

LOCAL MUNICIPALITY

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Office of the Municipal Manager
RANDFONTEIN

3-Dec-09

Dear Sir/Madam,

SUPPLY CHAIN MANAGEMENT

The National Government has introduced new Regulations governing the way in which municipalities are to deal with the procurement of goods and services, and the disposal of surplus assets. Under the Regulations, which came into effect on 1st October 2005, the Randfontein Local Municipality is required to compile a Register of Accredited Potential Providers of goods and services. Randfontein Local Municipality is writing to invite you to apply to be included in the Register. From 1st October, the Randfontein local municipality will invite bids and tenders from those accredited suppliers who are included in the Register.

In order to qualify to be included in the Register from 1st October, you are required to complete the enclosed application form, and return it to Supply chain management unit, with the necessary documentation, as soon as possible. If you meet the accreditation criteria, you will be included in the Register.

Your attention is drawn to the following requirements:

- **Tax Clearance Certificate** – submit an original tax clearance certificate issued by SARS.
- **Municipal Service Charges** – submit proof that municipal services and rates accounts for the enterprise and each director of the enterprise are up to date. If you are in arrears, please indicate the municipality concerned, the amount of the arrears and the period of the outstanding arrears, and what arrangements, if any, have been made to settle the arrears
- **Shareholding** – Submit proof of shareholding (e.g. for a close corporation submit a copy of CK1 certificate)
- **Banking Details** – Submit a copy of atleast one month bank statement
- **Turnover** – specify the turnover at the end of the previous financial year.
- **Construction** – Copy of CIDB registration certificate, or proof of CIDB registration
- **Security** – Copy of company SIRA certificate

Your attention is drawn to the fact that your answers will not necessarily preclude you from being included in the Register, but the information is needed to assist with the accreditation process, and also with reports that have to be submitted to Council periodically.

I look forward to receiving your application.

Yours faithfully,

Municipal Manager

RANDFONTEIN LOCAL MUNICIPALITY

**Supply Chain Management Regulations section 14 (1) – (3):
Application to be included in Register of Accredited Potential Providers**

ENTERPRISE INFORMATION

Name of Supplier:

- Type of enterprise:** Partnership
 One-person business/sole trader
 Close corporation
 Company
 (Pty) Limited
[Tick applicable box]

Registration No:

Tax reference No:

Vat Number:

Address of Supplier:

.....

Contact Details: Fax **Cell:**

Tel:

e-mail address:

1 Please indicate on the attached Schedule the Goods or Services to be supplied, and return it with your completed Application

2 is the enterprise in arrears with payment of service charges to any municipality? **YES/NO**

3(a) If YES:

- **Name of Municipality:**.....
- **Amount of arrears:** R.....C
- **Period outstanding: More/ Less than 3 months**
- **What arrangements have you made to pay off the arrears?**

.....
.....

DIRECTORS/ MEMBERS/ SHAREHOLDERS

3(a) Are you, or any close family member (child, parent, spouse/partner):
a councillor of any municipality? **YES/NO**
an employee of any municipality or government department? **YES/NO**
an advisor or consultant contracted to Randfontein Municipality? **YES/NO**

OR

3(b) Is any director, manager, principal shareholder or stakeholder:
a councillor of any municipality? **YES/NO**
an employee of any municipality or government department? **YES/NO**
an advisor or consultant contracted to Randfontein Municipality? **YES/NO**

BANKING DETAILS / COMPLIANCE / BEE STATUS/ SMME STATUS/ EXPERIENCE

6 Banking details

Bank:
Account No:
Account Type:
Branch:
Branch Code:



7 Please indicate total number of years your company has been in business Years and or months

If more than 12 months, please indicate the turnover for the previous financial year
R.....

8 Please give the names of other municipalities to which you provide similar goods or services
.....
.....
.....

9 Legislation Requirements

8.1 CIDB certificate for construction companies: Are you registered with CIDB **YES/NO**

8.2 SIRA for security companies: do you have SIRA certificate **YES/NO**

10. Have you ever defaulted on the provision of goods or services to these municipalities,
YES/NO
or been in dispute over any matter?

