



SUPPLIER DATABASE REGISTRATION FORM

Registration of prospective suppliers is done according to the following prescripts:

1. Preferential Procurement Policy Framework Act No. 5 of 2000.
2. Preferential Procurement Regulations (of November 2022)
3. Local Government Municipal Finance Management Act No. 56 of 2003
4. Drakenstein Municipality's Supply Chain Management Policy and Preferential Procurement Policy as approved by Council from time to time

Supplier database registration forms must be forwarded to the following address:

Postal address	Hand delivery
Drakenstein Municipality	Drakenstein Municipality
PO Box 1	Civic Centre, 2 nd floor
Paarl	Berg River Boulevard
7622	Paarl
GPS Coordinates: 33° 44'13"S, 18°58'04" E	

For any further enquiries please contact the Supply Chain Management Unit by means of the following:

Contact persons	Tel no	Email address
Kholeka Ncombo	(021) 807-6247	supplychain@drakenstein.gov.za

SUPPLIER DATABASE REGISTRATION FORMS THAT ARE FAXED OR EMAILED WILL NOT BE ACCEPTED.

PLEASE NOTE

1. This form must be fully completed, only with a black pen, signed, stamped where requested, and placed together with supporting documentation as indicated in the sections below.
2. The use of correction fluid is prohibited. All alterations must be initialled.
3. It is the responsibility of the supplier to supply the municipality with all updated information. The municipality will not be held liable for incorrect information supplied.
4. Registration on Drakenstein Municipality's supplier database does not guarantee business opportunities with the municipality.
5. Prospective suppliers are limited to register for six sub-categories of goods, services and construction works, which must be consistent with its main line of business.
6. All supplier information will be treated strictly confidential.

7. Prospective suppliers must familiarise themselves with the content of Drakenstein Municipality's Supply Chain Management Policy which can be viewed on the municipality's website.
8. This registration form is also available at:
[http://www.drakenstein.gov.za/docs/Documents/DM%20Database%20Registration%20Form 2019.pdf](http://www.drakenstein.gov.za/docs/Documents/DM%20Database%20Registration%20Form%2019.pdf)
9. Fraud Hotline: 0800 555 337 or drakenstein@whistleblowing.co.za

SECTION 1: BASIC SUPPLIER INFORMATION

Registered business name of supplier					
Trading name of supplier					
Registered physical address	Line 1				
	Line 2				
	Line 3				
	Town/ city		Postal		
Registered postal address	Line 1				
	Line 2				
	Line 3				
	Town/ city		Postal		
Preferred language	Mark the appropriate box	English		Afrikaans	

SECTION 2: SELECTION OF CATEGORIES OF GOODS, SERVICES OR CONSTRUCTION WORKS

Please complete this section by selecting the appropriate sub-categories of goods, services or construction works for which the enterprise wishes to register for. **PLEASE NOTE THAT ENTERPRISES ARE LIMITED TO SELECT ONE MAIN CATEGORY AND THEN SIX SUB-CATEGORIES UNDER THAT MAIN CATEGORY, AS LISTED BELOW.** Enterprises must select those sub-categories that links with its main line of business.

10000	CONSTRUCTION EQUIPMENT AND SUPPLIES	Mark with "X"	20000	CONSTRUCTION SERVICES	Mark with "X"
10010	Air conditioning and temperature control equipment		20010	Burglar proofing and systems	
10011	Aluminium products		20020	Concrete manufacturing and works	
10012	Aluminium doors installation, supplies		20030	Construction related transport	
10020	Building equipment and accessories (cement mixers etc)		20031	Cabinet makers	
10030	Building materials (brick, cement, sand etc)		20032	Carpenters	
10040	Ceiling boards, skirtings, cupboard material		20033	Civil construction services	
10050	Construction machinery		20034	Ceilings and partition makers	
10051	Concrete products		20035	Steel construction services	
10052	Concrete furniture		20040	Demolition services	
10060	Doors and windows		20050	Earthworks, drilling and landscaping	
10070	Electrical systems, lighting, components and accessories		20060	Electrical installation	
10071	Electrical doors and gates, booms		20070	Fencing	
10071 A	Fencing material		20080	General building works	
10072	Galvanised products (poles etc)		20081	General cleaning of sites (erven, parks, etc)	
10075	Hardware and material (paint brushes etc)		20083	General cleaning works (cutting of trees)	
10076	Glass		20084	General cleaning of alien vegetation	
10077	Gas and welding consumables		20085	General cleaning of fire belts	
10078	Ladders		20090	Glazing	
10079	Lime		20100	Mechanical services	
10080	Flooring materials (carpets, tiles, etc)		20110	Metalwork	
10081	Floor maintenance		20120	Painting	
10090	Plumbing ware and materials		20130	Paving	
10091	Paint supplies		20140	Plumbing	
10100	Roofing materials		20150	Pre-cast concrete manufacturing	
10110	Sanitation ware and equipment		20160	Pump installation	

