



GREATER GIYANI MUNICIPALITY

BA 59 Civic Centre
Giyani Main Road
Giyani
0826

P/Bag X 9559
Giyani
0826

Tell No. 015 811 5500 Fax No. 015 812 2068 Website: www.greatergiyani.gov.za.

SUPPLY CHAIN MANAGEMENT UNIT

GGM DATABASE REGISTRATION FORM

Supplier Details

Company / Supplier Name: _____

Trading Name if different from the above: _____

NB: # Applicable to companies and Close Corporations, as with the Registrar of Companies / CC
Insert Personal Income Tax Number for Sole Proprietor or Personal Income Tax Number for all parties
in terms of Partnerships

Company / Close Corporation Registration Number #																
VAT registration number (if applicable)																
Income tax reference number##																
Web Address:																
E-mail Address:																
Telephone Number:																
Fax Number: (compulsory)																
Toll Free Number:																
Number of employees:	Full-time															
	Part-time															

Business Postal Address: (*Compulsory*)

Business Physical Address: (*Compulsory*)

Code																		

Code																		

Vision:
A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth.

Contact Person (Print names in full)

Surname and Names																																																							
Position in company:																																																							
Cell Phone Number:																																																							
Fax Number:																																																							
E-mail address																																																							

Preferred method of correspondence (x)

Fax	E-mail	Telephone
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Company / Supplier Classification (please √ the relevant box or boxes)

Services	Manufacturer	Repairer	Distributor	Sales	Importer	Exporter
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(Please (x) the relevant)

Tax Clearance Certificate attached	Yes	No
Expiry date		

Supplier Grouping Detail: Legal Status (Please √ the relevant box)

Public Company (Ltd)	
Private Company (Pty) Ltd	
Close Corporation (cc)	
Other (specify)	
Joint Venture	
Consortium	
Sole Proprietor	
Foreign Company	
Partnership	
Trust	
Section 21 Company	
Government / Organ of state / Parastatal (see terminology page)	

Terminology:

Please read notes below very carefully

- **Owned:**
Having all the customary element of ownership, including the right of decision-making and sharing all the risks and profit commensurate with the ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Broad Base Black Economic Empowerment:**
As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:
 - The name and physical location of the measured entity;
 - The registration number and, where applicable, the VAT number of the measured entity;
 - The date of issue and date of expiry;
 - The certificate number for identification and reference;
 - The scorecard that was used (for example EME, QSE or Generic);
 - The name and / or logo of the Verification Agency;
 - The SANAS logo;
 - The certificate must be signed by the authorized person from the Verification Agency; and
 - The B-BBEE Status Level of Contribution obtained by the measured entity..
- **Women:**
A female person, who is a South African citizen
- **Disability:**
In respect of a person, a permanent impairment of physical, intellectual, or sensory function, which results in restricted or lack of ability to perform an activity in the manner, or within the considered normal for a human being.
- **Fronting:**
Companies with no Broad Base Black Economic Empowerment (BBBEE) status illegally claiming to be headed by HDI and claim false BBBEE credentials in order to win tenders / contracts
- **Joint Venture**
An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge for execution of contract
- **Relative**
In this document means: yours first degree relative, that is, wife, husband, son, daughter, father, mother, brother, sister
- **Specific goals**

means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of

programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994

Ownership details only

Surname and Initial(s)	Position Occupied in the Enterprise	ID or Passport Number (Compulsory)	Date RSA Citizenship Obtained (If not South African)	Gender F/M	Population Group	Entity BBBEE Level	Physical Address

Service provider must with immediate effect notify Supply Chain Management Office of any changes to this declaration.

DECLARATION OF INTEREST

- 1. No bid 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 this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised 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 the bid.

3.1 Full Name:

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.

.....
.....

* 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 within 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
- (f) an employee of Parliament or a provincial legislature.



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 bid? **YES/NO**

3.8.1 If so, furnish particulars.

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.9.1 If so, furnish particulars

.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.10.1 If so, furnish particulars.

.....

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.11.1 If so, furnish particulars.

