



Midvaal Local Municipality
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SUPPLY CHAIN MANAGEMENT UNIT

Tel: +27 16 360 7400/53/84/03
 Fax: +27 86 614 8317
 Email: vendors@midvaal.gov.za

VENDOR APPLICATION FORM

Prerequisite:

CSD (Central Supplier Database) Number	
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Contact Information:

Contact Person (Name & Surname)	
Company Registered Address	
Contact Person Cell-Phone Numbers	
Contact Person E-mail Address	
Company Telephone Numbers	
Company Fax Number	
Company Website	

BB-BEE Certification:

NB: ONLY an Original Valid Sworn Affidavit, or Certified SANAS accredited B-BBEE certificate, or a B-BBEE certificate obtained via the eCIPC (DTI) will be accepted. Please attach to the forms.

FOR SCM USE (ONLY):			
Captured by:			
Date:			
Signature:		Authorised by:	
		Date:	
Vendor Number:		Signature:	

NB: IT IS THE RESPONSIBILITY OF THE SUPPLIER/CONTRACTOR TO PROVIDE UPDATED INFORMATION EACH TIME THERE IS/ARE CHANGES TO THE BUSINESS/COMPANY.

DECLARATION OF INTEREST

(COMPULSORY)

1. No bid/quotation will be accepted from persons in the service of the state¹.
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 or quote. In view of possible allegations of favouritism, should the resulting bid/quotation, 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 positioning relation to the evaluating/adjudicating authority where:
 - a person who is an advisor or consultant contracted with the municipality.
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1 Full Name of bidder/supplier or his/her representative:

4.2

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Identity Number:

4.3 Position occupied in the Company (director, trustee, shareholder²):

4.4 Company Registration Number:

4.5 Tax Reference Number:

4.6 VAT Registration Number:

4.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

4.8 Are you presently in the service of the state?

YES / NO

If so, furnish particulars.

4.9 Have you been in the service of the state for the past twelve months?

YES / NO

If so, furnish particulars.

4.10 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/evaluation of this bid/quotation?

YES / NO

If so, furnish particulars.

4.11 Are you, aware of any relationship (family, friend, other) between any other bidder/supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of bids/quotations?

YES / NO

If so, furnish particulars.

4.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If so, furnish particulars.

4.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If so, furnish particulars.

4.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding/submitting quotes for this contract?

YES / NO

If so, furnish particulars.

5. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

6.1 Are you or your company an office-bearer by means of any public representative or member of the Federal Executive, a provincial executive, a provincial management committee, a regional executive or a constituency executive?

YES / NO

If so, furnish particulars.

6.2 Do you or your company have an interest by means that the office bearer or member of the professional staff has a 5% of more stakes?

YES / NO

If so, furnish particulars.

6.3 Are you or your company a member of the professional staff by means any person who has an employment contract with the Party, and includes any person who is employed by the Party but who is paid by an organ of state, but does not include any person paid a gratuity or honorarium for services rendered to the Party?

YES / NO

If so, furnish particulars.

1 MSCM Regulations: “in the service of the state” means to be –

- (a) *A member of –*
 - *any municipal council;*
 - *any provincial legislature; or*
 - *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.*

² *Shareholder*” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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



