

APPLICATION FOR REGISTRATION UMHLABUYALINGANA LOCAL MUNICIPALITY SUPPLIERS DATABASE

THESE FORMS MUST BE COMPLETED AND SUBMITTED TO:

Umhlabuyalingana local Municipality R22 Manguzi Main Road KwaNgwanase 3973

OR POSTED TO:

Umhlabuyalingana local Municipality
Private Bag X901
KwaNgwanase
3973

ENQUIRIES:

Tel. (035) 5920680 Fax. (035) 5920672

FOR OFFICIAL PURPOSES ONLY				
NAME OF SUPPLIER	:			
REGISTRATION NUMBER	:			
PREFERENCE ALLOCATION	:	(excl. S. A. Manufactured)		

2012/2013 financial year

INTRODUCTION AND GUIDELINES

The UMHL01 was specifically designed to provide for the registration of suppliers on the Umhlabuyalingana local Municipality Suppliers Database. In order to ensure that suppliers are considered legitimate tenderers, it is imperative that the following guidelines are adhered to.

Applicants must complete pages 2 to 8, where applicable. Failure by an applicant to provide <u>ALL</u> relevant information and documents required will result in non-registration. If the information required is not applicable to your business; clearly insert the symbols <u>"N/A"</u> in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and you <u>WILL NOT</u> be registered.

Applicants are advised that only **ORIGINAL** UMHL01 or PHOTOSTAT copies thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.

It is imperative that only documents with an **ORIGINAL** signature be submitted.

All signatures to the document must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant not qualifying for registration.

A supplier registered on the Suppliers Database must notify the Supply Chain Management unit of any changes to information provided in the initial UMHL01. Failure to do so may result in such a supplier being removed from the Suppliers Database and/or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Suppliers providing information incorrectly or fraudulently in their UMHL01 will be disqualified from tendering and removed from the Suppliers Database, in addition to any other action the Municipality may institute against such a supplier. Further, in the event of the Municipality being prejudiced financially, it reserves the right to take legal action against the supplier.

For definitions of terminology used in this document, please refer to the definitions set out in regulation 1 of the Procurement Regulations, 2001, obtainable from the Supply Chain Management unit or website.

Any alterations made by the tenderer must be initialed. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant business.

APPLICATION FOR REGISTRATION ON THE UMHLABUYALINGANA LOCAL MUNICIPALITY SUPPLIERS **DATABASE**

(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant business)

1. BUSINESS PARTICULARS: 1.1 Name of Business as registered with the Registrar of Companies/Close Corporations 1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar 1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable): 1.4 Postal address Postal Code: _____ Physical address Postal Code: _____ Telephone no.: (_____) ____ Fax no.: (_____) Cell. No.:_____ E-mail address (if available): Preferred method of Communication: Email \Box Fax Post D 1.5 Contact person: _____ 1.6 Physical location of Head Office (if applicable) 1.7 Unemployment Insurance Fund no. (If applicable): 1.8 Compensation Commissioner Registration no. (If applicable): ________ 1.9 Income Tax Reference Number :_____ N.B. *Insert personal income tax no. if a one person business (Sole Proprietor) and Personal Income Tax Numbers of all partners in a partnership. If insufficient space, kindly attach information with original signature. 1.10 P.A.Y.E. Number (if applicable)

N.B. COPIES OF REGISTRATION CERTIFICATES FOR 1.7 AND 1.8 MUST BE SUPPLIED (If you cannot provide these certificates, kindly attach explanation)

2.	BANKING DETAILS	•	, ,			
2.1	Name of banking institution:					
2.2	Branch Name:					
2.3	Town/City:					
2.4	Banking account number:					
2.5	Account Holder (Name under wh	ich acco	ount is operated):			
N. B	. A COPY OR ORIGINAL BANK STATEME	NT NOT O	LDER THAN 60 DAYS MUST BE SUPPLIED.			
3. <u>TYP</u>	E OF BUSINESS					
3.1	Tick whichever block is applicable to	your busir	ness or firm and attach the relevant certified copy.			
PUB	LIC COMPANY LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)			
PRIV	'ATE COMPANY (PTY) LTD		CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM 3)			
CLC	SE CORPORATION CC		CERTIFIED COPY OF CK 1 DOCUMENT AND CK 2 IF APPLICABLE			
SOL	E PROPRIETOR		CERTIFIED COPY OF I.D. DOCUMENT			
PAR	tnership	NERSHIP CERTIFIED COPY OF PARTNERSHIP AGREEMENT				
TRUS	ST		CERTIFIED COPY OF TRUST DOCUMENT			
CO-	OPERATIVE		CERTIFIED COPY OF PROOF OF REGISTRATION WITH THE DIRECTORATE CO-OPERATIVES			
VOL	untary associations		CERTIFIED COPY OF CONSTITUTION			
4. <u>PRE</u>	VIOUS BUSINESS INFORMATION					
4.1	Did your business exist under a pre	evious nan	ne? (Answer to be encircled) Yes or No			
4.2	If "yes" what was the previous bus	siness nam	ne?			
	· · · · · · · · · · · · · · · · · · ·					
4.3	Why was the name changed?					
4.4	Dravia va Cupaliara Datala aga ragist		nala a vi			
4.4 4.5	Previous Suppliers Database regist Who were the owners, partners, m					
4.5	NAME	iembers o	TITLE			
_						

5. CLASSIFICATION OF BUSINESS

5.1 CLASSIFICATION FOR SUPPLIER DATABASE

In order to assist with the classification process, a short summary of your core business and key products and services must be provided.

Our core business is:			

Please tick the area of specialization on the main category and sub-category

MAIN CATEGORY	SUB CATEGORY	
Accommodation	Accommodation	
Accounting Services	Accounting	
Agricultural	Fertilizer	
Architectural	Minor structures	
	Major Structures	
	Recreational & Sporting facilities	
	Architectural Maintenance	
	Low cost housing	
Auditing Services	Auditing Services	
Automotive	Repair and Supply of Tyres	
	Batteries	
	Parts	
	Panel Beating	
	Auto Electrical	
	General mechanical work	
	Oil	
	Fuel	
	Other: Please provide details	
	Supply of new vehicles	
Bituminous Products	Supply of Bitumen & Emulsions	
	Supply of hot Bitumen asphalt & ancillary	-
	works	
Bricks, Blocks & Masonry	Clay products	
,	Masonry Products	
Catering Services	Catering Service	
Cement & Lime	Bagged Cement	
	Ready-mix Cement	
	Lime for soil stabilization	
Chemical Supplies	Herbicides	
	Chlorine	
	Liquefied Gas (LPG)	
	Compressed oxygen	
	Other: please provide details	
Communication	Fax machines	
	Telephone systems	
	Mobile Phones	
	Radio Telephones	
	Repairs of communication devices	
Concrete Products	Precast reinformed Concrete manhole &	-
	fitting	
	Precast Concrete kerbs, paving slabs,	
	channels	
	Concrete Pipes	
Courier Services	Courier Services	
Development & Planning	Strategic Planning	
	Integrated Development Planning	
	Community Facilitation & Participation	
	Social Economic Planning & Research	

	Property Development Economics	
	Economic Feasibility Studies	
	Land Use Management Systems	
	Land Use Data Collection	
	Spatial Analysis	
	Urban Spatial Economics	
	Layout Planning	
	Planning Policy & Legal	
	Land Use Transport Planning	
Flooring of Complians	Public Housing & In-site Upgrading	
Electrical Suppliers	A 4 in ox Do grado - Lizio gra	
Civil Engineering	Minor Roads - Urban	
	Major Roads – Arterials	
	Road Maintenance/ Rehabilitation	
	Hydraulic Engineering (Pipes Network)	
	Storm water Maintenance System	
	Catodic Protection	
	Recreational & Sporting Facilities	
	Pavement Design - Roads	
	Pavement Design – Road maintenance/	
	rehabilitation	
	Flood Hydraulic studies Catchment Management	
Mochanical Facination	Catchment Management	
Mechanical Engineering	General Air Conditioning & Mechanical	
	ventilation	
	Compressed Air, Gas and Vacuum installations	
	Cranes & Hoists	
	Specialized Air Conditioning	
	Acoustics & Sound proofing	
	Matallurgical/ Currision Engineering	
	Fire Protection Engineering	
	Lifts	
Electrical Engineering	General Lighting and Earthing Systems	
Liechical Engineening	Floodlighting installation	
	Building reticulation	
	Power installations	
	Fire Detection and alarm systems	
	Building Evacuation Systems Telephone & Communication installations	
	Security installations	
	Public Address Systems	
	Lightning Protection Systems	
	Closed circuit TV and Radio Installations	
	Standby Generator Installations	
	Telemetry systems	
	Flood Gauges	
	Overhead high voltage transmission line –	
	planning, design and project management	
	of installation	
	High Voltage substation – planning, design	
	and project management of installation	
	HV Cable – Planning, Design & Project	
	Management of installation	
	High & Medium Voltage Network &	
	Substation Protection	
	Medium & Low Voltage Reticulation	
	Maintenance & Faults – Planning & Project	
	Manage.	
	Medium & Low Voltage Reticulation &	
	Service Inspections – Planning & Project	
	Manage.	

	High, Medium & Low Voltage Network Load
	Flow Analysis & System Optimization using:
	E250.1 ERACS
	E250.2 PSSE
	E250.3 Retic Master
	Stadia & High Mast Floodlighting – Planning,
	Design & Project Manage. Of installation
	Stadia & High Mast Floodlighting
	Maintenance – Planning & Project Manage.
	Decorative & Festive Lighting – Planning,
	Design & Project Manage. Of Installation
	Street Lighting – Design & Project Manage.
	Of Installation
	Street Lighting Maintenance & Faults –
	Planning & Project Manage.
	High & Medium Voltage Network Planning &
	Design including EIA
	HV Overhead Head Transmission Line (OHTL)
	Maintenance & Refurbishment - Planning &
	Project Manage.
	High Voltage Technical & Safety incident
	Investigations
	Medium & Low Voltage Technical & Safety
	Incident Investigations
	Transformers & Miniature Substations
	Streetlight Poles
	Streetlights Fittings/Floodlights
	General Electrical Spares/ Products
	Medium Voltage Circuit Breakers
	Cables & Overhead Conductors
	High-Mast Lights
	Electricity Energy Meters
	Low Voltage Panels
	Medium & High Voltage Switchgear
	Quality of Supply Equipment
	Load Control Equipment
Structural Engine oring	Bridges
Structural Engineering	Š
	Reinforced Concrete Structures
	Pre-stressed Concrete Structures
	Water Retaining Structures
	Subsurface Structures Including Tunnels
	Structural Remedial Works & Maintenance
	Timber Structures
	Masonry Structures
	Structural Steel Structures
	Marine Structures
Traffic Engineering	Community Facilitation & Participation
	Transportation Planning
	Traffic Engineering
	Traffic Management
	Public Transport Planning
	Urban Traffic Control
	Related IT
	Traffic Survey/ Data Collection
	Transportation Policy
	- -
	Transport Economics
	Demography
	Demography Public Relations & Graphics
	Demography Public Relations & Graphics Transport Modeling
Environmental Environmental	Demography Public Relations & Graphics
Environmental	Demography Public Relations & Graphics Transport Modeling

	Ecological Surveys	
	Environmental Planning	
	Environment Auditing	
	Environmental Policy	
	Environmental Law	
	Other: please provide details	
Fencing	Supply of materials	
	Installation of	
Furnishings	Curtains/ Blinds	
	Carpets	
	Light Fittings	
Stationery	Stationery suppliers	
Office Furniture and Equipment	Tables, Chairs, cabinets etc	
	Photocopiers	
	Laminating Machines	
	Other: please specify	
Paint Suppliers	Paint Suppliers	
Plumbing Contractors	Plumbing contractors	
Plumbing Supplies	Plumbing Supplies	
Printing	Printers	
Refuse	Supply of refuse bags	
	Refuse containers, skips and bins	
Safety clothing	Clothing	
	Hard Hats	
	Boots	

