



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

FREE

COMPANY NAME:

PRODUCT / SERVICE:

Upon completion please return to:

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Nyala Street, Phalaborwa Main Stores**

03 Nyala Street
Industrial Area
Phalaborwa
1390

Private Bag x01020
Phalaborwa
1390



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

1. INTRODUCTION

1.1 Instructions

Only fully completed forms will be reviewed, incomplete forms will be returned to supplier unprocessed.

Ba-Phalaborwa Municipality reserves the right to request additional information or documents, or to perform audits and investigations to substantiate.

All bidders are requested to complete declaration forms obtainable at our main stores, and if working for government, an authority letter from your employer is required together with your personal numbers for verification purposes

Any misrepresentation may lead to disqualification of this application.

PLEASE DO NOT USE TIPPEX ON THIS DOCUMENT RATHER DRAW A LINE AND INITIAL.



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

2. BUSINESS INFORMATION

2.1 Full registered name of business:

2.2 Company registration number:

2.3 VAT registration number:

2.4 Type of business e.g. CC, PTY, etc

Please indicate type of industry / Specialty (e.g. Service /manufacturer /agent /distributor etc.):

Printing & Stationery	Recording Facilities
Transport	Light and Heavy Vehicles Mechanical & Auto Spares
Catering & Décor	Electrical Installation and Maintenance
Tents, Toilets, Tables & Chairs hire	Computer hardware maintenance
Cleaning Materials	Suppliers of Water & sewer pipes and fittings
Networking	Drilling and testing of boreholes contractors
Water tanks Suppliers	Building Construction and Maintenance
Pest Control and Fumigation	Professional services
Supply of Sanitary Bins & Toilet Papers	Architects
Event Management	Financial Advisory Services
Travel Agencies	Project Manager
Music & Entertainment	Training and Skills Development

2.5 Physical address of business:

2.6 Postal address of business:

2.7 Premises: Owned Rented

Name of landlord if rented



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

2.8 State any connection or vested interest of your Directors / Owners

Partners / Proprietors with Ba-Phalaborwa

2.9 Please state whether your Directors/Owners / Partners are ex Ba-Phalaborwa Municipality employees or relatives employees.

--

3. ITEMS TO BE SUBMITTED

- Company Registration documents
- Identity documents of the owner, partners, shareholders, directors etc.
- Partnership / Joint Venture agreements signed and witnessed by all concerned
- Share / shareholder certificates
- Proof of registration with Workman's Compensation commission & Letter of Good Standing in case of projects or small construction related work
- Proof of registration with South African Revenue Services (SARS) as a VAT vendor & Original Tax Clearance Certificate or letter of good standing



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

**4. BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) AND OTHER
COMMERCIAL INFORMATION**

- Submit your certified copy of your company BBBEE Certificate from accredited provider

5. REGISTRATION WITH PROFESSIONAL BODDIES

Indicate membership of the company or its personnel to professional bodies.

Professional body	Date registered

Supply references of contracts/large orders completed by the company in the past twelve months.

Company	Contact Person	Contact Detail	Value

I hereby acknowledge that the information supplied above is correct at the time of submission.

Name		Signature	
Designation		Date	



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

ANNEXURE 1

BANK DETAILS

Ba-Phalaborwa Municipality. prefers effecting payment via EFT hence complete the details below

(Please attach original cancelled cheque or original bank verification letter)

Supplier Name											
Postal Address:		P O Box						Code:			
Physical Address:											
Contact Details											
a) Business Phone:											
b) Facsimile Number:											
d) Cell Phone:											
e) E-mail address:											
Contact person:											
Payment terms/discount:											
VAT Registration Number:											
Company Registration Number:											
Bank Details:											
a) Bank											
b) Branch Name											
c) Branch Code											
d) Account Number											
Type of Account	Current (Cheque)		Savings			Transmission					
PLEASE MARK APPLICABLE BOX WITH AN "X"											
Responsible Person/Accounts:											
.....										
Name		Designation		Bank Stamp		Date					



**BA-PHALABORWA MUNICIPALITY
SUPPLIER DATABASE FORM – 2016/17**

For Internal Office Use	
_____ Chief Accountant: SCM	_____ Assistant Director: Supply chain management
Processed by: _____ Bid Administration	Vendor No.: _____

CHECK LIST

- Company Registration documents
- Certified Identity documents of the owner, partners, shareholders, directors etc.
- Partnership / Joint Venture agreements signed and witnessed by all concerned
- Share / shareholder certificates
- Proof of registration with Workman's Compensation commission & Letter of Good Standing
- Proof of registration with South African Revenue Services (SARS) as a VAT vendor & Original Tax Clearance Certificate
- BEE Certificate
- 3 months Bank Statement / Letter from the bank

Notes:

1. Please include Business Profile in submission of this application form.
2. Ba-Phalaborwa Municipality is not bound to award tenders on condition of this registration.
3. The Municipality reserves the right to follow the formal Supply Chain Management Procedures to award any contract.
4. False declaration could lead to disqualification and blacklisting.
5. Please attach the following document:
 - a. Original Tax Clearance certificate
 - b. Certified copy of CK
 - c. Certified copy of valid ID
 - d. BEE certificate
6. The form should have official bank stamp for the confirmation of the banking details