

SUBCONTRACTING DATABASE?

YES

NO

RNM VENDOR NUMBER



PROVIDER DATABASE APPLICATION FOR REGISTRATION

Kindly forward the completed form, together with the relevant documentation clearly marked to: -

Ray Nkonyeni Municipality

Procurement Section (Database)

Lot 1000 Newton Road

Dan Pienaar Square

Margate

4275

Or

Ray Nkonyeni Municipality

Procurement Section (Database)

P O Box 5

Port Shepstone

4240

No Faxed/e-mailed registration form will be accepted.

For more information please contact the Procurement Section at: -

Tel No. 039 312 8495/97

POINTS TO REMEMBER
COMPLETING THE RAY NKONYENI MUNICIPALITY SUPPLIER
DATABASE REGISTRATION FORM

Completion of questions – Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.

Certified documents – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Shareholding Certificates, VAT Registration, PAYE, UIF, Workman's Compensation, Security Officers Board Certificate if applicable; the stamp of certification should be on the front of the document. No faxed documents will be considered for accreditation.

An original valid Tax Clearance Certificate is to be submitted. This is to be updated on a 12 monthly basis and submitted for inclusion in the RNM Supplier Database.

Copies of documents – Please keep copies of the Registration Form and all supporting documentation submitted for your own records and to ensure that all data is maintained and up to date on a continual basis.

Owners, shareholders – Please ensure that the percentages of ownership of the **individual shareholders** amount to 100%. That is, provide details of **all** shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.

Holding companies & Trusts – Please contact the RNM Supplier Database Office on Tel No. 039-312-8497 should your business be owned by a Holding company or a Trust to request additional information.

Certification of correctness – Please ensure that the Certification of Correctness is signed and dated once all required documents and information have been submitted.

Collection points – Please collect the database forms from the Supply Chain Management office in Margate, any of our municipal offices or download them from our website. Completed Registration Forms and supporting documentation can be delivered to one of the addresses on this Registration Form.

Processing of registration – Your completed registration will be processed, and once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with the Ray Nkonyeni Municipality. **Please note that this administration process of COMPLETED Registration Forms will take a minimum of 21 days.** Once your registration has been included on the RNM Supplier Database, your details will be accessible to the RNM Procurement Section.

Business opportunities – Please note that registration on the RNM Supplier Database does not guarantee business opportunities. Should you wish to receive leads on tenders, please refer to the RNM Website, or the local notice boards. Suppliers not registered on the Central Suppliers Database will not be accepted into our database.

Amendments – Please notify the RNM Supplier Database office immediately of any changes to the verified information submitted. Submit a **Certification of Correctness** with the amended data.

Queries – Should you have any queries, or if you require assistance completing the registration from, please contact Ray Nkonyeni Municipality Supplier Database Office on Tel No. 039-312-8497.

1. BUSINESS PARTICULARS

1.1 Name of business as registered with Registrar of Companies / Close Corporations

1.2 Name of business used for trading purposes, if different from 1.1 or Name of Business if not registered with registrar of Companies / Close Corporations

1.3 Registration Number as registered with the Registrar of Companies / Close Corporations (if applicable)

1.4 Postal Address

Postal Code

1.5 Physical Address (if different to postal address)

Postal Code

Contact Person

Identity Number

Telephone No.

Fax Number

Cell No.

(NB. If no Fax No. is submitted,
request for quotations cannot be
sent through)

Website Address

E-mail Address (if applicable)

1.6 CSD Supplier Registration Number (MAAA.....)

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2. TYPE OF BUSINESS

Please tick the appropriate box

Public Company	
Private Company	
Close Corporation	
Sole Proprietor	
Partnership	
Trust Co-op	
Voluntary Associations (Joint Venture)	

- Please ensure to attach a certified copy of the appropriate document dependent on type e.g. Public Co. to attach certified copy of Certificate of Incorporation.

3. PREVIOUS BUSINESS INFORMATION

3.1 Did your business exist under a previous name?

Yes

☐

No

☐

3.2 If "Yes", what was the previous business name?

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3.3 Reasons for name change

.....
.....
.....