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		



Item	Question	Yes	No
4.4	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



Greater Giyani Municipality specific goals

1. 20-point allocation on specific goals for tenders from R 0 to R 50 million

NO	Specific goals	Proof to claim specific goals
1	Black person	Certified ID copy
2	Black person and youth	Certified ID copy
3	Black Person and woman	Certified ID copy
4	Black person with disabilities	Certified ID copy and disabilities certificate from a professional Doctor
5	Black person living in the rural area or underdeveloped townships	Proof of residence which appear in the CSD or CK
	Total point	

2. 10-point allocation on specific goals for tenders above R 50 million

NO	Specific goals	Proof to claim specific goals
1	Black person	Certified ID copy
2	Black person and youth	Certified ID copy
3	Black Person and woman	Certified ID copy
4	Black person with disabilities	Certified ID copy and disabilities certificate from a professional Doctor
5	Black person living in the rural area or underdeveloped townships	Proof of residence which appear in the CSD or CK
	Total point	

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**



(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of



- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black person				
Black person and youth				
Black Person and woman				
Black person with disabilities				
Black person living in the				



rural area or underdeveloped townships				

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and



(e) forward the matter for criminal prosecution, if deemed necessary.

<p>..... SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PLEASE INDICATE BY (✓) THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:

Description	Category
Personal and Suppliers	C – R215.00
Office Cleaning Materials	
Catering	
Printing & Stationery	
Auto Repairs and Maintenance	
Building Materials / Hardware Materials	
Conference Facilities	
Supply of Office Furniture	
Repair of Office Furniture	
Protective Clothes and Uniforms	
Cleaning Services	
Supply of Air Conditioning Equipment & Maintenance	
Special Events and Function Management Services	
Advertising	
Video & Photography	
Transportation Services	
Graphic Design	
Printing of Booklets & Publications (design, layout & Printing)	
Plumbing Materials	
Stage, Sound & Multimedia Service	
Electrical Materials Supplier	
Purification Services	
Bolts & Nuts	
Courier Services	
Other (please specify)	



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Categories of Services Providers

CATERGORY	SERVICE PROVIDER	REGISTRATION FEE
A.	Supply and delivery of materials	R 215.00
B.	Repair and maintenance	R 215.00
C.	Transportations	R 215.00
D.	Catering	R 215.00
E.	Decorations and sounds	R 215.00
F.	Hiring of plants and equipment	R 215.00

Interest of shareholders in other consulting firms

Name of person	Name of other firm	Type of business	Nature of interest	% of ownership

PAYMENT ARRANGEMENT

F1. Credit terms:

No credit terms 30 days 60 days Other (Specify):

F2. Interest rates on overdue account:

F3. Details of discounts:



F4. Details of guarantees on goods and services:

Past experience

Most recent projects undertaken (started or finished within the last 3 years)

PROJECT DURATION	PROJECT DESCRIPTION	CLIENT	AMOUNT	CONTACT PERSON	PHONE NUMBER

Annual turnover of own work (tick in the applicable block)

Income Level	
Below current VAT threshold (R 300 000)	
Between VAT threshold and R1 million	
Between R2 million and R5 million	
Between R5 million and R15 million	

CREDIT ORDER INSTRUCTION FORM

ATTENTION

I/We hereby request and authorise Greater Giyani Municipality to pay any amounts which accrue to me/ us to the credit of my / our bank account with the mentioned bank.

Initials and surname

Authorised signature

Date

Name of Organisation

Name of Bank

Branch Code

Account Number



Type of account	Cheque		Saving		Bond		Transmission		Other	
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Date Stamp of Bank

Bank account particulars Certified as Correct

<p>Bank Statement can also be attached / copy of cancelled cheque</p>

Processed by:	Authorised by:
Signature:	Signature:
Date:	Date:

Attachments to this form

- a) A company profile, detailing the services/goods you provide (max 5 pages)
- b) Current CSD report
- c) Copy of Company certificate.
- d) ID Copies of all directors
- e) Valid Tax Clearance Certificate
- f) Income Tax Certificate
- g) VAT registration certificate (for VAT vendors only)
- h) Certified copy of Identity Document for all members/partners/shareholders
- i) Certified copy of BBBEE certificate
- j) Original Tax Clearance
- k) Municipal Statement or letter from Tribal Authority

Note: Service Providers must from time to time visit Greater Giyani Municipality website to check for requests for quotations on various goods and services. www.greatergiyani.gov.za



PARTICULARS OF OWNER / PERSON ACTING AS REPRESENTATIVE

I/we the undersigned acknowledge that:

- The information furnished is true and correct
- Any conflict of interest has been declared in the MBD 4

Full names of representative: _____

Capacity / Designation: _____

Contact Number: _____

Signature: _____ Date: _____

FOR OFFICE ONLY

DATE RECEIVED

DATE CAPTURE

APPLICATION APPROVED

Yes

No

COMPLETED BY:

Signature: _____ Date: _____

BANKING DETAILS

Bank Name : **ABSA**
 Account Name : **Greater Giyani Municipality**
 Branch Code : **630-369**
 Account Number : **4077078193**

{GGM STAMP}