MIDVAAL
LOCAL MUNICIPALITY

BIDDERS ARE REQUESTED TO SELECT A MAXIMUM OF 06 (SIX) COMMODITIES WHICH THEY WISH TO DO BUSINESS WITH THE MUNICIPALITY

CATEGORY	LIST OF COMMODITIES - (mark with x)	X	LIST OF COMMODITIES - (mark with x)	X
AUDIO VISUAL	AUDIO VISUAL SYSTEM		HIRE OF PA/AV EQUIPMENT	
	DATA PROJECTORS		TELEVISION REPAIRS	
	DSTV REPAIRS/INSTALL		TELEVISION SETS & INSTALLATION	
	FILM, SOUND AND RECORDING SERVICES		PRODUCTION	
	REPRODUCING EQUIPMENT			
BUILDINGS & MAINTENANCE	BLINDS MAINTENANCE		LOCKS,KEYS AND LOCKSMITH SERVICES	
	BUILDING CONTRACTORS		MAINTENANCE CONSUMABLES	
	CLEANING CONTRACTORS		PAINT	
	CLEANING CONTRACTORS		PEST CONTROL	
	CLEANING SERVICES & PRODUCTS		PLUMBING	
	ELECTRICAL CONSUMABLES		SIGNAGE	
	FIRE EXTINGUISHING AND RELATED SERVICES		TILING	
	FLOORING & CARPETS MAINTENANCE		WASTE RECYCLING	
	HEATING & COOLING:MAINTENANCE & REPAIRS		WATER COOLERS/FILTERS	
	HEATING & COOLING:SUPPLY/INSTALL		WINDOW / GLASS INSTALLATION	
	HYGIENE CLEANING SERVICES		WINDOW / GLASS REPAIRS	
	LIFT ,ELEVATORS MAINTENANCE		WORKSHOP EQUIPMENT & TOOLS	
	CLEANING CONSUMABLES		GENERATOR SERVICES	
	ELECTRICAL SERVICES (CONSUMABLES & REPAIRS)		REFRIDGERATION	
	BUILDING CONTRACTORS, MAINTENANCE		HEATING & COOLING: SUPPLY/INSTALL; MAINTENANCE & REPAIRS	
WINDOW / GLASS INSTALLATION & REPAIRS				
CATERING	BEVERAGES		FOOD PLATTERS & SANDWICHES	
	BREAD & CONFECTIONARY		FRESH FRUIT & VEGGIES	
	CATERING FOR EVENTS		FRESH MEAT & POULTRY	
	DIARY PRODUCTS & EGGS		FROZEN FOODS	
	DISPOSABLE CATERING SUPPLIES		SWEETS & SNACKS	
	CATERING SERVICES			
COMPUTER	COMPUTER REPAIRS, SERVICES & MAINTENANCE		COMPUTOR REPAIRS,SERVICES AND MAINTENANCE	
	COMPUTER SOFTWARE: INSTALLATION/LICENCES		COMPUTOR SOFTWARE	
	COMPUTER SOFTWARE: TRAINING		NETWORKS	
	COMPUTOR CONSUMABLES		RENTAL OF COMPUTOR EQUIPMENT	
	COMPUTOR HARDWARE		STORAGE-IT	
	NETWORK INSTALLATION & MAINTENANCE		COMPUTER CONSUMABLES	

CONFERENCING &EVENTS	CONFERENCE FACILITIES & VENUES	EXHIBITIONS	
	ENTERTAINMENT SERVICES (PERFORMERS)	FULL DAY CONFERENCE PACKAGES	
	EVENT COORDINATORS/MANAGEMENT		
CONSTRUCTION & ENGINEERING	BUILDING - CONTRACTORS	RENOVATIONS	
	BUILDING MATERIAL	CONCRETE PRODUCTS	
PROFESSIONAL SERVICES	ARCHITECTURAL & ENGINEERING SERVICES	LABOUR RELATIONS	
	AUDITORS	ATTORNEY/ LEGAL	
	FACILITATION	MONITORING & EVALUATION	
	IT CONSULTING SERVICES	PROJECT MANAGEMENT	
	EDITING & PROOFREADING	SUSTAINABILITY	
	FINANCIAL AND BANKING SERVICES	TRANSCRIPTION SERVICES	
	RISK	TRANSLATION SERVICES	
	SPECIALIST SERVICES	VALUATORS	
	CONSULTING SERVICES	DEBT COLLECTORS	
	ACCREDITED TRAINING SERVICES	PLUMBING	
	LABOUR SERVICES		
FURNITURE	CARPETS,CURTAINS,BLINDS	OFFICE FURNITURE - REPAIRS	
	FURNITURE REMOVAL	PARTITIONING	
	OFFICE FURNITURE	UPHOLSTERY	
GARDENS	GARDEN CONTRACTORS	GARDEN SERVICE & MAINTENANCE	
	GARDEN FURNITURE	LANDSCAPING SERVICES	
IT SERVICES	DATALINES	NETWORKS	
	HOSTING	STORAGE	
	INTERNET SERVICE PROVIDER	TRAINING	
	LICENSES		
KITCHEN/CANTEEN	CANTEEN EQUIPMENT	KITCHEN APPLIANCES REPAIRS	
	CROCKERY & CUTLERY	LINEN	
	KITCHEN APPLIANCE	VENDING MACHINE	
LOGISTICS	CLEARING AGENTS	MAIL SERVICES	
	COURIER , FREIGHT	SHIPPING	
	FLEET MANAGEMENT	TRANSPORT SERVICES	
	SHIPPING / CLEARING AGENTS		
MARKETING	ADVERTISING	PROMOTIONAL FILMS(DVD)	
	BRANDING & ADVERTISING	PROMOTIONAL MATERIALS	
	EXHIBIT BUILDING	PROMOTIONAL/CORPORATE GIFTS	
	MEDALS AND TROPHIES		
MOTOR VEHICLES	FUEL AND OIL	MOTOR VEHICLES – SERVICES/REPAIRS	
	MOTOR VEHICLES	MOTOR VEHICLES-FINANCING	
	SUPPLY, DELIVERY AND REGISTRATION OF VEHICLE, PLANT AND EQUIPMENT (NEW OR DEMO)		