10111	Steel supplies		20170	Road works	
10112	Tools and equipment		20171	Re-enamelling and plumbing	
10113	Wheels, castors, trolleys		20172	Roof and thatches	
10114	Solar water heaters		20180	Sewerage systems and construction	
30000	ELECTRICAL, ENGINEERING AND MECHANICAL EQUIPMENT SERVICES AND SUPPLIES	Mark with "x"			
			20190	Waterworks and pipelines	
30010	Bearing supplies		20191	Welding	
30020	Bolts, nuts and fasteners		20200	Vibacrete construction	
			40000	GENERAL SERVICES	Mark with "x"
30021	Boiler services and installations				
30025	Coil springs and engineering		40010	Accommodation and lodging	
30030	Electric cables		10020	Advertising, communication, design, editorial etc	
30040	Electrical component supplies		40021	Animals and veterinary services	
30041	Electrical distribution boards		40022	Arts and crafts and promotional items	
30042	Electrical and electronics		40023	Audio-visual equipment, projectors, speakers monitors	
30043	Electrical circuit breakers		40030	Auctioneering services	
30050	Electrical component repairs		40031	Agriculture: Gardening services	
30051	Engineering component suppliers		40032	Agriculture: Compos supply	
30059	Hiring services		40033	Agriculture: Plants and nursery	
30060	Hiring of equipment, plant and vehicles		40034	Agriculture: Turf/ lawn supplies	
30061	Irrigation services		40035	Agriculture: Poles, droppers etc	
30062	Installation and servicing of burners, boilers, aircons and gas		40036	Agriculture: Support and development	
30063	Electronic instruments and equipment		40037	Agriculture: Sport grounds	
30064	Electrical kiosks		40040	Bookkeeping and accounting services	
30065	Laboratory testing		40041	Biotechnology services	
30070	Lifting equipment		40042	Beautician	
30071	Lighting supplies		40043	Books and libraries	
30071 A	Festive lighting supplies		40044	Badges, engravings and trophies	

30072	Ground probe radar (water leak detection etc)		40045	Bicycles	
30080	Mechanical seals and packing		40046	Books repair	
30081	Mechanical plant repairs		40050	Catering and refreshments (certificate required)	
30082	Electrical and water meter supplies		400501	Catering: Restaurants	
30083	Nets and covers		40051	Chemicals for plants and trees	
30090	Pipe and irrigation supplies		40052	Chemicals and environmental equipment for waterworks laboratory	
30091	Poles supply		40054	Canvas	
30092	Playground equipment repairs and supplies		40055	Car wash	
30100	Generators and distribution machinery supply		40056	Carports and shades	
30110	Repair and supply of pump spares		40060	Cleaning services	
30111	Rewinders		40061	Clothing: Protective	
30112	Refrigerations		40062	Clothing: Corporate	
30113	Repair of electrical appliances		40063	Cleaning products	
30114	Rigging		40064	Clothing repair	
30120	Small tools		40065	Clothing material	
30122	Substations equipment		40070	Conferencing facilities and facilitation	
30130	Transformer services		40071	Supply of steel containers and renovations	
30131	Telecommunication (radio's and electronics)		40080	Cellular services	
30132	Tar/ asphalt		40090	Courier services	
30133	Trailer hiring and manufacturing		40091	Crockery, cutlery and catering equipment	
30140	Valves and couplings		40092	Concrete stairs	
30150	Water meters, pipes, fittings, PVC, Polyethylene		40100	Diving equipment	
30151	Waterproofing of concrete structures		40101	Driving schools	
30152	Weighbridge equipment supplies and repairs		40110	Environmental impact studies	

30153	Wheels and castors		40111	Environmental products, equipment and services	
30160	Engineering manufacturing, welding etc.		40120	Freight forwarding	
30170	Water and waste management		40121	Firefighting equipment	
50000	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES	Mark with "x"	40122	Funeral services	
50010	Computer equipment, networks and software		40123	Food wholesalers	
50011	IT, internet and media law		40124	Flags and banners	
50020	Consumables		40125	Fast foods and food parcels	
50030	Corporate gifts		40126	Fibreglass cubicles	
50050	Electronic equipment		40127	Field mark paint	
50100	Office furniture and equipment		40128	Supply of flowers and plants and hiring of artificial flowers	
50120	Printing, copying and photographic equipment and supplies		40129	Framing of photos	
50130	Printer repairs and service		40130	General maintenance services	
600000	EVENTS MANAGEMENT	Mark with "x"	40131	Gas	
600001	Audio and sound		40140	Health care	
600002	Management of events		40141	Hiring: Linen, crockery, cutlery etc	
600003	Tents		40142	Hiring: Toilets	
600004	Video productions		40143	Hiring: Scaffolding	
600005	Hiring of cutlery and crockery		40144	Hiring: Trailers	
600006	Puppets/ cabarets		40149	Professional nursing services	
600007	Tables and chairs		40150	Horticulture	
600008	Training on events, video, films and reproductions		40160	Infrastructure maintenance	
600009	Music band and singers		40170	Inspection services	
600010	Story tellers		40180	Insurance	
70000	PROFESSIONAL SERVICES	Mark with "x"	40181	Jewellery	
70010	Accounting, auditing and management services		40190	Broadcasting and telecommunication services	
70011	Banking service		40191	IT and component supplies	

70020	Architectural services		40200	Interior decorating, refurbishment and upholstery	
70021	Attorney services		40201	Interior decorating: Blinds	
70030	Consulting engineering: Electrical		40202	Interior decorating: Laying of carpets and flooring	
70040	Consulting engineering: Environmental		40210	Land valuation services	
70050	Consulting engineering: Civil		40220	Laundry and dry-cleaning services	
70060	Consulting engineering: Project Management		40230	Locksmith services	
70070	Consulting engineering: Roads and Storm water		40231	Liquors and beverages	
70080	Consulting engineering: Sewerage system		40232	Licence fees	
70090	Consulting engineering: Structure, buildings and bridges		40233	Media distributors	
70100	Consulting engineering: Water system		40240	Mailing services	
70110	Consulting engineering: Geo-technical		40241	Mattresses and beds	
70120	Consulting engineering: Solid waste		40250	Mobile facilities	
70121	Consulting engineering: Property development		40260	Medical services (paramedical/ambulances)	
70130	Engineering services		40261	Parking meters	
70140	Deed registrars		40262	Pharmacies	
70141	Debt collectors		40263	Medical and goods supplies	
70142	Asset management		40264	Pre-paid vendors	
70150	Land surveying		40265	Laboratories tests and equipment	
70151	Aerial and photographic surveying		40270	Personnel services	
70160	Legal services: Contracts		40280	Pest control and removal services	
70170	Legal services: Conveyancing		40290	Photographic and graphic design services	
70180	Legal services: Litigation		40291	Photocopiers (hiring and leasing)	
70190	Legal services: Other		40300	Picture framing	
70191	Legal services: Labour law		40301	Plastic products	
70200	Consulting engineering: Mechanical		40302	Plastic garden furniture accessories	
70210	Medical services		40303	Plating	

