as supporting documentation must be in order for your company to be accredited and registered. The following is a checklist for supporting documentation:
  - A letter with the company's letterhead stating physical, postal address, telephone and fax number and e-mail address **(compulsory)**
  - Certified copy of company registration documents **(compulsory)**
  - Recent Municipal Statement of account (not older than 3 months) for the company and all directors not in arrears for more than 90 days or lease agreement with a recent rental invoice/statement must be attached. Attention is drawn to the "Clearance Certificate for Municipal Account". The Clearance Certificate must be completed by the Municipality where the business resides or the Landlord in case of a tenant. Lease agreement must also be attached and is the responsibility of the bidder to ensure that the "Clearance Certificate for Municipal Accounts" is completed in full and stamped by the landlord **(compulsory)**
  - A cancelled cheque or a copy of a bank statement **(compulsory)**
  - A copy of Tax Clearance pin number obtainable from SARS **(compulsory)**
  - MAAA – National Treasury Central Supplier Database registration reference number **(compulsory)**
  - Proof of registration with statutory body **(if applicable)**
  - Certified copies of ID's of Company Directors **(compulsory)**
  - Affidavits of Directors with disabilities **(if applicable)**
  - Company profile / catalogues **(compulsory)**
  - Bidders must attach an original/certified copy of the BBEE Certificate issued by the verification agencies or professionals who are accredited by South African National Accreditation Systems ("SANAS"). Exempted Micro-Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) must attach sworn affidavit declaring the BBEE status **(compulsory)**
4. 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.
5. 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.

**In Terms of Price Range**

R501 – R2000 00  
R2000 01 – 30 000  
R30 001 – 200 000  
  
Above R200 000

**Procurement Process**

Petty cash price  
3 written quotation from Supplier Database (7AYS)  
Formal Written Price Quotation (RFQ) (7day) Advert: Website,  
Notice board requiring formal quotation 30 working days Validity period  
Competitive bidding - Formal Tender via Website, Newspapers and Notice boards  
14/30days Advert) and to (90 working days validity period)



# Supply Chain Application - 1

Application number

## Business Information

Supplier name  Co. Registration number

Postal address

Physical address

Town postal code

Province

Telephone no  Fax number

E-mail address  Cellphone number

Business Type:

- Private Company
- Public Company
- CC (Close corporate)
- Partnership
- Sole proprietor
- Business trust
- Co-Operative
- NPO (Non-Profit Organisation)

Website Address

## Contact details

Contact person  ID number

Telephone no

E-mail address  Cellphone number

Capacity  Fax number

## Banking details

Bank & branch name  Branch code

Account type  Account number

I hereby grant the Municipality the right to deposit payments due to the company, electronically into the above mentioned account.

\_\_\_\_\_  
 Signed Capacity Date

Cancelled cheque or a copy of your bank statement attached.

## Tax information

Company tax number  Vat no

Tax clearance expiry Date

Is an original, non-expired tax clearance certificate / copy of SARS pin Certificate attached? \_\_\_\_\_

## Municipal services

Municipality/Metro name where your current municipal account is held Municipal

Acc number  Account month

Are copies of service accounts not older than 3 months attached or a lease agreement or a rental agreement with affidavit or Invoice from the Landlord  Yes/No)



## Supply Chain Application - 2

Application number

### 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/ Consultants to municipality

Member of Provincial/National Gov.

Is any director, manager, shareholder or stakeholder a

Councillor of any municipality

Official of any municipality

Advisor/ Consultants 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)

If yes, please furnish particulars

### 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"/>

### 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 number	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"/>

The year that the company started practicing the current core business

### Annual financial information

Information for the financial year ending on year/month

Turnover for the previous financial year R

Total gross asset value (fixed properties exclude) R

Number of full time employees  Part time employees



# Supply Chain Application - 3

Application number

## 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"/>

## List of shareholders

Name	ID number	% Shareholding	Ethnic Group	Gender
<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"/>
<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"/>

Are certified copies of the shareholder (s) ID's attached  (Yes/No)



**Supply Chain Application - 4**

**Application number**

**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 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 ledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will binding on his/her conscience.

\_\_\_\_\_  
Commissioner of Oaths:

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Apply official stamp of authority on this page



## Supply Chain Application - 5

Application number

Mark with an "X" the commodities may be ticket. If more commodities are selected, the municipality reserves to right to decide on the commodities.

