



## SIYANCUMA MUNICIPALITY

### PREFERRED SUPPLIER APPLICATION FORM



#### IMPORTANT NOTES

( Please read carefully)

- \* To be completed by **all** vendors seeking registration as an approved supplier;
- \* The questionnaire must be completed in **full** and be **signed**;
- \* A **company profile** may accompany the registration form, but will **not be accepted** as substitute for the application form - **all** fields on application form **must** be completed by the applicant;
- \* Applicants may be contacted via fax and **must** therefore submit an **operating fax number**, failure to comply may result in excluding the supplier from the data base
- \* It should be noted that the Siyancuma Municipality reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect
- \* Suppliers will **not be notified** whether application was accepted or not, but will be advised of the outcome if telephonically requested
- \* Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

#### Supplier Detail:

**Company / Supplier Name:**

<b>Company / Closed Corporation Registration Number</b>																			
<b>Income tax reference number:</b>																			
<b>Web Address:</b>																			
<b>E-Mail Address:</b>																			
<b>Telephone Number</b>																			
<b>Fax Number: (compulsory)</b>																			
<b>Toll Free Number</b>																			
<b>Number of full time employees</b>																			

**Postal Address: ( compulsory)**

**Physical Address:**


**Company / Supplier Classification:** (Please ✓ the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
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(Please ✓ the relevant box)

<b>Tax Clearance Certificate Attached</b>					<b>YES</b>					<b>NO</b>									
<b>Expiry Date:</b>																			
<b>VAT Registration No:</b>																			
<b>Regional Levies Registration No:</b>																			
<b>Municipal Services Account (latest) Attached</b>										<b>YES</b>					<b>NO</b>				



**SMME Status of your Enterprise**

Please use this table to determine the SMME status of your enterprise

Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
	Empl.	Empl.	Empl.	Empl.	R mil	R mil	R mil	R mil	R mil	R mil	R mil	R mil
Agriculture	100	50	10	5	4	2	0.4	0.1	4	2	0.4	0.1
Mining and Quarrying	200	50	10	5	30	7.5	3	0.2	18	4.5	1.8	0.1
Manufacturing	200	50	10	5	40	10	4	0.2	15	3.8	1.5	0.1
Construction	200	50	10	5	20	5	2	0.2	4	1	0.4	0.1
Retail & Motor Trade	100	50	10	5	30	15	3	0.2	5	2.5	0.5	0.1
Wholesale trade	100	50	10	5	50	25	5	0.2	8	4	0.5	0.1
Catering, Accomodation	100	50	10	5	10	5	1	0.2	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.2	5	2.5	0.5	0.1
Finance & Business	100	50	10	5	20	10	2	0.2	4	2	0.4	0.1
Repair / Allied Services	100	50	10	5	20	10	2	0.2	4	2	0.4	0.1
Communications	100	50	10	5	20	10	2	0.2	4	2	0.4	0.1
Other Trade	100	50	10	5	20	10	2	0.2	4	2	0.4	0.1
Commercial Agents	100	50	10	5	20	10	2	0.2	4	2	0.4	0.1
Community & Social Services	100	50	10	5	10	5	1	0.2	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.2	5	2.5	0.5	0.1

**SMME Status of your Enterprise: (Please ✓ the relevant box)**  
**(According to SMME table) (Compulsory)**

Micro	
Very Small	
Small	
Medium	
Large	

**List all partners, proprietors and shareholders ( compulsory)**

Name	Position Occupied in the Enterprise	Citizenship	ID Number																

**Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified**

**HDI Ownership Status: Please read notes below very carefully**

**Instructions and Definitions:**

**(Please read carefully before completing HDI Ownership Status)**

**Legislation:**

- **Procedures are set out in the Accounting Officers Procurement Procedures (AOPP) as referred to in the Municipal Finance Management Act (MFMA) Act 56 of 2003, to give all prospective suppliers an equal opportunity to submit quotations to Government Institutions.**

**Terminology:**

- \* **Commodities:** The commodities the company wishes to be registered for as a supplier to the Siyancuma Municipality.
- \* **Trade Name:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the municipality.
- \* **Owned:** Having all the customary elements of ownership, including the right of decisionmaking and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership agreements.
- \* **Previously Disadvantaged Individuals (PDI):** For the purposes of registering as a supplier for the Siyancuma Municipality, the refutable presumption shall be made that S.A. citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- \* **Woman:** A female person who is a S A citizen.
- \* **Establishment of PDI / Women Equity ownership in an enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

**Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise, commensurate with their degree of ownership, equity ownership may not be claimed.**

**HDI Ownership Status:**

**( Failure to complete this section will result in the application being declined.)**

<b>Previously Disadvantaged Individuals (PDI)</b>	<b>%</b>
<b>Women Equity (WE)</b>	<b>%</b>
<b>Disabled Individuals (DA)</b>	<b>%</b>