70211	HIV/ AIDS management		40310	Printing	
70212	Injury on duty claims		40311	Paper: Toilet etc	
70221	Property valuers		40312	Paper products	
70230	Quantity surveyors		40313	Pool maintenance and products	
70231	Recruitment		40320	Removal: Rubble and refuse	
70232	Marketing		40321	Removal: Bees	
70240	Town and regional planning		40322	Removal: Furniture etc	
70250	Consulting: Business development		40330	Real estate services	
70251	Specialist sports turf development		40331	Repair of pianos	
70252	Tourism		40332	Recycling	
70257	Training: Human resource management and organisation		40333	Rubber products	
70260	Training: Computers		40340	Research services	
70261	Training: Skills development		40341	Renovation of sport fields and parks	
70262	Training: Education		40350	Security and safety services	
70263	Training: Outdoor adventure		40351	Sandblasting of glass and equipment	
70264	Training: Health and first aid		40352	Scrap metal dealers	
70265	Training: Fire and health		40353	Safety products	
70266	Training: Performance and risk management		40360	Security guards	
70267	Training: Electrical, building and construction		40361	Security: CCTV, alarms and accessories	
70268	Training: Agricultural		40362	Sport facilitators and equipment	
70269	Training: Lifting equipment, cranes and truck mounted		40370	Social facilitations	
70270	Training: Chainsaw, brush cutters etc		40372	Shelving (industrial storage)	
70271	Training: Youth development		40375	Stationary	
70272	Training: Community development, sewing and clothing		40376	Steel containers	
70273	Training: Security officers		40377	Scales: Electronic	
70274	Training: Traffic and drivers courses		40380	Storage	
70280	Personnel agency		40381	Signs	
70300	Consulting services: Health and safety		40383	Tools and equipment	

70301	Consulting services: Economic development		40384	Tower clock supplies and repairs	
70302	Consulting services: Business skills development		40390	Translation and interpreting services	
70303	Consulting services: Criminal investigation		40400	Transport: Buses	
70304	Consulting services: Education		40401	Transport: Mini buses	
70305	Consulting services: Labour dispute adjudication		40402	Transport: General services	
70306	Consulting services: Rating agency		40403	Transport: Tourism	
70307	Consulting services: Tender management		40410	Travel services	
70308	Consulting services: Planning and records management		40411	Traffic books, equipment and repairs	
70309	Consulting services: Landscape and environmental planning		40412	Typists	
70310	Consulting services: Home and organic project management		40430	Vending services	
70311	Consulting services: Insurance brokers and financial services		40431	Ventilation equipment supplies	
70312	Consulting services: Health (Dietician)		40440	Water purification	
70313	Consulting services: Legislation and management		40450	Weed killers and fertilizer supply and spraying	
80000	VEHICLE SUPPLY AND TRANSPORTATION SERVICES AND EQUIPMENT	Mark with "x"			
			40460	Water treatments	
80010	Alarm and tracking systems		40470	Wendy houses supply and installation	
80011	Auto electrical repairs		40551	Music equipment, sound and audio	
80012	Construction equipment supply, repair and testing		List any other commodities that are not listed above:		
80020	Batteries				
80021	Cranes				
80022	Canopies				
80030	Engine overhauls				
80031	Exhaust repairs				
80032	Mechanical equipment (small plant)				

80040	Fuel, oils and lubrication		
80041	Gearbox repairs		
80042	Fleet management		
80050	Hydraulics		
80051	Mechanical workshops		
80052	Mowers		
80053	Motor cycles		
80054	Manufacturing and respraying of trailers		
80060	Panel beating		
80070	Radiator repairs		
80080	Spares and parts		
80090	Towing services		
80091	Testing equipment		
80092	Toolboxes, ladder racks, ropes, wooden panels etc		
80100	Transmissions		
80101	Supply and repair of trucks		
80110	Tyres and tubes		
80120	Upholstery		
80130	Vehicle fleet management		
80140	Vehicle supply		
80145	Hiring of vehicle and mechanical plant		
80150	Windscreens		
80160	Waste oil collectors		

SECTION 3: BANKING INFORMATION

Attach a valid Bank Confirmation letter, not older than 3 months, registered in the Company Name.

SECTION 4: COMPANY, TAX AND B-BBEE INFORMATION

(Attach a valid Tax Compliance Status PIN and certified copy of B-BBEE certificate)

VAT registration number		Income tax number	
Expiry date of tax compliance status pin		Tax Compliance Status PIN	
Business registration number			
Central Supplier Database Registration Number (CSD)			
B-BBEE status level of contribution			
Issue date of B-BBEE certificate or Affidavit		Expiry date	

SECTION 5: CONTACT DETAILS

Contact person		Tel		Fax	
Sales person		Tel		Fax	
Accounts person		Tel		Fax	
Email address					
Web address					

SECTION 6: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This serves as a declaration to be used by municipalities and municipal entities 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.
2. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;

- c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d. 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 submitted:

3.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than 90 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		
3.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.5.1	If so, furnish particulars:		

SECTION 7: DISCLOSURE OF STATE AND MUNICIPAL INTERESTS

- (a) 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*.**
- (b) 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 authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- (c) 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) wilfully 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).

¹MSCM 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.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

(d) In order to give effect to the above, the following questionnaire must be completed and submitted:

- i. Full name of supplier's representative:.....
- ii. Identity Number:
- iii. Position occupied in the Company (director, trustee, shareholder²):.....
- iv. Company Registration Number:

Name of director / trustees / members / shareholders in the company	Identity number of director / trustees / members / shareholders in the company	Person's current place of employment

- v. Tax Reference Number:.....
- vi. VAT Registration Number:
- vii. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph (d) below
- viii. Is any of the enterprise's directors, managers, or principal shareholders presently in the service of the State? **YES** ☐ / **NO** ☐
If yes, please complete the following table:

Name of person currently in the service of the state	Identity number of person currently in the service of the state	Person's current position within the enterprise

- ix. Has a director, manager, principal shareholder of your enterprise been in the service of the state, during the previous twelve months? **YES** ☐ / **NO** ☐

If **yes**, please complete the following table:

Name of person who was in the service of the state during the past 12 months	Name of state employer of person who was in the service of the state during the past 12 months	Job title of person who was in the service of the state during the past 12 months	State employee number

- x. 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 bids/ quotations? **YES** ☐ / **NO** ☐
If yes, furnish particulars:
.....
- xi. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of bids/ quotations? **YES** ☐ / **NO** ☐
If yes, furnish particulars.....
.....
- xii. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐
If yes, furnish particulars:
.....
- xiii. Are any spouse/ domestic partner, child/grandchild/dependent or parent/grandparents/parents-in-law or brother/sister/brother-in-law/sister-in-law of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐

d) Full details of directors / trustees / members / shareholders.

Name of person currently in the service of the state	Your relation to the person in the service of the state	Name of employer of person in the service of the state	Job title of person in the service of the state	State employee number

SECTION 8: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS THAT ARE APPLICABLE TO YOUR ENTERPRISE AND FOLLOW FURTHER INSTRUCTIONS AS INDICATED BELOW **MARK WITH "X"**

Part A: Property owned by enterprise or directors	
Part B: Property leased by enterprise or directors	
Part C: Where property is not owned or leased by enterprise or directors	

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

ATTACH COPY OF MUNICIPAL ACCOUNT(S) NOT OLDER THAN 90 DAYS

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming the locality of the business enterprise and that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....
Signature for and on behalf of supplier

.....
Date

SECTION 9: BUSINESS TYPE (Attach proof where applicable)

Business type (tick the appropriate box and attach the required documents)	Type	Required documentation to be attached for each business	Tick
	Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors	
	Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members	
	Sole Proprietor	Attach certified copy of ID Document	
	Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners	
	Trust	Attach certified copy of trust document Attach certified copies of identity documents of all trustees	
	NGO's/ NPO's	Attach certified copy of Constitution	

SECTION 10: OTHER REGISTRATION PARTICULARS (Attach proof as indicated below)

Construction Industry Development Board (CIDB) registration number					
Building Industry Bargaining Council (BIBC) (Attach certificate or letter of good standing)					
Caterers (Attach a copy of food handling certificate as issued by Cape Winelands District Municipality)	Yes	No	Halaal caterers (Attach a copy of Halaal certificate as issued by the Muslim Judicial Council)	Yes	No
ASATA registration number (for travel industry)			Training providers (attach accreditation documents as training providers)	Yes	No
PSIRA registration number (for security related industry)			CESA registration number (for consulting engineering industry)		

SECTION 11: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED

I / we the undersigned, warrant that I am/we are duly authorised to do so and on behalf of _____ (name of business)

declare that:

1. The information contained in this document and all attached hereto is correct;
2. No municipal rates and taxes or municipal service charges owed by the supplier or any of its directors to any municipality/ municipal entity, are in arrears for more than three (3) months;

3. It is noted that Drakenstein Municipality may utilise tools at its disposal to verify all information contained and attached hereto;
4. All copies of relevant documentation are attached as indicated under each section;
5. If there are any changes to the information supplied on this document, that I/we will inform the Supply Chain Unit of Drakenstein Municipality in writing within ten (10) working days of any changes; and
6. Should any information as provided prove to be false, that Drakenstein Municipality will act against me/us.
7. Consent is given to Drakenstein Municipality to use any personal information, as provided within the supplier database registration form, by you and contained herein for the purpose of registering your business on the Drakenstein Municipality' supplier database as an accredited prospective provider.

If the information supplied is found to be incorrect then the Drakenstein Municipality in addition to any remedies it may have, may:

1. disqualify the supplier/applicant for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/applicant;
2. recover from the supplier all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract, and/or;
3. cancel the contract and claim any damages which the municipality may suffer by having to make favourable arrangements after such cancellations, and/or;
4. de-register the supplier from the supplier database and/or;
5. list the supplier on National Treasury's database of restricted suppliers; and/or;
6. take any other action as may be deemed necessary.

**PLEASE ENSURE THAT ALL SUPPORTING DOCUMENTATION AS INDICATED PER SECTION IS ATTACHED
HERETO**

Full name of duly authorised representative: _____

Signature: _____

Capacity: _____

Date: _____

COMMISSIONER OF OATHS

Signed and sworn to before me at on this day
of 20.... by the deponent, who has acknowledge that he/she knows and understands
the contents of this affidavit, that all content contained herein and attached hereto 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:

.....

**STAMP OF COMMISIONER
OF OATHS**

Address:.....

.....

Tel:...../.....

SWORN AFFIDAVIT – B- BBEE EXEMPTED ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____ % black owned;
- The enterprise is _____ % black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & stamp

SWORN AFFIDAVIT – B- BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____ % black owned;
- The enterprise is _____ % black woman owned;
- Based on the management accounts and other information available on the _____ financial year, the income did not exceed R50,000,000.00 (fifty million rands);
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or as amended 3.3 (e) (**select one**) _____ of the **dti** Codes of Good Practice.
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
(a) At least 25% of cost of sales, (excluding labour costs and depreciation) must be procured from local producers or suppliers in South Africa; for the services industry include labour costs but capped at 15%	(b) Job Creation – 50% of jobs created are for black people, provided that the number of black employees in the immediate prior verified B-BBEE measurement is maintained	
(c) At least 25% transformation of raw material / beneficiation which include local manufacturing, production and / or assembly, and / or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operation or financial capacity	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.		

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & stamp

B-BBEE SUPPORTING LETTER

I, the undersigned,

Full name & Surname _____

Identity number _____

Hereby declare under oath that:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise, and I am duly authorized to act on its behalf.

Enterprise Name: _____

Registration Number: _____

Financial year: _____

I hereby declare under Oath that:

Based on the Financial Statements/Management Accounts and other information available for the above-mentioned enterprise, the annual Total Revenue was less than:

(Please confirm **by ticking the applicable box below**)

- ☐ R5,000,000.00 (Five Million Rands)
- ☐ R10,000,000.00 (Ten Million Rands)
- ☐ R50,000,000.00 (Fifty Million Rands)

Please provide documentary proof of statement made above. This is merely a precautionary measure and due diligence on the part of Drakenstein Municipality with regards to the implementation of the B-BBEE act 53 of 2003 as Amended by Act No 46 of 2013. This letter must be accompanied by a valid B-BBEE sworn affidavit.

Deponent signature: _____

Date: _____

Commissioner of Oaths Signature & stamp