

DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396

HERMANUS 1 Magnolia Street ☎ 20 7200 Tel. 028 313 8152 Faks/Fax. 086 533 9190	HANGKLIP-KLEINMOND 5de Laan 39 5th Avenue Privaatsak X3 Private Bag 7195 Tel. 028 271 8400 Faks/Fax. 028 271 4100	STANFORD Queen Victoriastraat 15 Queen Victoria Street ☎ 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445	GANSBAAI Hoofstraat Main Road ☎ 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241
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CREDITORS/SUPPLIERS:		Overstrand Municipality Supply Chain Management Policy Overstrand Municipality Preferential Procurement Policy Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 of 03 February 2000 – Government Gazette No. 20854) Preferential Procurement Regulations, 2022 Local Government: Municipal Finance Management Act No. 56 Of 2003									
Registration on the database in terms of:											
Owner/Entity Legal Name											
Company Trade Name											
Company Registration Number/Owners' ID number											
National Treasury Central Supplier Database (CSD) Registration Number											
Business address									Postal code		
Nature of activities conducted											
Type of enterprise (Mark with X)		1	Sole Proprietor	2	Partnership	3	Public Sector	4	Company /Close Corporation	5	Other: Club, Trust, etc.
CIDB (Construction Industry Development Board) registration number											
Tax Clearance Status Pin (SARS)											
VAT Registration Number											
Income Tax reference number of person/enterprise											
Particulars of liaison official											
Name and surname											
Designation											
Cell phone number											
Telephone number											
E-mail address											
In terms of sections 11 and 13 read with section 18 of the Protection of Personal Information Act (POPIA), I accept and consent that my personal information disclosed by me in this application may be collected and processed in a manner that gives effect to my right to privacy in a wide sense if the processing is deemed necessary for pursuing the legitimate interests of the Overstrand Municipality as the responsible party.											
CAPACITY UNDER WHICH THIS BID IS SIGNED											
NAME OF PERSON DULY AUTHORISED TO SIGN THIS OFFER											
DESIGNATION											
SIGNATURE											
DATE											

1. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

2.1.1 the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
Promotion of enterprises located in local area(s)	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The Overstrand Municipality reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“Local area”** means the local suppliers and/or service providers whose registered business address is within the Overstrand Municipal area, the Overberg district boundaries, and the Western Cape.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. List all Shareholders/Owners by Name, Position, Identity Number, Citizenship, race/gender/disability status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 4.1.2.

Table 1:

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* Status			% business / enterprise owned
				Black Persons	Women	Disabled	
Total percentage based on Race – Black Persons							
Total percentage based on Gender – Women							
Total percentage based on Disability							

*Indicate YES or NO

- 4.2. In terms of Paragraph 6(2); 7(2); 8(2) and 9(2) of the Municipality's Preferential Procurement Policy, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in **Table 2** below as may be supported by proof/ documentation stated in the conditions of this tender:

4.1.1 **Specific goals for the tender and points claimed are indicated per the table below.**

4.1.2 **Points claimed by the tenderer and points awarded**

Note to tenderers: The tenderer must indicate / mark in the table below the points claimed for each specific goal.

Table 2:

The points allocated for specific goals in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (Bidder to tick the relevant box below)
Local area of supplier (max 20)			
Within the boundaries of the Overstrand Municipality		20	
Within the boundaries of Overberg District Area		10	
Within the boundaries of the Western Cape Province		6	
Outside of the boundaries of the Western Cape Province		0	
REGISTERED ADDRESS OF BIDDER:			

4.3. **Documentation required to submit as proof for points claimed in respect of specific goals.**

- 4.3.1. In order to confirm/verify the specific goals claimed by a tenderer in a specific tender, the following is the only documentation which will be deemed as acceptable and which must be submitted with the tender and/or be valid at closing date of the tender:

4.3.2. **Race**

- 4.3.2.1. Proof of B-BBEE status level of contributor, clearly indicating the percentage black ownership; and/or
- 4.3.2.2. Company Registration Certification, as issued by the Companies and Intellectual Property Commission, clearly indicating the percentage shareholding of all owners, along with all necessary Identification Documentation; and/or
- 4.3.2.3. In respect of a Sole Proprietor or Partnership, a sworn affidavit clearly indicating the owners/partners of the organization and their respective percentage ownership.

