

Enquiries: Seageng Letsholo
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SUPPLIER DATABASE REGISTRATION FORM 2022/2023

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 : _____



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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



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: _____

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

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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	



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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)	



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: _____

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