



SUPPLIER DATABASE REGISTRATION FORM

Registration of prospective suppliers is done according to the following prescripts:

1. Preferential Procurement Policy Framework Act No. 5 of 2000.
2. Preferential Procurement Regulations (of November 2022)
3. Local Government Municipal Finance Management Act No. 56 of 2003
4. Karoo Hoogland Municipality's Supply Chain Management Policy and Preferential Procurement Policy as approved by Council from time to time

Supplier database registration forms must be forwarded to the following address:

Postal address	Hand delivery
Karoo Hoogland Municipality	Karoo Hoogland Municipality
P.O Box 165	2 Mulder Street
WILLISTON	WILLISTON
8920	8920

For any further enquiries please contact the Supply Chain Management Unit by means of the following:

Contact persons	Tel no	Email address
Heloise Louw	053 285 2065	h.louw@karoohoogland.gov.za
Catherina Erasmus	053 285 2064	c.erasmus@karoohoogland.gov.za
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**SUPPLIER DATABASE REGISTRATION FORMS THAT ARE FAXED WILL NOT BE ACCEPTED.
ONLY EMAILED, HAND DELIVERED, DELIVERED VIA COURIER OR POST WILL BE ACCEPTED.**

PLEASE NOTE

1. This form must be fully completed, only with a black pen, signed, stamped where requested and placed together with supporting documentation as indicated in the sections below.
2. The use of correction fluid is prohibited. All alterations must be initialled.
3. It is the responsibility of the supplier to supply the municipality with all updated information. The municipality will not be held liable for incorrect information supplied.
4. Registration on Karoo Hoogland Municipality's supplier database does not guarantee business opportunities with the municipality.
5. Prospective suppliers are limited to register for six sub-categories of goods, services and construction works, which must be consistent with its main line of business.
6. All supplier information will be treated strictly confidential.
7. Prospective suppliers must familiarise themselves with the content of Karoo Hoogland Municipality's Supply Chain Management Policy which can be viewed on the municipality's website.
8. This registration form is also available at our municipal offices and website at www.karoohoogland.gov.za

SECTION 1: BASIC SUPPLIER INFORMATION					
Registered business name of supplier					
Trading name of supplier					
Registered physical address		Line 1			
		Line 2			
		Line 3			
		Town/City		Postal	
Registered postal address		Line 1			
		Line 2			
		Line 3			
		Town/City		Postal	
Preferred language	Mark the appropriate box	English		Afrikaans	

SECTION 2: SELECTION OF CATEGORIES OF GOODS, SERVICES OR CONSTRUCTION WORKS
Please complete this section by selecting the appropriate sub-categories of goods, services or construction works for which the enterprise wishes to register for. PLEASE NOTE THAT ENTERPRISES ARE LIMITED TO <u>SELECT ONE MAIN CATEGORY</u> AND THEN SIX SUB-CATEGORIES UNDER THAT MAIN CATEGORY, AS LISTED BELOW. Enterprises must select those sub-categories that links with its main line of business.

A	CONSTRUCTION EQUIPMENT AND SUPPLIES	Mark with "x"	B	CONSTRUCTION SERVICES	Mark with "x"
1	Air conditioning and temperature control equipment		1	Burglar proofing and systems	
2	Aluminium products		2	Concrete manufacturing and works	
3	Aluminium doors installation, supplies		3	Construction related transport	
4	Building equipment and accessories (cement mixers etc)		4	Cabinet makers	
5	Building materials (brick, cement, sand etc)		5	Carpenters	
6	Ceiling boards, skirtings, cupboard material		6	Civil construction services	
7	Construction machinery		7	Ceilings and partition makers	
8	Concrete products		8	Steel construction services	
9	Concrete furniture		9	Demolition services	
10	Doors and windows		10	Earthworks, drilling and landscaping	
11	Electrical systems, lighting, components and accessories		11	Electrical installation	
12	Electrical doors and gates, booms		12	Fencing	
13	Fencing material		13	General building works	
14	Galvanised products (poles etc)		14	General cleaning of sites (erven, parks, etc)	
15	Hardware and material (paint brushes etc)		15	General cleaning works (cutting of trees)	
16	Glass		16	General cleaning of alien vegetation	
17	Gas and welding consumables		17	General cleaning of fire belts	
18	Ladders		18	Glazing	
19	Lime		19	Mechanical services	
20	Flooring materials (carpets, tiles, etc)		20	Metalwork	
21	Floor maintenance		21	Painting	
22	Plumbing ware and materials		22	Paving	
23	Paint supplies		23	Plumbing	
24	Roofing materials		24	Pre-cast concrete manufacturing	
25	Sanitation ware and equipment		25	Pump installation	
26	Steel supplies		26	Road works	
27	Tools and equipment		27	Re-enamelling and plumbing	
28	Wheels, castors, trolleys		28	Roof and thatches	
29	Solar water heaters		29	Sewerage systems and construction	
			30	Waterworks and pipelines	
			31	Welding	
			32	Vibacrete construction	
C	ELECTRICAL, ENGINEERING AND MECHANICAL EQUIPMENT SERVICES AND SUPPLIES	Mark with "x"	D	GENERAL SERVICES	Mark with "x"
1	Bearing supplies		1	Accommodation and lodging	
2	Bolts, nuts and fasteners		2	Advertising, communication, design, editorial etc	
3	Boiler services and installations		3	Animals and veterinary services	
4	Coil springs and engineering		4	Arts and crafts and promotional items	

