

Database Registration number	
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SUPPLIER DATABASE REGISTRATION FORM 2026/2027

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 :

Checked by: Database capture

Signature : _____

Enquiries: Ms S. Letsholo
Tel: 014 555 1313/1437
E-mail: SLetsholo@moseskotane.gov.za
TPitse@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 (MBD 4) is attached, kindly ensure that it is fully completed, signed and submitted with the forms.

These forms must be completed and submitted to:

Postal Address

Moses Kotane Local Municipality
Private bag X1011
Mogwase
0314
For attention: HOU: Supply Chain Management

Residential Address

Stand no 933
Station Road
Unit 3
Mogwase

FORMS MUST NOT BE EMAILED.

Direct enquiries to the Moses Kotane Local Municipality Budget and Treasury Department: Supply Chain Management Office

Tel: (014) 555 1313/1462/1463/1390/1391/1437

Email : SLetsholo@moseskotane.gov.za or TPitse@moseskotane.gov.za (Enquiries only)

Registered Business Name

Trading Name

Registration no.

Company Registration Document (Certified)

Proof of Ownership / Shareholder certificate (Certified)

Municipal Rates and Taxes /Proof of residence

Proof of Banking Document

VAT Registration Document

Security Officer's Board Certificate

Disability Documents

Tax pin

Proof of identity Certified
(owner/directors/members)

Y	N	N/A

NB: Please note: Proof of documents for all of the above are required to ensure successful registration on the supplier database. In the event of a document not being required please tick the No or N/A box.



Stand No.933 , Station Road, Unit 3, Mogwase Shopping Complex, Mogwase
Tel: 014 555 1300 | Fax: 014 555 6368
Website: www.moseskotane.gov.za

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

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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	P	E	F
Correspondence address			
City			
Province			
Fax number			
Email address			

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	☐

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	☐

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	

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)	

10. BUSINESS CLASSIFICATION

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 classification of your company as a service provider.

Goods and services

☐

Engineering and construction

☐

Build Environment, consultants, professional services provider

☐

Education, training and development

☐

Legal services

☐

To assist the municipality in the categorization process and to ensure that your company is correctly classified, we require a short summary of your core business, key words that best describe your business operations and any specializations

Our core business is: _____

Specializations : _____

Supplier comments:

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 signature

In his/her capacity as

Please print name of authorised signature

DECLARATION OF INTEREST (MBD 4)

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, principal 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, principal shareholders or stakeholders in service of the state?	YES	NO
3.11.1	If so, furnish particulars		

4. 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.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			