JOE MOROLONG LOCAL MUNICIPALITY



Vendor Registration Form

Joe Morolong Supplier Database Joe Morolong Local Municipality

Joe Morolong Local Municipality is developing a vendor database which will assist with requests for quotations (RFQ's).

These forms must be completed and returned to the following address:

Supply Chain Management Unit D320 Cardington Road Churchill 8474

Contacts: 053-7739300

Please complete the form fully – use a black pen.
Please print so that all information is legible.
Forms that are not readable or incomplete, will be rejected.

Direct enquiries to the Supply Chain Management Unit

Tel: (053) 773 9300

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL

POINTS TO REMEMBER

COMPLETING JOE MOROLONG VENDOR REGISTRATION APPLICATON FORM

- Mandatory fields Certain fields and documents are mandatory to certain business types only.
 Please ensure that all fields mandatory to your business type, which are marked as "Mandatory Field", have been completed, and if a field is not applicable to your business type clearly mark it as N/A.
- Required documentation Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached.
- Completion of Questions Clearly state Yes, No or N/A to questions asked. Do not leave any Mandatory fields blank.
- Certified Documents Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.
- 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 and Partners Please ensure that the percentages of ownership amount to 100% and that every field is completed for each of the business owners.
- **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** Completed registration forms and supporting documentation can be delivered to the address on the 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 all of the above role players. This letter of verification will be dispatched
 to the correspondence details supplied on the third page. Please note that this administration
 process will take a minimum of 5 days. Once your registration has been included on the Joe
 Morolong Supplier Database your details will be accessible to the Supply Chain Management Unit of
 the Municipality.
- **Business Opportunities** Please note that registration on the Joe Morolong Supplier Database does not guarantee business opportunities.
- Amendments Please notify Joe Morolong Local Municipality immediately of any changes to the verified information submitted.
- Queries Should you have any queries or if you require assistance completing the registration form, please contact Joe Morolong Supply Chain Management Unit on (T) 053 7739300.
- If a company has more than one office, each office must fill in a separate form, unless the point of transaction is centralised in the company's head office.
- Please note that the key facilities in the database are classified as commodities and each potential vendor must indicate the commodity/commodities in which it would like to register for RFQ's. (see list p5).

- The main objective of this process is to enhance transparency and equality on the part of the Council and to facilitate effective communication with its vendors.
- Applications must be delivered by hand and must be fully completed with all the relevant documentation attached.
- Please note that inclusion of the name in a database does not in any way guarantee any persons, company, service provider vendor, etc. any business from Joe Morolong Local Municipality. All procurement will be subject to the Supply Chain Management Policy of the Joe Morolong Local Municipality.
- It's a condition of bidding that a vendor's taxes must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. In bids where consortia/joint ventures/sub contractors are involved, each party must submit a separate Tax Clearance Certificate.

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED

Name of Business Registration No.

DOCUMENTS REQUIRED			BUSINE	ESS TYPE			HERE TO GET
		Close Corpora- tions	Partnerships	Private and Public Company	Business Trust	Non Profit Organiza- tions (NPO)	
Company Registra-tion CERTIFIED COPIES	N/A	Certificate of incorporation CK1 / CK2	Partnership agreement	Certificate of Incorporation CM1, CM 29	Trust agreement	Certificate of Incorporation Section 21	Registrar of Close Corpora-tions & Companies
Proof of Ownership CERTIFIED COPIES	N/A	Sharehold-ing CK1 / CK2	Partnership agreement	Sharehold-ing CM1, CM 29	Trustees details: Letter of Authority	Auditor's letter – no shareholding	Registrar of Close Corpora-tions & Companies
Regional Services Council (RSC)	Yes	Yes	Yes	Yes	Yes	Yes	Kgalagadi District Municipality / Local Authority if not based in Kgalagadi
Proof of Banking or confirmation letter	Cancelled Cheque / confirmation letter	Branch of bank where account is held					
Tax Clearance Certificate	For the owner or the business	For the company/cc	For the partnership	For the company	For the trust	For the NPO	Receiver of Revenue (SARS)

	Sole Proprietor	Close Corpora- tions	Partnerships	Private and Public Company	Business Trust	Non Profit Organiza- tions (NPO)	
VAT Registra-tion	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	Receive of Revenue (SARS)
Security Officer's Board	If applicable - for security industry	If applicable - for security industry	If applicable - for security industry	If applicable - for security industry	If applicable - for security industry	If applicable - for security industry	Security Service Industry Regulatory Authority
Proof of Disability	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	
Proof of Identity	Clear Copy of Owner's Identity Document	Clear Copy of Identity Document	Clear Copy of Identity Document	Clear Copy of Identity Document	Clear Copy of Identity Document	Clear Copy of Identity Document	

NB: All fields marked with * are mandatory. All fields marked with # are mandatory only if applicable

Documents attached		Please tick box	
	Y	N	NA
Regional Council / District Registration (Certified)			
VAT 103 (Certified)			
Company Registration Document (Certified)			
Proof of Ownership / Shareholder certificate (certified)			
Tax Clearance Certificate (Original)			
Proof of Banking Document			
Disability Documents (Certified)			
Security Officer's Board Registration (Certified)			
Municipal Account			

1. COMPANY REGISTRATION DOCUMENTS

NB. DOCUEMTATRY PROOF MUST BE PROVIDED WHERE APPLICALE (Please mark N/A if not applicable).

1.1 COMPANY TYPE (NB Documentary P	roof of registration must be provided) *
PUBLIC COMPANY LTD	CERTIFIED COPY OF CERTIFICATE FO INCORPORATION (cm3) and REGIONAL COUNCIL REGISTRATION NUMBER
PRIVATE COMPANY (PTY) LTD	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (CM3) and REGIONAL COUNCIL REGISTRATION NUMBER
CLOSE CORPORATION CC	CERTIFIED COPY OF CK1 DOCUMENT OR CK 2 IF APPLICABLE and REGIOAL COUNCIL REGISTRATION NUMBER
SOLE PROPRIETOR	COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT
PARTNERSHIP	COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT and PARTNERSHIP AGREEMENT
BUSNINESS TRUST	COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT and CERTIFIED COPY OR REGISTRATION DOCUMENT
OTHER (IF JOINT VENTURE)	COPY OF REGIONAL COUNCIL REGISTRATION DOCUMENT and CERTIFIED COPY OF REGISTRATION DOCUMENT

If not applicable to all companies, p Have you attached your Company I)											Υ	N	NA
1.2 PROOF OF SHAREHOLDII	NG DO	ocu	MENT	s *														
CERTIFIED COPIES of Sharehold	ders ce	ertifi	cates c	or Ck	⟨ me	mbe	ers s	hare	allo	cati	ion	docu	men	ts m	nust	be	sup	plied
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Regional Council Reference No.																		
Have you attached your Regiona	al Cou	ncil	Registi	ratio	n do	cum	ent?)								Υ	N	NA
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Surname Page 10 of 13	First name	

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In terms of section 37(2) of the Occupational Health and Safety Act 1993 (Act 85 of 1993) as amended the mandatory (contractor) hereby acknowledges that he is an employer in his own right. He undertakes to determine all risks associated with the work he is required to perform and to determine and implement all

cautionary measures to mitigate or remove such risk. The mandatory will take all necessary steps to ensure compliance with the Occupational Health and Safety Act 1993.

Where the mandatory is found not to comply with the requirements of the Occupational Health and Safety Act the Joe Morolong Local Municipality or its representative will be able to stop the activities of the mandatory, without any cost to the Joe Morolong Local Municipality, until such time as the mandatory complies with the requirements of the Act.

8. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT *

I/We the undersigned is/are duly auhorised to do so on behalf of the firm certify that:

- 1. The information supplied is correct.
- 2. All copies of relevant information are attached.
- 3. The HDI points claimed are correct and based on owners/shareholders who are actively involved in the day to day management of the enterprises.
- 4. I take note that payment will be effected 30 days after delivery was effected if delivered with an original invoice.

Signature of authorised	pers	son						_			Da	te													
Personal information in	blo	ck	lette	ers	i																				
Name																									
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JOE MOROLONG LOCAL MUNICIPALITY

PRIVATE BAG X117 MOTHIBISTAD 8474

9. Authorisation for electronic transfer of funds (EFT) to vendor's bank account

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