

THABAZIMBI LOCAL MUNICIPALITY



SUPPLIER REGISTRATION FORM

For Enquiries Contact
Supply Chain Management Unit
Tel No: 014 777 1525 EXT.113/123
Fax No: 014 717 1531

Municipal Building
7 Rietbok street
Thabazimbi Local Municipality

Private Bag X530
THABAZIMBI
0380

FOR OFFICIAL PURPOSES ONLY:

Business															
Registration No															

Name of Personnel Issued:

Name of Personnel Received:

Checked By:

Employee Number: Date:

Signature:

Signature of Senior Official for Verification:

SUPPLIER NUMBER:

NOTE:

SUPPLIERS PROVIDING FALSE OR FRAUDULANT INFORMATION OR DOCUMENTATION SHALL SUBJECT THEMSELVED TO IMMEDIATE DISQUALIFICATION.
 INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. THIS INCLUDES THE SUPPORTING DOCUMENTATION AS STIPULATED.

1. COMPULSORY DOCUMENTATION

The Following Documents Are Compulsory For ALL Business Seeking Registration	
Valid Original Tax Clearance Certificate	
Latest Rates and Taxes Account	
A Valid BBBEE Certificate (If Registered)	
Copy of VAT Registration Certificate (If Registered)	
Affidavit Confirming Disability (If Applicable)	

The Following Documents Are Compulsory For The Applicable Businesses		Y	N	N/A
Public Company (Listed)	CM29 and CM1 (or if Company Details Have Changed With The Registrar Of Companies, Please Provide CM26, CM9, and CM1)			
Private Company (Pty) Ltd	CM29 and CM1 (or if Company Details Have Changed With The Registrar Of Companies, Please Provide CM26, CM9, and CM1)			
Close Corporation	CK 1 (or if Company Details Have Changed With The Registrar Of Close Corporations, Please Provide CM26, CM9, and CM1)			
Partnership	Certified Letter Stating Partners with Identity Documents Included			
Trust	Deed of Trust			
Non Profit Organization	Certificate of Incorporation – Section 21			
Individual/Sole Proprietor	Certified Copy of ID Document of Individual			

2. BUSINESS PARTICULARS

Registered Name of Business:	
Trading Name of Business:	
Holding Company Name (if Applicable)	
Type of Business (Tick/Select Applicable Box)	
<input type="checkbox"/> Public Company (Listed)	
<input type="checkbox"/> Private Company (Pty) Ltd	
<input type="checkbox"/> Close Corporation	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust	
<input type="checkbox"/> Non Profit Organization	
<input type="checkbox"/> Individual/Sole Proprietor	
Business Registration Number	
Income Tax Number	
VAT Registration Number (If Registered)	
Business Email	
Business Website address	
Business Mobile Number (For SMS Notification)	
Business Telephone Number	
Business Fax Number	

3. ADDRESS DETAIL

Registered Business Address Line 1	
Registered Business Address Line 2	
Town/City of Registered Business Address:	
Province of Registered Business Address:	
Country of Registered Business Address:	
Postal Code	
Business Physical Address Line 1:	
Business Physical Address Line 2:	
Town/City of Business Physical Address	
Province of Business Physical Address	
Postal Code	
Business Postal Address Line 1:	
Business Postal Address Line 2:	
Town/City of Business Postal Address	
Province of Business Postal Address	
Postal Code	

4. CONTACT PERSON DETAILS

Registered Name of Business:	
Trading Name of Business:	
Holding Company Name (if Applicable)	
Contact Person (Tick/Select Applicable Box)	
<input type="checkbox"/> Mr.	
<input type="checkbox"/> Mrs.	
<input type="checkbox"/> Dr	
<input type="checkbox"/> Prof	
<input type="checkbox"/> Miss	
<input type="checkbox"/> Sir	
First Name Of Contact Person	
Last Name Of Contact Person	
Contact Person Job Title	
Contact Person Identity Number	
Contact Person Telephone Number	
Contact Person Fax Number	
Contact Person Cellphone Number	
Contact Person Email Number	

5. BANKING DETAILS

Account Holder (Name under which it is operated)	
Name of Bank	
Bank Branch Name	

Bank Branch Code	
Bank Account Number	
Account Type	
<input type="checkbox"/> Savings	
<input type="checkbox"/> Cheque	
<input type="checkbox"/> Transmission	

6. COMPANY SERVICE TYPE

Select the service type applicable to your business
<input type="checkbox"/> Professional Services
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Distributor/Supplier/Agent
<input type="checkbox"/> OEM

7. PRODUCTS AND SERVICES:

NB: ONLY FOUR CATEGORIES TO BE CHOSEN

Please indicate by ticking an appropriate box below, all products or services your business can supply to Thabazimbi Municipality.