(PLEASE SELECT ONLY ONE MAIN AND ONE ALTERNATIVE FROM ONE CATEGORY BELOW)

CONSTRUCTION

Air Conditioning System		Electrical Contracts		Plumbing	
Alarm / Security System / Access Control		Evacuation System		Pre-cast Concrete Manufacture	
Autoclaves		Fencing		Plumbing Installations	
Automatic Hanger Doors		General Building Work		Road Marking & Signage	
Automatic Sliding Doors		Glazing		Roadworks & Cleaning	
Automatic Sprinkle Fire Protection System		Hauling / Heavy Equipment / Transport		Roofing & Waterproofing	
Brickwork / Masonry		Hot Water Installations		Sewerage Installations / Reticulations	
Cabinet / Furniture Making		Incinerators		Steam Installations & Ancillary Equipment	
Carpeting / Tiling / Floor Covering		Landscaping / Earthworks		Steel Fabrication & Erection	
Ceilings, Partitioning & Shopfitting		Lift & Escalator		Stormwater Draining	
Cladding Contracts		Mechanical Contracts		Water Installations / Reticulations	
Cooking & Related Systems		Metalwork & Burglar Bars		Other (Specify)	
Compressed Air Installations		Painting		Demolition	
Concrete Works		Paving		Plastering	
SERVICES					
Accommodation		Food & Beverage		Personnel Services	
Advertising / Public Relations		Funeral Services		Pest Removal Services	
Auto Repairs & Services		Florist		Performance Management	
Auto Electrical & Hydraulic Repairs		Garden Services		Printing / Photography / Graphic Design	
Bookkeepers		Handyman		Promotional Materials	
Carpet Cleaning		Horticultural Services		Publishing	
Catering / Vending / Food Supply		HV Fault Finding Jointing & Terminations		Real Estate	
Cleaning Services		Insurance / Employee Benefits		Radio Publicity / TV Publicity	
Computer Supplies / Services		Interior / Industrial Design		Road Maintenance	
Corporate Gifts / Corporate Clothing		IT Maintenance		Recruitment Agencies	
Copywriting		IT Management		Safety & Security Services	
Courier Services		IT Networking		Security & Access Control	
Cleaning Equipment / Materials		IT Programming		Service HV & LV Switchgear / Transformers	
Diesel & Petrol Engines		Laundry Services / Dry Cleaning		Site Cleaning	
Debt Collection		Locksmith Services		Solid Waste Disposal	
Distribution		Media Liaison		Telecommunications	
Digging of Graves		Mailing / Courier Services		Travel Agencies	
Educational Services		Medical / Ambulance / Health Care		Timber Contractor	
Entertainment		Municipal Services		Telephone & Data Line Maintenance	
Fire Extinguisher & Refills		Medical Equipment / Instruments		Training & Development	
Fire Hydrants		Office Maintenance		Wind Socks for the Aerodrome	
				Other (Specify)	
PROFESSIONAL SERVICES					
Accountants / Financial Advisor Services		EDMS Consultants		Pre-Employment Assessment Consultants	
Architects		EAP Consultants		Project Managers	
Attorneys / Legal Services		Economists		Quantity Surveyors	
Archival Services Consultants		Industrial Relations Consultants		Statisticians	
Business Information Management		Job Description Consultants		Teachers	
Consulting Engineers (Geotechnical)		Land Surveyors		Town Planners	
Consulting Engineers (Civil/ Structure)		Legal Compliance Consultants		Training Providers	
Consulting Engineers (Electrical)		Medical Practitioners		Translation Services	
Consulting Engineers (Mechanical)		OHS Consultants		Other (Specify)	
Consulting Engineers (Multidisciplinary)		Organisations Development Consultants			
Contractors		Pharmacists			
WHOLESALERS / TRADERS					
Automotive Parts		Fuel Supplies		Recreational Supplies	
Air Pollution Measuring Equipment		Furniture		Refrigeration & Air Conditioning	
Books		Fencing		Refuse Bulk Containers	
Building Materials / Hardware		Fire Fighting Equipment & Consumables		Protective Clothing / Uniforms	
Batteries		Food for Game Animals		Radio / Radio Equipment	
Cleaning Supplies / Chemicals / Pesticides		Generating Sets		Supply Plants, Flowers & Seeds	
Clothing		Health Safety & Environmental Supplies		Toilet Paper Wrapped / Unwrapped	
Computer Equipment / Software		IT Hardware & Software		Traffic Signs / Materials	
Curtains		Industrial Catering Equipment		Vehicles	
Consumables		Laundry Equipment		Workshop Equipment	
Domestic Appliances		Linen, Pillows & Blankets		Vehicles, Equipment, Trailers & Tractors	
Groceries		Medical Supplies & Equipment		Other (Specify)	
Electrical Supplies & Equipment		Medicines			
Fire Extinguishing		NGO's / NBO's			
Fire Protection & Detection		Office Consumables			
Floor Coverings		Office Equipment			
Food Supplies		Paint Supplies			
Fertilisers		Paper & Stationery			