5	Electric cables		5	Audio-visual equipment, projectors, speakers monitors	
6	Electrical component supplies		6	Auctioneering services	
7	Electrical distribution boards		7	Agriculture: Gardening services	
8	Electrical and electronics		8	Agriculture: Compos supply	
9	Electrical circuit breakers		9	Agriculture: Plants and nursery	
10	Electrical component repairs		10	Agriculture: Turf/ lawn supplies	
11	Engineering component suppliers		11	Agriculture: Poles, droppers etc	
12	Hiring services		12	Agriculture: Support and development	
13	Hiring of equipment, plant and vehicles		13	Agriculture: Sport grounds	
14	Irrigation services		14	Bookkeeping and accounting services	
15	Installation and servicing of burners, boilers, aircons and gas		15	Biotechnology services	
16	Electronic instruments and equipment		16	Beautician	
17	Electrical kiosks		17	Books and libraries	
18	Laboratory testing		18	Badges, engravings and trophies	
19	Lifting equipment		19	Bicycles	
20	Lighting supplies		20	Books repair	
21	Festive lighting supplies		21	Catering and refreshments (certificate required)	
22	Ground probe radar (water leak detection etc)		22	Catering: Restaurants	
23	Mechanical seals and packing		23	Chemicals for plants and trees	
24	Mechanical plant repairs		24	Chemicals and environmental equipment for waterworks laboratory	
25	Electrical and water meter supplies		25	Canvas	
26	Nets and covers		26	Car wash	
27	Pipe and irrigation supplies		27	Carpports and shades	
28	Poles supply		28	Cleaning services	
29	Playground equipment repairs and supplies		29	Clothing: Protective	
30	Generators and distribution machinery supply		30	Clothing: Corporate	
31	Repair and supply of pump spares		31	Cleaning products	
32	Rewinders		32	Clothing repair	
33	Refrigeration's		33	Clothing material	
34	Repair of electrical appliances		34	Conferencing facilities and facilitation	
35	Rigging		35	Supply of steel containers and renovations	
36	Small tools		36	Cellular services	
37	Substations equipment		37	Courier services	
38	Transformer services		38	Crockery, cutlery and catering equipment	
39	Telecommunication (radio's and electronics)		39	Concrete stairs	
40	Tar/ asphalt		40	Diving equipment	
41	Trailer hiring and manufacturing		41	Driving schools	
42	Valves and couplings		42	Environmental impact studies	
43	Water meters, pipes, fittings, PVC, Polyethylene		43	Environmental products, equipment and services	
44	Waterproofing of concrete structures		44	Freight forwarding	
45	Weighbridge equipment supplies and repairs		45	Firefighting equipment	
46	Wheels and castors		46	Funeral services	