ACCOUNTING AND BOOKKEEPING SERVICES

- ACCOUNTING SERVICES
- AUDIT SERVICES
- FINANCIAL SERVICES

BUSINESS ADMINISTRATION SERVICES

MANAGEMENT SUPPORT SERVICES

REPRODUCTION SERVICES

- PRINTING
- ENGRAVING
- PHOTOCOPYING
- PUBLISHING
- BOOKBINDING

BUILDING CONSTRUCTION SERVICES

- COMMERCIAL AND OFFICE BUILDING CONSTRUCTION SERVICES

SPECIALITY BUILDING AND TRADES SERVICES

- WELDING SERVICE

CLEANING SERVICES

- GENERAL BUILDING AND OFFICE CLEANING AND MAINTENANCE SERVICES
- LAUNDRY SERVICES
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GARDENING SERVICES**WASTE REMOVAL****ELECTRONICS** AUDIO AND VISUAL EQUIPMENT**SECURITY AND PERSONAL SAFETY** GUARD SERVICES**COMPUTER SERVICES** SYSTEM AND SYSTEM COMPONENT ADMINISTRATION SERVICES INFORMATION RETRIEVAL SYSTEMS SOFTWARE MAINTENANCE AND SUPPORT COMPUTER HARDWARE MAINTENANCE AND SUPPORT**BUILDING AND FACILITY
MAINTENANCE AND REPAIR** BUILDING MAINTENANCE AND REPAIR SERVICES PEST CONTROL FACILITY MAINTENANCE AND REPAIR SERVICES INFRASTRUCTURE MAINTENANCE AND REPAIR SERVICES**ENGINEERING SERVICES** ELECTRICAL AND ELECTRONIC ENGINEERING CIVIL ENGINEERING MECHANICAL ENGINEERING**TRANSPORTATION REPAIR OR
MAINTENANCE SERVICES** VEHICLE MAINTENANCE AND REPAIR SERVICES PANEL AND PAINT SERVICES VEHICLE CAR WASH SERVICE**INTERIOR FINISHING AND
FURNISHING AND REMODELING
SERVICES** INTERIOR DESIGN OR DECORATING

OTHER PROFESSIONAL SERVICES

- ARCHITECTS
- SURVEYOR
- TOWN PLANNERS

COMPREHENSIVE HEALTH SERVICES

- HEALTH ADMINISTRATION SERVICES

HUMAN RESOURCES SERVICES

- HUMAN RESOURCE DEVELOPMENT
- PERSONNEL RECRUITMENT
- LABOR OR UNION RELATIONS
- PERSONNEL SKILLS TRAINING
- AUDIT TRAINING
- IT TRAINING

INSURANCE AND RETIREMENT SERVICES

- LIFE AND HEALTH AND ACCIDENT INSURANCE
- RETIREMENT FUNDS
- PENSION FUND
- INSURANCE SERVICES FOR STRUCTURES AND PROPERTY AND POSSESSIONS

LEGAL SERVICES

- BUSINESS LAW SERVICES
- CIVIL LIABILITY SERVICES

MAIL AND CARGO TRANSPORT

- POSTAL AND SMALL PARCEL AND COURIER SERVICES
- ROAD CARGO TRANSPORT

PASSENGER TRANSPORT

PASSENGER ROAD TRANSPORTATION

MANAGEMENT ADVISORY SERVICES

RISK MANAGEMENT CONSULTATION SERVICE

PROJECT MANAGEMENT

MARKETING AND DISTRIBUTION MATERIALS

SALES AND BUSINESS PROMOTION ACTIVITIES

EVENTS MANAGEMENT

AUCTION SERVICES

CATERING

CATERING SERVICES

EVENT RENTAL SERVICES

HOTELS AND LODGING AND MEETING FACILITIES

HOTELS AND MOTELS AND INNS

MEETING FACILITIES

SPECIALIZED TRADE CONSTRUCTION AND MAINTENANCE SERVICES

HEATING AND COOLING AND AIR CONDITIONING SERVICES

PLUMBING SERVICES

PAINTING SERVICES

ELECTRICAL SYSTEM SERVICES

CARPENTRY SERVICES

STORAGE

GENERAL GOODS STORAGE

TRAVEL FACILITATION

TRAVEL AGENTS

WATER AND WASTEWATER TREATMENT SUPPLY AND DISPOSAL

WATER TREATMENT

PERFORMING ARTS

LIVE PERFORMANCES

VISUAL ART SERVICES

PAINTERS SERVICES

SCULPTORS SERVICES

PRODUCTS YOUR BUSINESS CAN PROVIDE:

FURNITURE

OFFICE FURNITURE

**AGRICULTURAL AND FORESTRY
AND LANDSCAPE MACHINERY AND
EQUIPMENT**

AGRICULTURAL MACHINERY AND COMPONENTS

**BUILDING AND CONSTRUCTION
MACHINERY AND ACCESSORIES**

CONSTRUCTION MACHINERY AND EQUIPMENT

CONSTRUCTION MATERIAL AND ACCESSORIES

STRUCTURAL BUILDING PRODUCTS

BRICKS

TILES AND FLAGSTONES

INSULATION

THERMAL INSULATION

EXTERIOR FINISHING MATERIALS

ROOFING MATERIALS

ROOFING ACCESSORIES

RAIN GUTTERS AND ACCESSORIES

SIDING AND EXTERIOR WALL MATERIALS

FINISHING MATERIALS AND PRODUCTS

FENCING**INTERIOR FINISHING MATERIALS** WALL FINISHING MATERIALS CEILING MATERIALS FLOORING CABINETS MOLDING AND MILLWORK PARTITION WALLS**PLUMBING FIXTURES** SANITARY WARE**INDUSTRIAL PUMPS AND
COMPRESSORS** PUMPS**CONSTRUCTION AND MAINTENANCE
SUPPORT EQUIPMENT**

LADDERS AND SCAFFOLDING

HARDWARE SCREWS BOLTS NUTS WASHERS NAILS**PAINTS AND PRIMERS AND
FINISHES**

PAINTS AND PRIMERS

PAINT APPLICATORS AND PAINTING ACCESSORIES

ADDITIVES

COLLOIDS (EMULSIONS)

HEATING AND VENTILATION AND

AIR CIRCULATION

AIR CIRCULATION AND PARTS AND ACCESSORIES

- COOLING (AIR CONDITIONING)
- HEATING EQUIPMENT AND PARTS AND ACCESSORIES

ELECTRICAL EQUIPMENT AND COMPONENTS AND SUPPLIES

- ELECTRICAL BOXES AND ENCLOSURES AND FITTINGS AND ACCESSORIES
- ELECTRICAL LUGS PLUGS AND CONNECTORS
- SWITCHES AND CONTROLS AND RELAYS AND ACCESSORIES
- CIRCUIT PROTECTION DEVICES AND ACCESSORIES
- ELECTRICAL HARDWARE AND SUPPLIES

CLOTHING

- CLOTHING ACCESSORIES
- UNIFORMS
- PROTECTIVE CLOTHING
- T-SHIRTS
- OVERALLS AND COVERALLS
- ATHLETIC WEAR

FOOTWEAR

- BOOTS
- SHOES

FIRE PROTECTION

- FIRE FIGHTING EQUIPMENT

INFORMATION TECHNOLOGY BROADCASTING AND TELECOMMUNICATIONS

COMMUNICATIONS DEVICES AND ACCESSORIES

HARDWARE COMPONENTS FOR INFORMATION TECHNOLOGY OR BROADCASTING OR

TELECOMMUNICATIONS

DATA VOICE OR MULTIMEDIA NETWORK EQUIPMENT OR
PLATFORMS AND ACCESSORIES

**OFFICE EQUIPMENT AND
ACCESSORIES AND SUPPLIES**

- OFFICE SUPPLIES (STATIONARY)
- OFFICE EQUIPMENT

SIGNAGE AND ACCESSORIES

- TAGS
- LABELS
- SIGNAGE
- SIGNAGE EQUIPMENT
- IDENTIFICATION DOCUMENTS

PHOTOGRAPHIC SERVICES

- PHOTOGRAPHERS AND CINEMATOGRAPHERS

**PERSONAL SAFETY AND
PROTECTION**

- SAFETY APPAREL

SOFTWARE

- BUSINESS FUNCTION SPECIFIC SOFTWARE
- FINANCE ACCOUNTING AND ENTERPRISE RESOURCE PLANNING
ERP SOFTWARE

**WATER AND WASTEWATER
TREATMENT SUPPLY AND DISPOSAL**

- WATER TREATMENT AND SUPPLY EQUIPMENT

CLEANING AND JANITORIAL SUPPLIES

- CLEANING RAGS AND CLOTHS AND WIPES
- BROOMS AND MOPS AND BRUSHES AND ACCESSORIES
- RESTROOM SUPPLIES
- CLEANING AND DISINFECTING SOLUTIONS
- CLEANING KITS

JANITORIAL EQUIPMENT

- FLOOR MACHINES AND ACCESSORIES
- WASTE CONTAINERS AND ACCESSORIES
- CLEANING EQUIPMENT

DAIRY PRODUCTS AND EGGS

- MILK AND BUTTER PRODUCTS

PREPARED AND PRESERVED FOODS

- SNACK FOODS
- SANDWICHES AND FILLED ROL
- PACKAGED COMBINATION MEALS
- SAVORY PIES AND QUICHES AND PASTIES

BEVERAGES

- COFFEE AND TEA
- NON ALCOHOLIC BEVERAGES
- FRESH CITRUS JUICE OR CONCENTRATE
- FRESH BERRY JUICE OR CONCENTRATE

CHOCOLATE AND SUGARS AND SWEETENERS AND CONFECTIONARY

- CHOCOLATE AND SUGARS AND SWEETENING PRODUCTS

8. OWNERSHIP

List All Persons/Entities, Who Are Owners (i.e. Proprietors/Shareholders/Partners/Sole Proprietors/Trustees/Beneficiaries/Companies/Trusts) In the Business/Trust:

First Name	Last Name	SA citizenship/Registered? (Y/N)	Race	Capacity(Member/Partner/Proprietor/Shareholder/Trustee/Beneficiary)	Youth (Y/N)	HDI Franchise (Y/N)	HDI Female (Y/N)	% Ownership	Entity Registration No (If Applicable)

* Qualify as HDI By Virtue Of Not Having Had Any Franchise In Elections Prior To 1983 Or 1994.

** Qualify as HDI By Virtue Of Being Female.

*** Qualify as HDI By Virtue Of Having A Disability.

9. OWNER INTEREST IN OTHER BUSINESS

First Name of Owner	
Last Name of Owner	
Name of Other Business	
Position Held	
Percentage Ownership Held	

10. BBBEE/BEE STATUS

Select your Business BEE Component/Ownership (Tick/Select Applicable Box)

- BO (Black Owned, 50% + 1 vote)
- BE (Black Empowered, 25.1% - 50%)
- BI (5.1% - 25%)
- ES (Empowering Supplier, 1% - 5%)
- WO (White Owned, 0%)

Has your Business Undergone a Formal Broad Based Black Economic Empowerment (BBBEE) Accreditation (Tick/Select Applicable Box)

Yes No

If Answered "yes" state the name of the accreditation agency:

Select your Business BEE Component/Ownership (Tick/Select Applicable Box)

- Level 1 (100 points scored or more)
- Level 2 (85 to 100 points scored)
- Level 3 (75 to 85 points scored)
- Level 4 (65 to 75 points scored)
- Level 5 (55 to 65 points scored)
- Level 6 (45 to 55 points scored)
- Level 7 (40 to 45 points scored)
- Level 4 (30 to 35 points scored)
- Non Compliant (Less than 30 Points Scored)

BBBEE Certificate Expiry Date

11. SMALL MICRO AND MEDIUM SIZED ENTERPRISE (SMME'S)

Select Your Business Sector Or Sub-Sectors In Accordance With The Standard Industrial Council: *(Tick/Select Applicable Box - ONLY IF YOUR BUSINESS*

IS CLASSIFIED AS AN SMME ACCORDING TO THE NATIONAL SMALL BUSINESS ACT 102 OF 1996

Agriculture	
Catering, Accommodation & Other Trade	
Community, Social & Personal Services	
Construction	
Electricity, Gas & Water	
Finance and Business Services	
Manufacturing	
Mining & Quarrying	
Retail, Motor Trade & Repair Services	
Transport, Storage & Communications	
Wholesale Trade, Commercial Agents and Allied Services	

12. PREVIOUS BUSINESS INFORMATION

Date Current Business Was Established	
Did Your Business Exist Under a Previous Name	<input type="checkbox"/> <input type="checkbox"/> Yes No
If "yes" what was the previous name?	

13. PREVIOUS EXPERIENCE/REFERENCES

List the last 3 contracts awarded to your business or other previous experience related to your core business

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Details of contracts awarded must be in the following order:

Contract Description/Client name/Client contact detail/location/value of contract (In Rand)/ Date of Completion or Expected Completion Date

14. DECLARATION OF INTEREST

Any person, having a kinship with persons in the service of the Thabazimbi Municipality or any other government institutions, including a blood relationship, may apply to register. Disclosure is required in the interest of fairness and transparency.

Are you presently in the service of the Thabazimbi Municipality or any other government institutions (Tick/Select Applicable Box)
Yes No

If so, furnish particulars:

Have you been in the service of the Thabazimbi Municipality or any other government institutions for the past 12 months? (Tick/Select Applicable Box)
Yes No

If so, furnish particulars:

Do you have any relationship (family, friend or other) with persons in the service of the municipality? (Tick/Select Applicable Box)
Yes No

If so, furnish particulars:

Is any Spouse, child or parent of the company's directors, managers, shareholders in the service of the Thabazimbi Municipality? (Tick/Select Applicable Box)
Yes No

If so, furnish particulars:

15. CERTIFICATION

I, (NAME AND SURNAME)CERTIFY
THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT
THAT THE THABAZIMBI MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.

Signature	
First Name	
Last Name	
Identity Number	
Capacity (Owner, Director, Partner, etc)	
Date Completed	
Place Completed	

The Thabazimbi Municipality will validate the information supplied in the registration form and supporting documentation as part of the accreditation process for suppliers.