E-mail: <u>TPitse@moseskotane.gov.za/</u> <u>SLetsholo@moseskotane.gov.za</u>



Database	
Registration number	

SUPPLIER DATABASE REGISTRATION FORM 2023/2024

PLEASE FILL IN THE INFORMATION Registered business name: Contact person: Contact number: CSD NUMBER FOR OFFICE USE ONLY Date received: Received by: Supplier registration number: Captured by: Stamp:		
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Signature :		



Postal Address

Mogwase

0314

Private bag X1011

Moses Kotane Local Municipality

E-mail: TPitse@moseskotane.gov.za/ SLetsholo@moseskotane.gov.za



POINTS TO REMEMBER COMPLETING THE MKLM 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).
- Owners, Shareholders Please ensure that the percentages of ownership of the individual shareholders amount to 100%.
 - Proof of the individual shareholding is to be submitted.
- Declaration of interest form is attached, kindly ensure that it is fully completed and signed.

Residential Address

Stand no 933

Railway Road

Mogwase

Unit 3

These forms must be completed and submitted to:

the event of a document not being required please tick the No or $\ensuremath{\text{N/A}}$ box.

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Direct enquiries to the Moses Koto Chain Management Office	ane	e L	oc	al .	Mυ	nic	cip	alit	у В	ud	ge	t a	nd	Tre	eas	ury	D	ер	art	me	ent:	Sup	ply
Tel: (014) 555 1313/1463/1391/14	37																						
Email : <u>TPitse@moseskotane.gov.</u> Fax: (014) 555 6368	<u>.za</u>	or	SL	<u>ets</u>	<u>ho</u>	<u>lo@</u>	<u>)m</u>	OS	<u>esk</u>	<u>otc</u>	ane	<u>e.g</u>	<u> </u>	<u>.za</u>									
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Company Registration Document (Ce	ertif	ied)																				
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Proof of Banking Document																							
VAT Registration Document																							
Security Officer's Board Certificate																							
Disability Documents																							
Tax Clearance Certificate/ Tax pin																							
Proof of identity (owner/directors/members	CE	RTIF	IED)																			
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NB: Please note: Proof of documents for all of the above are required to ensure successful registration on the supplier database. In

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ABBREVIATIONS

MKLM – Moses Kotane Local Municipality

SARS - South Africa Revenue Service

CIDB – Construction Industry Development Board

BBE - Black Economic Empowerment

VAT – Value Added tax

UIF - Unemployment Insurance Fund

CSD- Central Supplier Database



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LIST OF RETURNABLE DOCUMENTS

DOCUMENTS REQUIRED	WHERE TO GET THE DOCUMENTS?
Company registration Certificates (Certified copies)	Register of close corporations & Companies
Proof of ownership (Certified copies)	Register of close corporations & Companies
Municipal Rates and taxes clearance certificates)/proof of residence	Relevant municipality
Proof of banking	Branch of bank where account is held
Income Tax	Receiver of revenue (SARS)
Tax Clearance Certificate	Receiver of revenue (SARS)
Vat registration	Receiver of revenue (SARS)
CIDB Grading Certificate	Construction of industry
Certified ID copy (owner/ directors)	Home Affairs
CSD Report	Central suppliers database www.csd.gov.za



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1. BUSINESS PARTICULARS

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6. DETAIL ALL TRADE ASSOCIATIONS/ PROFESSIONAL BODIES / BUSINESS ASSOCIATIONS

DATE	NAME	REFERENCE NUMBER

7. CIDB GRADING INFORMATION

CLASS OF WORK	GRADE	ANNUAL TURNOVER



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8. CORE BUSINESS OPERATION

Mark with X in applicable fields

Prime Contractor	Sub-contractor (less than 25% generated turnover Labour only contractor	
Supplier	Manufacturer Legal Entity	
Professional service built	Education, Training and development service providers Other	
Othor		
Other, Specify:		

Please indicate the nature of the operations, products or services to your business by ticking the appropriate box/boxes:

9. CATEGORIES OF GOODS AND SERVICES (SELECT ONLY FOUR (4) PRODUCTS)

		Mark with X
1	Furniture , office design, interior decorating, art work	
2	Advertising, publication and market research, promotion and printing services	
3	Cleaning equipment, supplies, cleaning chemicals, disinfecting and similar services	
4	Catering , accommodation and entertainment services	
5	Material textile, (overalls, uniforms, shoes, etc.) and protective clothing and foot wear	
6	Mail services, courier services	
7	Event management, business professionals, administrative services	
8	Financial, insurance services, auditing, performance audits and business services	
9	Education, training services, recruitment, counselling	
10	Information technology, telecommunications, hardware, software, networks, maintenance	
11	Legal services	
12	Faxes, photocopiers, photographic, audio, visual, electronic equipment and maintenance	
13	Maintenance services for the building industry	
14	Security, safety services, etc.	
15	Stationary, paper, printing, books and publishing	
16	Travel agencies, lodging, air travel, accommodation, car rentals	
17	Consultants	
18	Pipes, fittings, galvanised PVC, uPVC, mPVC, Polyethylene for all types and sizes including	
19	Water meters	
20	Machinery and accessories for building and construction	
21	Industrial manufacturing, processing machinery, accessories	