OFFICE EQUIPMENT	BINDING MACHINES & SERVICES	OFFICE EQUIPMENT:REPAIRS & MAINTENANCE	
	DICTAPHONE MACHINE	PHOTOCOPIER MACHINE	
	FAX MACHINE REPAIRS / SERVICE	PRINTERS:REPAIRS & SERVICES	
	FAX MACHINES	RENTAL OF OFFICE EQUIPMENT	
	LAMINATING MACHINE	SCANNER	
	MULTI FUNCTIONAL DEVICES	VIDEO MACHINE	
PHOTOGRAPHIC	DIGITAL CAMERAS	PHOTOGRAPHIC EQUIPMENT	
	PHOTOGRAPHERS	PICTURE FRAMING & MOUNTING	
PRINTING DESIGN & COPYING	A4 PAPER & BOARD	PRINTING : BUSINESS CARDS	
	ANNUAL REPORTS:CONCEPT, DESIGN & LAYOUTS	PRINTING :BROCHURES;SCREEN;BANNERS;POSTERS	
	OUTSOURCED PRINTING & COPYING	PRINTING :PROMOTIONAL MATERIAL/GIFTS	
	PRINT MONITORING SERVICES	PRINTING MATERIALS	
	PRINTING & COPYING	PUBLICATION: CONCEPT, DESIGN & LAYOUTS	
RESEARCH SUPPLIES	GASSES	LAB SUPPLIES	
	HAZARDOUS WASTE	RESEARCH EQUIPMENT	
	INSTRUMENTS	MARINE EQUIPMENT	
SECURITY	ACCESS CONTROL	SECURITY – GUARDS	
	CASH-IN-TRANSIT	SECURITY - PROTECTION	
	CCTV/SURVEILLANCE	SECURITY SERVICES / SYSTEMS	
	LIFE GUARD SERVICES		
STATIONARY	CARTRIDGES	OFFICE STATIONARY SUPPLIES	
	DIARIES AND YEAR PLANNERS	PAPER & BOARD	
STORAGE	CONTAINERS	OFFSITE AND ARCHIVING	
	FILING SYSTEMS	PACKGING SUPPLIES	
	EXTERNAL DRIVES		
SUBSCRIPTIONS (PUBLICATIONS)	BOOKS/JOURNALS/MAGAZINES	MEMBERSHIP	
	DATABASE SUBS	NEWSPAPER SUPPLIERS	
TALENT MANAGEMENT	OTHER RECRUITMENT SERVICES	RECRUITMENT AGENCY	
	PERFORMANCE MANAGEMENT	SPECIALIST HR SERVICES	
	RECRUITMENT ADVERTISING	TRAINING & DEVELOPMENT SERVICES	
TELECOMMUNICATION	CELLULAR TELEPHONES & REPAIRS	TELEPHONE EQUIPMENT	
	INSTALLATION	TELEPHONE MANAGEMENT SYSTEMS	
	MAINTENANCE AND REPAIRS	VOICEMAIL SERVICES	
	TWO-WAY RADIOS	INTERCOM SYSTEM	
	INSTALLATION, MAINTENANCE & REPAIRS	COMMUNICATION EQUIPMENT AND ACCESSORIES	
TRAVEL	ACCOMMODATION & HOTELS	CAR RENTAL	
	AGENCY	PARKING SERVICES	
	AIR TRAVEL - INTERNATIONAL	TRANSPORT SERVICES (BUSES, TAXI, ECT)	
	AIR TRAVEL - LOCAL		
GLASS SUPPLIERS	GLASS SUPPLIERS		
	FITTING		
	REPAIRS		

