



"A better future for all"

**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER
ON THE DATABASE OF IKAMVA CONSULTING**

All suppliers are herewith invited to register as an approved supplier on the database of IKAMVA Consulting.

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), IKAMVA Consulting developed a supplier database to be used by the procurement committee.

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to IKAMVA Consulting.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to IKAMVA Consulting.

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that a valid Tax Clearance Certificate must be attached.

(047) 531 4097

**For Attention: The Supplier Database Administrator
Procurement Office**

Or alternatively send it to:

P.O. Box 1217

IKAMVA Consulting, Mthatha, 5099, or by hand at IKAMVA Consulting,

68 Blakeway Road

Mthatha, 5099

At the reception

For attention: the Supplier database Administrator

Procurement Committee

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
- Applicants will be contacted via fax and must therefore submit an operating fax number; failure to comply will result in excluding the supplier from the database;
- It should be noted that IKAMVA CONSULTING 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. Format

Trade Names: Maximum of 10 will be registered

Trade names (Example: Brother)	Description (Example: Cartridge)

SMME status of your enterprise: (Please tick the relevant box)

Micro	
Very small	
Small	
Medium	
Large	

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owners 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

Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), to give all prospective suppliers an

Equal opportunity to submit quotations to IKAMVA Consulting.

Terminology:

Commodities: The commodities the company wishes to be registered for as a supplier IKAMVA Consulting.

Trade Names: The trade names that the company own or distribute, which you to be registered for as a supplier to IKAMVA Consulting.

Owned: Having all the customary elements of ownership, including the right of decision-making 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 arrangements.

Previously Disadvantaged Individuals (PDI): For the purpose of registering as a supplier for IKAMVA Consulting, the refutable presumption shall be made that SA 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.

Women: A female person who is an SA citizen.

Establishment of PDI / Women Equity Ownership in an enterprise: Equity ownership shall be equate to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares 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)

Previously Disadvantage Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

I/we, the undersigned acknowledge(s) that:

- **The information furnished is true and correct**
- **The Equity Ownership claimed is in accordance with the General Conditions**
- **Any conflict of interest will be declared in the comment space below**

**SIGNATURE OF OWNER
OR AUTHORISED REPRESENTATIVE**

DATE

SIGNATURE OF OWNER

DATE

Comments / Notes:

Please attach the following documents:

- 1. CK DOCUMENT**
- 2. COMPANY PROFILE**
- 3. VALID TAX CLEARANCE (ORIGINAL)**
- 4. CERTIFIED ID DOCUMENT**
- 5. CERTIFIED BEE CERTIFICATE**
- 6. PROOF OF CSD REGISTRATION**
- 7. CIDB REGISTRATION (FOR CONSTRUCTION COMPANIES)**
- 8. ANY OTHER SUPPORTING DOCUMENTS**

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

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.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....
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* 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 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.

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 this bid? **YES / NO**

3.8.1 If so, furnish particulars.

.....
.....

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

3.9.1 If so, furnish particulars

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

3.10.1 If so, furnish particulars.

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

3.11.1 If so, furnish particulars.

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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It 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.
- 3 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).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	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"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	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 three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder