





**VRAELYS VIR VOORKEURVERKRYGINGSBELEID /  
QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY /  
IPEPHA LEMIBUZO YENKQUBO EKHETHEKILEYO YOKUFUMANA**

.....  
**Besigheid of persoon se naam: / Business or person's name: / Igama leshishini okanye lomntu**

- \*\*1. Persentasie aandeelhouing van persone (HB) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **ras**.  
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.  
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobuhlanga**. %
2. Persentasie aandeelhouing van persone (HB) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **geslag**.  
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.  
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokwesini**. %
3. Persentasie aandeelhouing van persone (HB) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **gestremtheid**.  
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.  
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**. %
4. Persentasie aandeelhouing van persone geklassifiseer as **jeug**. (18 – 35 jaar oud)  
Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 years old)  
Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwe ngokuba **lulutsha**. (18 – 35 yeminyaka) %
5. Is u besigheid geleë binne die jurisdiksie van die munisipaliteit?  
Is your business established within the area of jurisdiction of the Municipality?  
Ingaba ishishini lakho kwingingqi elawulwa nguMasipala wesithili? In/Ngaphakathi  
Uit/Out/Ngaphandle
6. Maak u gebruik van plaaslike arbeid (werkskepping)?  
Do you make use of local labour (job creation)?  
Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ja/Yes/Ewe  
Nee/No/Hayi

*Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. /  
I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. /  
-Mna/Thina siqisekisa ukuba ezi nkucacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina.*

**Getuie/Witness/Njengengqina:-**

1. ....  
2. ....

**Handtekening/Signature/Osayinileyo**

**LW/NB/QAPHELA:-**

Om Voorkeurpunte te eis **MOET** gesertifiseerde afskrifte van Identiteitsdokumente hierby aangeheg word.

To claim Preference points, certified copies of Identity documents **MUST** be attached.

Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, **KUFUNEKA** ukuba isicelo sakho sihambe kunye nekopi yencwadi yesazisi sakho (ID) eqinisekisiweyo.

<p><b>***Historiese Benadeelde Indivudu (HBI)*** beteken 'n Suid-Afrikaanse Burger –</b></p> <p>(1) wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1993) of die Grondwet van die Republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ("die tussentydse Grondwet") geen stemreg in nasionale verkiesings gehad het nie; en/of</p> <p>(2) wat vrou is; en/of</p> <p>(3) wat gestremd is;</p> <p>Met dien verstande dat persoon wat Suid-Afrikaanse burgerskap het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie HBI te wees nie.</p> <p><b>***Historically Disadvantaged Individual (HDI)*** means a South African Citizen -</b></p> <p>(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or</p> <p>(2) who is female; and/or</p> <p>(3) who has a disability;</p> <p>Provided that a person who obtained South Africa citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.</p> <p><b>**Xa kuthethwa ngomntu owanyhashelwa amalungelo akhe kuthethwa ngommi waseMzantsi Africa -</b></p> <p>(1) owathi ngenxa yenkqubo yocalucalulo ekwakusakulawulwa ngayo akabi nalo ilungelo lokuvota phambi kokwaziswa komgaqo siseko weRiphabliki yoMzantsi Africa, 1983 (Umthetho ongunombolo 110ka-1983) okanye Umgaqo siseko weRiphabliki yoMzantsi Africa, 1993 (Umthetho ongunombolo 200 ka-1993) ("Umgagqo siseko wethutyana"); kunye/okaye</p> <p>(2) ongumfazi; kunye/okaye</p> <p>(3) okhubazekileyo;</p> <p>Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Africa ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyhashelwe amalungelo ache.</p>	<div style="border: 2px solid blue; padding: 20px; width: fit-content; margin: auto;"> <p><b>AMPTELIKE SUID-AFRIKAANSE POLISIE STEMPEL OFFICIAL SOUTH AFRICAN POLICE STAMP</b></p> </div>
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**LW/NB/-QAPHELA:-**

**In gevolge wetgewing moet 'n belastingsuitklaring hierdie registrasie vergesel.**

**In terms of legislation a tax clearance must accompany this registration.**

**Ngokuphathelele kwezomthetho olu bhaliso kufuneka lukhatshwe sisiqinisekiso sokuba akunatyala larhafu.**

**DECLARATION BY SUPPLIER**

1. 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\*.
- 2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. 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 authorized representative declare their position in relations to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2.(b) 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) willfully 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).

3. **In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.**

3.1 Full Name: .....

.....

3.2 Identity No: .....

3.3 Company Registration No: .....

3.4 Tax Reference No: .....

3.5 VAT Registration No: .....

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 part twelve months? **YES/NO**

3.7.1 If so, furnish particulars.

.....

.....

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 any prospective bid? **YES/NO**

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state and who may be involved with the evaluation and/or adjudication of any prospective bid? **YES/NO**

3.9.1 If so, furnish particulars.

.....  
.....

3.10 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES/NO**

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES/NO**

3.11.1 If so, furnish particulars.

.....  
.....

**CERTIFICATION**

*I, the undersigned, ..... 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.*

.....  
**Signature:**

.....  
**Position:**

.....  
**Date:**

\*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 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 an employee of Parliament or a provincial legislature.

**Commissioner of Oaths**

Signed and sworn to before me at ..... on this day  
..... day of ..... 20... by the Deponent, who has  
acknowledge that he/she knows and understands the contents of this Affidavit, it 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:** .....

**Apply official stamp of authority on this page**



**NB: CATERING**

**IF YOU ARE REGISTERED AS A CATERER ON OUR DATABASE,  
PLEASE PROVIDE US WITH A FOOD HANDLING CERTIFICATE  
AND IF YOU ARE A PROVIDER OF HALAAL/KOSHER FOODS,  
PLEASE PROVIDE A CERTIFICATE ISSUED BY THE MUSLIM  
JUDICIAL COUNCIL.**

**DOCUMENTS THAT SHOULD ACCOMPANY REGISTRATION:-**

- Copies of id documents of company owner/directors
- Copy of Company Registration
- Original valid Tax Clearance Certificate
- Drakenstein municipal account number: .....



**QUOTATION COMPLIANCE PROCEDURE**

With reference to awards that being made by Drakenstein Municipality to service providers, please note the following procedures in order to streamline the procuring of goods and services:

1. The onus of **updating supplier information** on the municipal supplier database, vest with the service provider, meaning the service provider must ensure that information on the database is correct at all times.  
The above information relates to:
  - a valid Tax Clearance Certificate
  - correct banking details
  - correct contact details
2. Bidders must **acquaint** themselves fully on the National Treasury Standard Condition of Contract as included in the quotation documents.
3. The **quantity** of goods and/or services delivered should be equal to the quantity stated on the invoice; payment for goods delivered will be accordingly.
4. The **quality** of the goods delivered should be the exact quality as stipulated within the quotation specifications offered and accepted in the quotation document.
5. Whenever a department or section notifies SCM regarding poor or lack of **performance** relating to tender conditions, the supplier will be contacted and the issue will be addressed according GCC stipulations, regarding supplier performance.
6. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**

(1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant

(a) any inducement or reward to the Drakenstein Municipality for or in connection with the award of a contract; "

(2) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

**CERTIFICATION OF ACCEPTANCE**

**I, the undersigned (full name) .....**

**Firm/Company .....**

**acknowledge and accept the conditions stated above.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Supplier**