EQUIPMENT	NUTS AND BOLTS		
	BEARINGS AND SEALS		
CHEMICALS	POOL		
	DEGREASER		
	OTHER		
GENERAL CLEANING SUPPLIES	DETERGENTS		REFUSE BAGS
	BROOMS		OTHER
	MOPS		DUSTERS
	BUCKETS		GLOVES
	CLOTHS		
TEXTILE	PROTECTIVE CLOTHING		PROTECTIVE FOOTWEAR
	SPECIALISED		GENERAL
ELECTRIC	ELECTRONIC COMPONENTS		ELECTRICAL CONSUMABLES
	ELECTRICAL INSULATION, WIRES AND BRUSHES		ELECTRICAL APARATUS: SWITCH GEAR, MINI SUBSTATIONS AND TRANSFORMERS
	ELECTRICAL CABLE, FIBRE AND OPTIC CABLE		LOW TENSION UNDER 1000 VOLT
	MEDIUM TENSION UP TO 30 000 VOLT		HIGH TENSION UP TO 240 000 VOLT
HIRING OF EQUIPMENT	STAGE		EQUIPMENT
	SOUND		PLANT
	LIGHTING		VEHICLES
	CATERING EQUIPMENT		MOBILE TOILETS
	TENTS AND MAQUESS		KIDS ENTERTAINMENT FACILITIES (JUNGLE GYM, JUMPING CASTLE, TRAMPOLIN ETC)
LIBRARY	BOOKS/JOURNALS/MAGAZINES		LIBRARY STATIONARY
	SHELVING		LIBRARY ACCESSORIES
FIRST AID	MEDICAL CARE		MEDICAL ACCESSORIES
	GENERAL MEDICATION		SURGICAL EQUIPMENT AND ACCESSORIES
	MEDICAL ASSISTANCE (AMBULANCE ETC)		
FACILITIES MANAGEMENT	FACILITIES MANAGEMENT		MAINTANANCE AND REPAIR
	SECURITY		REFRIDGERATION
	AIR CONDITIONING		GRASS CUTTING
	IRRIGATION		GARDENING EQUIPMENT
	AGRICULTURAL SUPPLIES		AGRICULTURAL SERVICES (PEST CONTROL, WEED KILLING)
	FERTILIZER, PLANTS AND TREES		INTERIOR DECORATORS
	ROOF SPECIALISTS		
	AIR CIRCULATING		RE-GASING
	ACCESSORIES		
WASTE MANAGEMENT	BINS		REFUSE MANAGEMENT
	CONVEYERS		CHEMICAL WASTE DISPOSAL
ROADS AND STORMWATER	PIPES		CONNECTIONS
	EXTENSIONS		CULVERTS
	KURBING		OTHER
TAR	BITUMEN		COLD-MIX
	PRE-MIX		
GENERAL HARDWARE	BATTERIES		TORCHES
	GLOBES		NAILS
	HAMMERS		SCREWS
	OTHER		
AMMUNITION	FIREARMS		AMMUNITION
	ACCESSORIES		SHOOING RANGE AND FIREARM LICENSING
FUEL AND LUBRICANTS	PETROL		OIL
	DIESEL		2 STROKE OIL
	BRAKE FLUID		GREASE
	PARAFIN		