5.2 INDICATE VALUE FOR THE FOLLOWING BASED ON THE LATEST FINANCIAL STATEMENT

5.2.1	Total Fixed Assets @ Book Value (e.g. land, buildings, plant, equipment, vehicles)	R	
5.2.2	Vehicles @ Book value	D	
	Number of vehicles	R	
5.2.3	Average stock on hand	 R	
5.2.4	Cost of goods produced annually	R	
	Quantity produced annually	Κ	
	Units of measure (e.g. tons, kilolitres)		
5.2.5	Total Current assets (e.g. stock, debtors, cash)	 R	
	Total Current liabilities (e.g. creditors, bank overdraft)	Κ	
		R	

6. **BUSINESS INFORMATION**

THE FOLLOWING TABLE MUST BE COMPLETED IN ORDER TO ESTABLISH WHETHER A BUSINESS CAN BE CLASSIFIED AS AN SMME IN TERMS OF THE NATIONAL SMALL BUSINESS ACT 102 OF 1996. SELECT THE SECTOR AND TICK THE APPROPRIATE BLOCKS IN COLUMN 2, 3 AND 4.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees TICK WHERE APPLICABLE	Total annual turnover TICK WHERE APPLICABLE	Total gross asset value (fixed property excluded). TICK WHERE APPLICABLE	
Agricultura	MORE THAN 100	MORE THAN R 5m	MORE THAN R 5m	
Agriculture	LESS THAN 100	LESS THAN R 5m	LESS THAN R 5m	
Adiain at an al Ottoman in a	MORE THAN 200	MORE THAN R 39m	MORE THAN R 23m	
Mining and Quarrying	LESS THAN 200	LESS THAN R 39m	LESS THAN R 23m	
Adams of a selection of	MORE THAN 200	MORE THAN R 51m	MORE THAN R 19m	
Manufacturing	LESS THAN 200	LESS THAN R 51m	LESS THAN R 19m	
51 1: 11 0 1111	MORE THAN 200	MORE THAN R 51m	MORE THAN R 19m	
Electricity, Gas and Water	LESS THAN 200	LESS THAN R 51m	LESS THAN R 19m	
	MORE THAN 200	MORE THAN R 26m	MORE THAN R 5m	
Construction	LESS THAN 200	LESS THAN R 26m	LESS THAN R 5m	
Bolo il Atolo Toolo de la Boo il Control	MORE THAN 100	MORE THAN R 39m	MORE THAN R 6m	
Retail, Motor Trade and Repair Services	LESS THAN 100	LESS THAN R 39m	LESS THAN R 6m	
Wholesale Trade, Commercial Agents &	MORE THAN 100	MORE THAN R 64m	MORE THAN R 10m	
Allied Services	LESS THAN 100	LESS THAN R 64m	LESS THAN R 10m	
	MORE THAN 100	MORE THAN R 13m	MORE THAN R 3m	
Catering, accommodation & other Trade	LESS THAN 100	LESS THAN R 13m	LESS THAN R 3m	
	MORE THAN 100	MORE THAN R 26m	MORE THAN R 6m	
Transport, Storage and Communications	LESS THAN 100	LESS THAN R 26m	LESS THAN R 6m	
	MORE THAN 100	MORE THAN R 26m	MORE THAN R 5m	
Finance and Business Services	LESS THAN 100	LESS THAN R 26m	LESS THAN R 5m	
	MORE THAN 100	MORE THAN R 13m	MORE THAN R 6m	
Community, Social & Personal Services	LESS THAN 100	LESS THAN R 13m	LESS THAN R 6m	

7. PROPRIETORS /SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES/BENEFICIARIES (OWNER)

- 7.1 List all persons who are OWNERS (as listed above), in the business/trust, and indicate their involvement in the management/operations of the business/trust.
- 7.2 PROOF OF DISABILITY PROVIDED BY A RECOGNISED RELATED INSTITUTION, IN THE CASE OF HANDICAPPED PERSONS, MUST BE SUPPLIED.
- 7.3 If insufficient space, kindly attach a copy/copies of this page to this UMHL01, signed by the same person who signs on behalf of the business/trust on page 6 hereof.