47	Engineering manufacturing, welding etc.		47	Food wholesalers	
48	Water and waste management		48	Flags and banners	
E	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	Mark with "x"	49	Fast foods and food parcels	
1	Computer equipment, networks and software		50	Fibreglass cubicles	
2	IT, internet and media law		51	Field mark paint	
3	Consumables		52	Supply of flowers and plants and hiring of artificial flowers	
4	Corporate gifts		53	Framing of photos	
5	Electronic equipment		54	General maintenance services	
6	Office furniture and equipment		55	Gas	
7	Printing, copying and photographic equipment and supplies		56	Health care	
8	Printer repairs and service		57	Hiring: Linen, crockery, cutlery etc	
F	EVENTS MANAGEMENT	Mark with "x"	58	Hiring: Toilets	
1	Audio and sound		59	Hiring: Scaffolding	
2	Management of events		60	Hiring: Trailers	
3	Tents		61	Professional nursing services	
4	Video productions		62	Horticulture	
5	Hiring of cutlery and crockery		63	Infrastructure maintenance	
6	Puppets/ cabarets		64	Inspection services	
7	Tables and chairs		65	Insurance	
8	Training on events, video, films and reproductions		66	Jewellery	
9	Music band and singers		67	Broadcasting and telecommunication services	
10	Story tellers		68	IT and component supplies	
G	PROFESSIONAL SERVICES	Mark with "x"	69	Interior decorating, refurbishment and upholstery	
1	Accounting, auditing and management services		70	Interior decorating: Blinds	
2	Banking service		71	Interior decorating: Laying of carpets and flooring	
3	Architectural services		72	Land valuation services	
4	Attorney services		73	Laundry and dry-cleaning services	
5	Consulting engineering: Electrical		74	Locksmith services	
6	Consulting engineering: Environmental		75	Liquors and beverages	
7	Consulting engineering: Civil		76	Licence fees	
8	Consulting engineering: Project Management		77	Media distributors	
9	Consulting engineering: Roads and Storm water		78	Mailing services	
10	Consulting engineering: Sewerage system		79	Mattresses and beds	
11	Consulting engineering: Structure, buildings and bridges		80	Mobile facilities	
12	Consulting engineering: Water system		81	Medical services (paramedical/ ambulances)	
13	Consulting engineering: Geo-technical		82	Parking meters	
14	Consulting engineering: Solid waste		83	Pharmacies	

15	Consulting engineering: Property development		84	Medical and goods supplies	
16	Engineering services		85	Pre-paid vendors	
17	Deed registrars		86	Laboratories tests and equipment	
18	Debt collectors		87	Personnel services	
19	Asset management		88	Pest control and removal services	
20	Land surveying		89	Photographic and graphic design services	
21	Aerial and photographic surveying		90	Photocopiers (hiring and leasing)	
22	Legal services: Contracts		91	Picture framing	
23	Legal services: Conveyancing		92	Plastic products	
24	Legal services: Litigation		93	Plastic garden furniture accessories	
25	Legal services: Other		94	Plating	
26	Legal services: Labour law		95	Printing	
27	Consulting engineering: Mechanical		96	Paper: Toilet etc	
28	Medical services		97	Paper products	
29	HIV/ AIDS management		98	Pool maintenance and products	
30	Injury on duty claims		99	Removal: Rubble and refuse	
31	Property valuers		100	Removal: Bees	
32	Quantity surveyors		101	Removal: Furniture etc	
33	Recruitment		102	Real estate services	
34	Marketing		103	Repair of pianos	
35	Town and regional planning		104	Recycling	
36	Consulting: Business development		105	Rubber products	
37	Specialist sports turf development		106	Research services	
38	Tourism		107	Renovation of sport fields and parks	
39	Training: Human resource management and organisation		108	Security and safety services	
40	Training: Computers		109	Sandblasting of glass and equipment	
41	Training: Skills development		110	Scrap metal dealers	
42	Training: Education		111	Safety products	
43	Training: Outdoor adventure		112	Security guards	
44	Training: Health and first aid		113	Security: CCTV, alarms and accessories	
45	Training: Fire and health		114	Sport facilitators and equipment	
46	Training: Performance and risk management		115	Social facilitations	
47	Training: Electrical, building and construction		116	Shelving (industrial storage)	
48	Training: Agricultural		117	Stationary	
49	Training: Lifting equipment, cranes and truck mounted		118	Steel containers	
50	Training: Chainsaw, brush cutters etc		119	Scales: Electronic	
51	Training: Youth development		120	Storage	
52	Training: Community development, sewing and clothing		121	Signs	
53	Training: Security officers		122	Tools and equipment	
54	Training: Traffic and drivers courses		123	Tower clock supplies and repairs	
55	Personnel agency		124	Translation and interpreting services	
56	Consulting services: Health and safety		125	Transport: Buses	
57	Consulting services: Economic development		126	Transport: Mini buses	