### GROUP: CONTRACTION EQUIPMENT AND SUPPLIES

- Air Conditioning and temperature control Equipment
- Building Equipment and temperature
- Ceiling Boards, Skirtings, etc.
- Plant hire
- Doors and windows
- Electrical Systems, Lighting, Components accessor
- Flooring Materials (Carpets, Tiles, etc.
- Plumbing ware and materials
- Roofing materials (Carpets, Tiles, etc.
- Sanitation ware and materials

### GROUP: CONSTRUCTION SERVICES

- Burglar proofing and system
- Concrete manufacture
- Construction-related transport
- Demolition services
- Earthworks, Drilling and Landscaping
- Electrical installation
- Fencing
- General building work
- Glazing
- Metalwork
- Painting
- Paving
- Plumbing
- Pre-cast concrete manufacture
- Pump Installation
- Road works
- Sewerage systems and construction
- Water works and pipelines

### GROUP: ELECTRICAL AND MACHANICAL EQUIPMENT AND SUPPLIES

- Site cleaning
- Bearing supplies`
- Bolts, nuts and fasteners
- Electric cables
- Hardware supplies
- Lifting equipment
- Mechanical seals and parking
- Pipe and irrigation supplies
- Power generation and distribution machinery and ac
- Pumps and pumps spares
- Transformer services
- Valves, couplings
- Electrical fitting
- Water meters, pipes, fittings, PVC, polyethylene

### GROUP: GENERAL SERVICES

- Accommodation and conferencing
- Advertising, Communication, Design Editorial,
- Auctioneering services
- Catering and Refreshments
- cleaning services
- Programme Facilitation
- Contact administration
  
- Education and Training
- Environmental impact studies
- Event Management
- General, Maintenance services
- Health care
- Horticulture
- Infrastructural maintenance
- Inspection services
- IT, Broadcasting and Telecommunication
- Interior decorating, Refurbishment and Upholstery
- Laboratory services
- Land valuation services
- Laundry and dry – cleaning services
- Locksmith services
- Courier and 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
- Storage
- Translation and interpreting services
- Transport services, general
- Travel services
- Vehicle hire
- vending services



## Supply Chain Application

Application number

Mark with an "X" the commodities may be ticket. If more commodities are selected, the municipality reserves to right to decide on the commodities.

### GROUP: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES    GROUP: VEHICLE SUPPLY AND TRANSPORTATION SERVICES

- Books, periodicals, newspapers
- Computer equipment, networks and software
- Consumables
- Corporate gifts
- Domestic, industrial and cleaning equipment
- Electronic equipment, including audio-visual equipment
- Fire protection equipment
- Flowers and plants
- Household furniture, appliances and goods
- Office furniture and equipment
- Office supplies and stationery
- Printing, copying, and photographic equipment
- Corporate clothing
- Office refreshments

- Alarm and tracking systems
- Batteries
- Engine overhauls
- Fuel, oil and lubrications
- Hydraulics
- Panel beating
- Radiator Repairs
- Spares and parts
- towing services
- transmissions
- Tyres and tubes
- Upholstery
- Vehicle maintenance (servicing)
- Vehicle fleet management
- Vehicle supply
- Windscreens

### GROUP: MISCELLANEOUS GOODS AND SUPPLIES

- Environmental cleaning equipment, goods and supply
- Fire protection equipment, goods and supplies
- Garden tools
- Laboratory equipment and supplies
- Material and warehousing machinery, equipment
- Protective clothing and uniforms
- Security equipment, goods and services
- Signs, names and number plates
- Sports and recreational equipment and goods

### GROUP: RESCUE, MEDICAL AND FIRE FIGHTING

- Medical equipment and consumables
- Medical equipment maintenance and repairs
- Medical supplies
- Fire fighting equipment
- Rescue equipment
- Hydraulic accessories and equipment
- Health professionals
- General practitioners
- Psychologist

### 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, bridges
- Consulting engineering – water systems
- Consulting engineering – Geo- technical
- Consulting engineering – solid waste
- Engineering services
- Financial services
- Land surveying
- Insurance service provider
- Legal services- contracts
- Legal services – litigation
- Legal services - other
- Project management
- Quantity surveying
- Town and regional planning





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## ETHICS COMMITMENT FOR ALL SUPPLIERS OF THE WEST RAND MUNICIPALITY

**In our dealings with the West Rand District Municipality we commit to uphold high standards of ethics. Among other things this means:**

- We will be honest and deal in good faith;
- We will not try to improperly influence any municipal official or decision;
- We will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks);
- We will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in BBBEE fronting).
- We will inform the Municipality of any unethical behaviour which we become aware of in the procurement process, either related to other suppliers or to municipal officials.
- We will, through all our dealings, contribute to building a positive ethical culture in the West Rand District Municipality.

This is our commitment to help build an ethical community.

**Name of Company:** \_\_\_\_\_

**Name of authorised person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 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
- (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. ....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**