4. VERIFICATION OF INFORMATION SUPPLIED RELATING TO REFERENCES THAT THE APPLICANT/BUSINESS MAY APPLY FOR

I/We, the undersigned, who warrant/s that I/We are duly authorized to do so on behalf of the supplier, certify/ies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledge/s that:

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

Signed on this _____ day of _____ 20_____
at _____ before the Commissioner of Oaths

Signature of Authorised Representative

Name in Block Letters

Supplier's Name

Signed and affirmed to before me at _____ on this
_____ day of _____ 20____ by the deponent who has acknowledged
that he/she knows and understands the contents of this document, and he/she has acknowledged
that he/she has no objections to affirming that he/she regards the affirmation to be binding on
his/her conscience.

Commissioner of Oaths

Full Name

Capacity

Business Address

Area

DECLARATION OF INTEREST

1. No tender/quotation will be accepted from persons in the service of the state.*
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of an invitation to tender or quotation. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons connected with or related to persons in service of the state, **it is required that the Vendor or their authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.**
3. In order to give effect to the above, the following questionnaire must be completed **and submitted with this Application:**

3.1 Full Name (Vendor or Authorised Representative **as mentioned above**)

.....

3.2 Identity Number :

3.3 Company Registration Number :

3.4 Tax Reference Number :

3.5 VAT Registration Number :

3.6 Are you presently in the service of the state?*Yes ☐ No ☐

3.6.1 If so, furnish particulars:

.....

.....

3.7 Have you been in the service of the state for the past twelve months? Yes ☐ No ☐

3.7.1 If so, furnish particulars:

.....

.....

3.8 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this tender? Yes ☐ No ☐

3.8.1 If so, furnish particulars:

.....

.....

3.9 Are you aware of any relationship (family, friend, other) between a tenderer and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this tender? Yes ☐ No ☐

3.9.1 If so, furnish particulars:

.....

.....

3.10 Are any of the company's directors, managers, Yes ☐ No ☐
principle shareholders or stakeholders in
service of the state?

3.10.1 If so, furnish particulars:

.....

.....

3.11 Are any spouse, child or parent of the company's Yes ☐ No ☐
directors, managers, principle
shareholders or stakeholders in service
of the state?

3.11.1 If so, furnish particulars:

.....

.....

**MSCM Regulations: "in the service of the state" means to be –*

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution with in the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.

CERTIFICATION

I, the undersigned (name)

.....

Certify that the information furnished on this declaration form is true and correct.

I accept that the state may act against me should this declaration prove to be false.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

REQUIRED DOCUMENTATION CHECKLIST

Please ensure that all documents listed below are attached (where applicable) to the Registration Form.

ALL documentation is to be provided in its original format or certified copies except Tax Clearance Certificate.

ATTACHED

(Please tick appropriate box)

Document Name	Yes	No
Printed Tax Clearance Certificate (Please provide Tax Compliance Status PIN for validation)	<input type="checkbox"/>	<input type="checkbox"/>
Company Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Company Resolution of Signatories	<input type="checkbox"/>	<input type="checkbox"/>
Original or Certified Copy "Letter of Good Standing" from Workmen's Compensation Commissioner or its Agent	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Banking	<input type="checkbox"/>	<input type="checkbox"/>
Most recent municipal accounts for your business location or your personal residence, i.e. rates, water, refuse, electricity (if applicable) and levy registration confirmation letter	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of ID documents of Directors/Owners/Shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation Certificates: Registration to professional bodies, e.g. RMI, SETA, PSIRA, IOPSA, NHBRC, CIDB, copy of Certificate of Acceptability for Food Premises	<input type="checkbox"/>	<input type="checkbox"/>
BBBEE Certificate from the registered Auditors IRBA/Accounting Officer (as contemplated in Section 60 of the Close Corporation Act, Act No. 69 of 1984) or a Sanas accredited verification agency	<input type="checkbox"/>	<input type="checkbox"/>
Proof of registration on the Central Suppliers Database (CSD Registration Summary Report)	<input type="checkbox"/>	<input type="checkbox"/>