58	Consulting services: Business skills development		127	Transport: General services	
59	Consulting services: Criminal investigation		128	Transport: Tourism	
60	Consulting services: Education		129	Travel services	
61	Consulting services: Labour dispute adjudication		130	Traffic books, equipment and repairs	
62	Consulting services: Rating agency		131	Typists	
63	Consulting services: Tender management		132	Vending services	
64	Consulting services: Planning and records management		133	Ventilation equipment supplies	
65	Consulting services: Landscape and environmental planning		134	Water purification	
66	Consulting services: Home and organic project management		135	Weed killers and fertilizer supply and spraying	
67	Consulting services: Insurance brokers and financial services		136	Water treatments	
68	Consulting services: Health (Dietician)		137	Wendy houses supply and installation	
69	Consulting services: Legislation and management		138	Music equipment, sound and audio	
H	VEHICLE SUPPLY AND TRANSPORTATION SERVICES AND EQUIPMENT	Mark with "x"			
1	Alarm and tracking systems				
2	Auto electrical repairs				
3	Construction equipment supply, repair and testing			List any other commodities that are not listed above:	
4	Batteries				
5	Cranes				
6	Canopies				
7	Engine overhauls				
8	Exhaust repairs				
9	Mechanical equipment (small plant)				
10	Fuel, oils and lubrication				
11	Gearbox repairs				
12	Fleet management				
13	Hydraulics				
14	Mechanical workshops				
15	Mowers				
16	Motor cycles				
17	Manufacturing and respraying of trailers				
18	Panel beating				
19	Radiator repairs				
20	Spares and parts				
21	Towing services				
22	Testing equipment				
23	Toolboxes, ladder racks, ropes, wooden panels etc				
24	Transmissions				
25	Supply and repair of trucks				

26	Tyres and tubes				
27	Upholstery				
28	Vehicle fleet management				
29	Vehicle supply				
30	Hiring of vehicle and mechanical plant				
31	Windscreens				
32	Waste oil collectors				

SECTION 3: BANKING INFORMATION

Attach a valid Bank Confirmation letter, not older than 3 months, registered in the Company Name.

SECTION 4: COMPANY AND TAX INFORMATION

(Attach a valid Tax Compliance Status PIN certificate)

VAT registration number		Income tax number	
Expiry date of tax compliance status pin		Tax Compliance Status Pin	
Business registration number			
Central Supplier Database Registration Number (CSD)			

SECTION 5: CONTACT DETAILS

Contact person		Tel		Fax	
Sales person		Tel		Fax	
Accounts person		Tel		Fax	
Email address					
Web address					

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1	In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2	Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za .
3	SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
4	The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
5	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
6	Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za .

- (a) This document serves as a declaration to be used by the municipality 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. **No Registration will be accepted from persons in the service of the state*.**
- (b) In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- (c) The request for registration on the municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
- (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - (ii) been convicted for fraud or corruption during the past five years;
 - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
 - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
 - (v) 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).
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¹MSCM 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.

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.

(d) In order to give effect to the above, the following questionnaire must be completed and submitted:

- i. Full name of supplier's representative:
- ii. Identity Number:
- iii. Position occupied in the Company (director, trustee, shareholder²):
- iv. Company Registration Number:

Name of director / trustees / members / shareholders in the company	Identity number of director / trustees / members / shareholders in the company	Person's current place of employment

- v. Tax Reference Number:.....
- vi. VAT Registration Number:
- vii. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph (d) below
- viii. Is any of the enterprise's directors, managers, or principal shareholders presently in the service of the State? **YES** ☐ / **NO** ☐

If yes, please complete the following table:

Name of person currently in the service of the state	Identity number of person currently in the service of the state	Person's current position within the enterprise

- ix. Has a director, manager, principal shareholder of your enterprise been in the service of the state, during the previous twelve months? **YES** ☐ / **NO** ☐

If yes, please complete the following table:

Name of person who was in the service of the state during the past 12 months	Name of state employer of person who was in the service of the state during the past 12 months	Job title of person who was in the service of the state during the past 12 months	State employee number

- x. 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 bids/ quotations? **YES** ☐ / **NO** ☐
If yes, furnish particulars:
-
- xi. Are you, aware of any relationship (family, friend, other) between any other bidder 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 yes, furnish particulars.....
-
- xii. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐
If yes, furnish particulars:
-
- xiii. Are any spouse/ domestic partner, child/grandchild/dependent or parent/grandparents/parents-in-law or brother/sister/brother-in-law/sister-in-law of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐

d) Full details of directors / trustees / members / shareholders.

