

# 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
- 
-

**GARDENING SERVICES****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 PRODUCT

## 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)	<input type="checkbox"/> <input type="checkbox"/>
	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)	<input type="checkbox"/> <input type="checkbox"/>
	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)	<input type="checkbox"/> <input type="checkbox"/>
	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)	<input type="checkbox"/> <input type="checkbox"/>
	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.**