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22	Service industry, machinery, equipment, supplies, accessories	
23		
	Power generation, distribution machinery, accessories, etc.	
24	Electrical distribution, maintenance, installation material and goods including transformers, sub	
25	station, meters, etc.	
26	Building material (bricks, paint, stone, sand, cement, fencing material, etc.)	
27	Fuels, fuel additives, lubricants, anti-corrosive materials and gas	
28	Tyres, tubes, batteries and parts	
29	Fire protection equipment and materials and maintenance	
30	Office equipment, accessories, supplies	
31	Editorial, design, graphic, fine arts services	
32	Rubber-, foam-, timber-, steel-, glass products	
33	Tools and general machinery and hardware products	
34	Prefabricated products (cement, fibre, cast iron, plastic, timber, steel, etc.)	
35	Laboratory, measuring, testing, observing equipment and services	
36	Medical equipment, accessories, supplies	
37	Healthcare services (medical, dental and other health and veterinary services)	
38	Drugs, pharmaceutical products	
39	Domestic and industrial appliances, supplies, etc.	
40	Vehicles, equipment and machinery including maintenance and repairs thereto	
41	Cleaning Services	
42	Water-chemicals and wastewater treatment	
43	Chemicals for weed and pest control, exterminating, fumigating and similar services	
44	Law enforcement, security, safety equipment, supplies	
45	Structure, building, construction, manufacturing component and material	
46	Professional engineering services (consulting and constructional engineers), technology based	
47	General supply	
48	Sports, recreational equipment, accessories, supplies	
49	Environmental services and waste management	
50	Plants, compost and nursery accessories	
51	Vehicle towing services, vehicle storage	
52	Hiring of equipment, machinery and trucks	
53	Auctioneering services	
54	Civil, building, electrical, mechanical contractors	
55	Funeral undertaking services (undertakers and crematoriums)	
56	Road building materials	
57	Disaster material including emergency tents and blankets	
58	Cell phones and vouchers	
59	Groceries and other foodstuff	
60	Repair, installation, supply and maintenance services for mechanical equipment electrical	
	1 1	1



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61	switchgear and electronic switchgear	
62	Air-conditioning, Ventilation, Fans (Repairs and maintenance)	
63	Animal Feed	
64	Carpets, curtains, blinds and soft furnishing	
65	Containers and packaging	
66	Locksmith (Locks, latches and hinges)	
67	Real estate, property leasing and services	
68	Radio communication and equipment	
69	Removal Services (Furniture)	
70	Signs, name plates and number plates	
71	Refuse bags, bins and plastics	
72	Banks and financial institutions	
73	Florists	
74	Hire, leasing services (Vehicles, office equipment, telephone systems)	
75	Transport and shuttle services	
76	Gardening services	
77	Plumbing	
	Other:	
	(Please provide brief description of goods / service provided)	



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10. BUSINESS LCASIFICATION

In order to be identified / sourced as a potential service provider, your business needs to be classified correctly.

Tick the correct block (X) to indicate the correct classificate	ation of your company as a service provider.
Goods and services	
Engineering and construction	
Build Environment, consultants, professional services provider	5
Education, training and development	
Legal services	
To assist the municipality in the categorization process correctly classified, we require a short summary of year describe your business operations and any specialization	our core business, key words that best
Our core business is:	
Specializations :	
Supplier comments:	



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11. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT (*)

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document, including the supporting documentation, is correct and accurate and acknowledges that: -

- 1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
- 2. If the information supplied is found to be incorrect then the client may, in addition to any remedies it may have:
 - i. Recover from the contractor all costs, losses or damages incurred or sustained by the client as a result of the award of the contract, and/or
 - ii. Cancel the contract and claim any damages which the client may suffer by having to make less favourable arrangements after such cancellations: and/or,
 - iii. Impose a penalty on the contractor as provided for in the relevant organisation's regulations.

Signed on this	day of	20	_ at
Authorised signatu	re		In his/her capacity as
Please print name of	authorised sianature		