FULL NAME	ID NUMBER	SA CITIZEN YES/NO	SA CITIZEN BEFORE 27 APRIL 1994 YES/NO	CAPACITY: MEMBER/PARTNER/ PROPRIETOR/SHARE- HOLDER/TRUSTEE/ BENEFICIARY	% OWNERSHIP/ PARTNERSHIP/ TRUST/ INTEREST	MALE/ FEMALE	HANDI- CAPPED YES/NO	HDI YES/NO	M/ D/	% OF TIME DEVOTED TO THE FIRM

PREVIOUS EXPERIENCE (IF APPLICABLE)

List the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

EMPLOYER/DEPARTMENT	CONTACT PERSON and TELEPHONE NO.	CONTRACT VALUE IN RAND	COMPLETED SUCCESSFULLY YES/NO	YEAR

9. PLEASE INDICATE ANY OWNER WHO HAS A CONTROLLING OWNERSHIP INTEREST IN ANOTHER BUSINESS

NAME OF OWNER	NAME AND ADDRESS OF OTHER BUSINESS	POSITION HELD	% OF OWNERSHIP	TYPE OF BUSINESS

10. IDENTIFY BY NAME, HDI STATUS AND LENGTH OF SERVICE, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON OWNERS) RESPONSIBLE FOR DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS.

	NAME	HDI STATUS (YES/NO)	LENGTH OF SERVICE (YEARS)
CHEQUE SIGNING			
SIGNING AND CO- SIGNING FOR LOANS			
BUSINESS FINANCING (overdraft, lease agreements)			
SURETIES			
APPROVAL MAJOR PURCHASES OR ACQUISITIONS			
SIGNING CONTRACTS			

11. <u>VERIFICATION OF INFORMATION SUPPLIED RELATING TO PREFERENCES THAT THE APPLICANT</u> (BUSINESS) MAY APPLY FOR

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT (UMHL01) INCLUDING THE ANNEXURE/S WITH ADDITIONAL INFORMATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT:

- 1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
- 3. If the information supplied is found to be incorrect then the Municipality may, in addition to any remedies it may have:
 - i Disqualify the supplier/contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - ii. Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the Municipality as a result of breach of the contract;
 - iii. Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellation: and/or;
 - iv. De-register the supplier registered on the Supplier Database

SIGNED ON THIS	DAY OF	20	AT	
BEFORE THE COMMISS	IONER OF OATHS			
SIGNATURE OF AUTHO	PRIZED REPRESENTATIVE			
NAME IN BLOCK LETTE	RS			
SUPPLIER'S NAME:				
day of he/she knows and un	year derstands, the contents	, by t s of this docum	on this the deponent who has acknowledged that nent, and he/she has acknowledged that the affirmation to be binding on his/her	
COMMISSIONER OF O				
BUSINESS ADDRESS :				
CAPACITY:				
AREA :				

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 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.
- 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).
- 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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).		
	The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
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?		
4.3.1	If so, furnish particulars:	l	
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?	Yes	No
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?		No
CEI DEC I A AC'	CERTIFICATION HE UNDERSIGNED (FULL NAME) RTIFY THAT THE INFORMATION FURNISHED ON THIS CLARATION FORM TRUE AND CORRECT. CCEPT THAT, IN ADDITION TO CANCELLATION OF A CORTON MAY BE TAKEN AGAINST ME SHOULD THIS DECOVE TO BE FALSE.		
Sigr	nature Date		_
Posi	Name of Supplier		_