



**MOSES KOTANE LOCAL MUNICIPALITY SUPPLIER DATABASE  
REGISTRATION FORMS**

**APPLICATION FORMS 2020/2021**

<b>PLEASE FILL IN THE INFORMATION</b>	
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 : \_\_\_\_\_



## **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	
Central supplier database report	






## 8. CORE BUSINESS OPERATION

Mark with X in applicable fields

Prime Contractor	<input type="checkbox"/>	Sub-contractor (less than 25% generated turnover)	<input type="checkbox"/>	Labour only contractor	<input type="checkbox"/>
Supplier	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Legal Entity	<input type="checkbox"/>
Professional service built	<input type="checkbox"/>	Education, Training and development service providers	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other,  
Specify:

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**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 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 classification of your company as a service provider.**

Goods and services	<input type="checkbox"/>
Engineering and construction	<input type="checkbox"/>
Build Environment, consultants, professional services provider	<input type="checkbox"/>
Education, training and development	<input type="checkbox"/>
Legal services	<input type="checkbox"/>

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:**

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**Specializations :**

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**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 signature**

\_\_\_\_\_

**In his/her capacity as**

\_\_\_\_\_

**Please print name of authorised signature**