PROTECTION	FIRE, RESCUE AND SAFETY EQUIPMENT	ACCESSORIES	
	LIGHT BARS	SIRENS	
BRANDING	BRANDING	ADVERTISING	
	CORPORATE GIFTS	MARKETING COLLATORAL	
	CORPORATE CLOTHING	ARTS AND CRAFTS	
FENCING AND PALISADES	STEEL	CONCRETE	
	MESH	ELECTRICAL	
	TUBING	TAR	
SIGNS	SIGNAGE AND ACCESSORIES	TRAFFIC SIGNS	
	POLES	CONES	
TOOLS	HAND TOOLS	MACHINE TOOLS	
	OTHER TOOLS		
COMMUNICATION	PRINTING & COPYING	BINDING	
	LAMINATING		
WATER	PURIFICATION SYSTEM AND ACCESSORIES	METERS	
	RETICULATION	PIPING	
	PUMPS	OTHER	
WORKSHOP, REPAIRS AND MAINTENANCE TO VEHICLES, PLANT AND EQUIPMENT	AUTO ELECTRICAL SERVICES/REPAIRS (INCLUDING ALARM AND SECURITY SYSTEMS)	DIFFERENTIAL INCLUDING TRANSMISSION, GEARBOX SERVICES, REPAIRS AND MAINTENANCE	
	PETROL ENGINE/ VEHICLE SERVICES/ REPAIRS	SPARES	
	RADIATORS (SUPPLY, DELIVERY, INSTALLATION, REPAIRS AND MAINTENANCE)	GENERATORS (SUPPLY, DELIVERY, INSTALLATION, REPAIRS AND MAINTENANCE)	
	HYDRAULIC SERVICES/ REPAIRS	TESTING AND CERTIFICATION OF SPECIALISED FIRE AND EMERGENCY EQUIPMENT	
	TESTING AND CERTIFICATION OF SPECIALISED TRAFFIC ACCESSORIES AND EQUIPMENT	INSTALLATION OF VEHICLE SOUND EQUIPMENT	
	BATTERIES: VEHICLE, PLANT AND EQUIPMENT	VEHICLE REGISTRATION SERVICES	
	GLASS REPLACEMENT SERVICES ON VEHICLES, PLANT AND EQUIPMENT	TOWING SERVICES - SMALL VEHICLES, PLANT AND EQUIPMENT	
	CLEANING AND VALET SERVICES	STRIP, QUOTE AND REASSEMBLE	
	WHEELS/TYRES (FITTING, ALIGNMENT, TIRE REPAIR, BALANCING, ETC.)	VEHICLE TRACKING SYSTEMS AND SERVICES	
	BODY WORK REPAIRS (PANEL-BEATING, SPRAY PAINTING, ETC)	EXHAUST AND TOW BAR INSTALLATIONS, REPAIRS AND MAINTENANCE	
	BRAKES AND AIR BRAKES MAINTENANCE, SERVICES AND REPAIRS	INTERIOR (UPHOLSTER ETC) SERVICES/REPAIRS	
	TESTING AND CERTIFICATION OF OTHER SPECIALISED ITEMS EG. PRESSURE VESSELS, LIFTING EQUIPMENT, GAS CUTTING ITEMS, CRANES, LADDERS, SLINGS, CHAIN SLINGS ETC	TESTING, CALIBRATION OF TEST EQUIPMENT	
	DIESEL ENGINE/ VEHICLE SERVICES/ REPAIRS	GRASCUTTERS,LAWNMOWERS ETC SERVICES/REPAIRS	
	PROP SHAFT AND CV JOINT INSTALLATION, SERVICES, REPAIRS AND MAINTENANCE		
HYGIENE	SANITIZERS	PAPERTOWELS	
	SANITARY DUSTBINS	SANITARY WIPES	
	SANITARY SPRAY FOR TOILETS	AIR FRESHNERS	
	SOAP		
CARPENTRY	CARPETS INSTALLATION	PARTITIONING	
	BLINDS INSTALLATION	TILING	
	WINDOW / GLASS INSTALLATION & REPAIRS		

COURIER SERVICES	COURIERS			
OTHER (PLEASE SPECIFY)				