Name of person currently in the service of the state	Your relation to the person in the service of the state	Name of employer of person in the service of the state	Job title of person in the service of the state	State employee number

.....
SIGNATURE(S) OF SUPPLIER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

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 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	80
SPECIFIC GOALS	20
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 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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 the 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 (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Bidder Scoring according to their evidence and company	TO be completed by the municipality according to evidence provided
Youth and Locality				
Youth - Age of participant				
Above 35 years of age	4	2		
35 years and below of age	10	5		
*Locality (see table below)	10	5		
Total Points	20	10		

Youth

Please attach Company registration and the ID Copies of the Directors/Members/Proprietors to get claimed points

Directors/Members	ID nr	Age

***LOCALITY – Please circle points claim and complete the address of the company**

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Karoo Hoogland Municipality	10	5
Within the boundaries of Namakwa District Municipality	6	3
Within the boundaries of the Northern Cape	4	2
Outside of the boundaries of the Northern Cape	0	0

Company Address / Office Address:

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 VAT registration number:

5.4 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]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

5.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

5.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Street address of business:

.....

Registered municipal account number:

5.8 Total number of years the company/firm has been in business:

5.9 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 5, 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.

.....
SIGNATURE(S) OF SUPPLIER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

- 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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.5.1	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

SECTION 10: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS THAT ARE APPLICABLE TO YOUR MARK ENTERPRISE AND FOLLOW FURTHER INSTRUCTIONS AS INDICATED BELOW	MARK WITH "X"
Part A: Property owned by enterprise or directors	
Part B: Property leased by enterprise or directors	
Part C: Where property is not owned or leased by enterprise or directors	

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

ATTACH COPY OF MUNICIPAL ACCOUNT(S) NOT OLDER THAN 90 DAYS

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming the locality of the business enterprise and that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....
Signature for and on behalf of supplier

.....
Date

SECTION 11: BUSINESS TYPE (Attach proof where applicable)			
Business type (tick the appropriate box and attach the required documents)	Type	Required documentation to be attached for each business type	Tick box
	Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members	
	Sole Proprietor	Attach certified copy of ID Document	
	Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners	
	Trust	Attach certified copy of trust document Attach certified copies of identity documents of all trustees	
	NGO's/ NPO's	Attach certified copy of Constitution	

SECTION 12: OTHER REGISTRATION PARTICULARS (Attach proof as indicated below)					
Construction Industry Development Board (CIDB) registration number					
Building Industry Bargaining Council (BIBC) (Attach certificate or letter of good standing)					
Caterers (Attach a copy of food handling certificate as issued by District Municipality) (CoA Certificate)	Yes	No	Halaal caterers (Attach a copy of Halaal certificate as issued by the Muslim Judicial Council)	Yes	No
ASATA registration number (for travel industry)			Training providers (attach accreditation documents as training providers)	Yes	No
PSIRA registration number (for security related industry)			CESA registration number (for consulting engineering industry)		

SECTION 13: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I / we the undersigned, warrant that I am/we are duly authorised to do so and on behalf of

_____ (name of business)

declare that:

1. The information contained in this document and all attached hereto is correct;
2. No municipal rates and taxes or municipal service charges owed by the supplier or any of its directors to any municipality/ municipal entity, are in arrears for more than three (3) months;
3. It is noted that Karoo Hoogland Municipality may utilise tools at its disposal to verify all information contained and attached hereto;
4. All copies of relevant documentation are attached as indicated under each section;
5. If there are any changes to the information supplied on this document, that I/we will inform the Supply Chain Unit of Karoo Hoogland Municipality in writing within ten (10) working days of any changes; and
6. Should any information as provided prove to be false, that Karoo Hoogland Municipality will act against me/us.
7. Consent is given to Karoo Hoogland Municipality to use any personal information, as provided within the supplier database registration form, by you and contained herein for the purpose of registering your business on the Karoo Hoogland Municipality' supplier database as an accredited prospective provider.

If the information supplied is found to be incorrect then the Karoo Hoogland Municipality in addition to any remedies it may have, may:

1. disqualify the supplier/applicant for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
2. recover from the supplier all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract, and/or;
3. cancel the contract and claim any damages which the municipality may suffer by having to make favourable arrangements after such cancellations, and/or;
4. de-register the supplier from the supplier database and/or;
5. list the supplier on National Treasury's database of restricted suppliers; and/or;
6. take any other action as may be deemed necessary.

PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER SECTION IS ATTACHED HERETO

Full name of duly authorised representative: _____

Signature: _____

Capacity: _____

Date: _____

COMMISSIONER OF OATHS

Signed and sworn to before me at on this day of
..... 20.... by the deponent, who has acknowledge that he/she knows and understands the contents
of this affidavit, that all content contained herein and attached hereto is true and correct to the best of his/her
knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding
on his/her conscience.

.....

COMMISSIONER OF OATHS

Position:

.....



Address:.....

.....

Tel:...../.....