If YES, please give details:
.....
.....

11. Is the bidder or any of its directors listed on the National Treasury's database as
a company or person prohibited from doing business with the public sector? **YES/NO**

If YES, please give details:
.....
.....

12 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)? **YES/NO**

If YES, please give details:
.....
.....

13. 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? **YES/NO**

If YES, please give details:
.....
.....

14 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**

If YES, please give details:
.....
.....

15. 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? **YES/NO**

If YES, please give details:
.....
.....

16 I certify that the information given in this Application is correct

Signed:

Name:.....

Position:.....

Date:

RANDFONTEIN LOCAL MUNICIPALITY

Schedule of goods and services to be supplied:

Please mark with an (x) against **only three (3)** of goods or services you supply

1. ADMINISTRATION

Accommodation	
Advertising	
Books	
Car rental	
Catering	
Cleaning materials	
Cleaning services	
Computer accessories	
Computer hardware	
Condom dispensers	
Conference facilities	
Courier services	
Entertainment	
Fan	
Films & Videos	
Fitness equipment	
Fuel, oil and gas	
Game reserve	
Groceries	
Hygiene	
Insurance brokers	
Media	
Network solutions	
Office equipment	
Office furniture	
Office maintenance	
Plant hire	
Printers	
Printing	
Promotional materials	
Publicity	
Publishing	
Recruitment	
Refreshments	
Repairs	
Sandblasting	
Security services	
Software development	
Stationery	
Travel agents	
Vehicle maintenance	
Vehicle purchasing	

2. HUMAN RESOURCES

Attorneys	
Job evaluation	
Market research	
Organizational development	
Training and development	

3. SOCIAL SERVICES

Funeral services	
Health, safety and environment	
Health services	
Linen, pillows and blankets	
Medical consumables	
Medical instruments	
Safety clothing	
Vaccine fridges	

4. ELECTRICAL

Cables and accessories	
Circuit breakers	
Distribution boxes	
Joints, joint boxes and joint kits	
Lightening arrestors	
Meters and accessories	
Miscellaneous electric equipment	
Overhead line equipment	
Ripple control	
Robot heads	
Sheet jointing	
Streetlights and accessories	
Substations	
Switchgear	
Traffic signs	
Transformers	

5. CIVIL

Drain clean units	
Gaskets	
Hose taps	
Manhole covers	
Packings	
Sockets	
Tees, couplings, ferruls, etc.	
Tubes	
Valves	
Wire	

6. ROADS

Road maintenance	
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7. GENERAL

Actuator	
Batteries	
Building material	
Bolts and nuts	
Cement	
Compressors	
Containers	
Corporate clothing	
Corrugated iron	
Crusher stones	
Fertilizers	
Glass works	
Groceries	
Horticultural equipment	
Hydraulics	
Irrigation equipment	
Kitchen units	
Lawn mowers	
Locks	
Millboard	
Nails	
Newspapers and magazines	
Paint	
Pesticides and fertilizers	
Pipes and accessories	
Professional valuers, economists	
PTFE	
Ready mix concrete	
River sand	
Stainless steel	
Tires	
Tools	
Tractors and agricultural parts	
Tractors and agricultural repairs	
Trailers	
Vehicles spare parts	
Waste management	
Window glass	
Other: specify: -	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

8. TECHNICAL SERVICES

Building contractors	
Consulting engineers	
Electrical engineers	
Mechanical engineer	
Land surveyors	
Architects	
Plumbing	
Tiling	
Carpeting	
Roof leaks	
Painting	
Drug and alcohol addiction treatment	
Direct drilling	
Sewer repairs	
CCTV installation and repairs	
Pump and motor repairs	
Air and water purification	
Paving	
Fencing	
Forensic investigation	
Carpentry	
Waterproofing	
Welding	
Collections	
Administration support	
DC Systems engineering	
Landscape installation and maintenance	