4.3.3. **Gender**

- 4.3.3.1. Proof of B-BBEE status level of contributor, clearly indicating the percentage woman ownership; and/or
- 4.3.3.2. Company Registration Certification, as issued by the Companies and Intellectual Property Commission, clearly indicating the percentage shareholding of all owners, along with all necessary Identification Documentation; and/or
- 4.3.3.3. In respect of a Sole Proprietor or Partnership, a sworn affidavit clearly indicating the owners/partners of the organization and their respective percentage ownership.

4.3.4. **Disability**

- 4.3.4.1. Company Registration Certification, as issued by the Companies and Intellectual Property Commission, clearly indicating the percentage shareholding of all owners, along with all necessary Identification Documentation; and/or

- 4.3.4.2. In respect of a Sole Proprietor or Partnership, a sworn affidavit clearly indicating the owners/partners of the organization and their respective percentage ownership; and
- 4.3.4.3. Proof of disability in the form of:
 - 4.3.4.3.1. a medical report completed and signed by a registered medical practitioner
 - 4.3.4.3.2. functional assessment

4.3.5. Locality

- 4.3.5.1. The registered address as reflected on the Companies and Intellectual Property Commission (CIPC) report; or
- 4.3.5.2. In case of Sole Proprietor / Natural Person, etc.:
- 4.3.5.3. Any verifiable proof of residence / address in the name of the bidder or owner, older than 3 months, which were issued prior to the advertising date of the bid.
- 4.3.5.4. Verifiable proof of residence / address may include the following but not limited to:
- 4.3.5.5. Bank statement
- 4.3.5.6. Municipal account
- 4.3.5.7. Address on Tax Compliance Status Certificate

- 4.4. Where the tenderer submitted incorrect, false, or outdated information, it will be assessed in terms of par.5.5 (iv) and could result in disqualification and/or other remedies available to the municipality.
- 4.5. Irrespective of whether points are claimed in Table 2, points will be awarded based on verified information on original or certified copies of documents submitted with the bid, as described above, or on original or certified copies of documents already in the municipality's possession, as listed below:
 - 4.5.1. As recorded on the supplier database
 - 4.5.2. As included in another tender submission
- 4.6. Failure to provide / submit the correct information or verifiable proof with the bid will result in no points being awarded unless the municipality is already in possession of such documents as per par.4.4. above.

Points for locality will be awarded to local suppliers and/or service providers whose registered business address is within the Overstrand Municipal area, the Overberg district boundaries, and the Western Cape.

NB! Local suppliers are businesses, manufacturers, or individuals based within a specific geographic area that provide physical goods to consumers or organisations in that area. Local service providers offer specialised labor, expertise, or intangible support (such as plumbing, IT maintenance, or catering) within that same community.

What is a registered business address?

When deciding on a registered office, companies must ensure the location meets statutory obligations and is properly maintained on the CIPC register. Using a casual or "convenience" address such as the founder's home, or the office of the company's auditor is no longer an acceptable practice under the Companies Act. The registered office must be a legitimate, functioning space capable of meeting the legal and practical demands imposed by corporate law.

Legal Framework under the Companies Act

The Companies Act 71 of 2008 ("the Act") provides that every company must register the address of its office or, if it operates from multiple offices, its principal office (section 23(3)(b)). While this section does not spell out in detail what such an office must look like, the wording makes clear that it must be a physical, occupiable location not merely a post office box, a vacant property, or a "care-of" address.

Sections 24 and 25 of the Act expand on this requirement. A company must store certain statutory records including its Memorandum of Incorporation (MOI), minutes of shareholder meetings, and specific director-related records at its registered office, or at another location within South Africa (provided the company has formally notified the relevant authority of that location in writing). This makes it clear that the registered office should be a functional space, accessible to authorised persons, and capable of securely housing official records.

Accounting Records Must Be On-Site

The rules for accounting records are even stricter. Section 28(2) of the Act states that these must be kept at, or be accessible from, the company's registered office. Unlike other corporate records, the Act does not expressly allow accounting records to be stored elsewhere reinforcing the need for the registered office to be properly equipped for this function.

NB! When changing your registered business address, it is important that bidders comply with the requirements of the Act. Any amendments will be assessed in terms of par.5.5 (iv) and could result in disqualification and/or other remedies available to the municipality.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1	Name of company/firm		
5.2	VAT registration number		
5.3	Company registration number		
5.4	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium	
		One person business / sole proprietor	
		Close Corporation (CC)	
		Company ((Pty) Ltd. / Ltd.)	
		Company (Ltd.)	

5.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.1, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			

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 authorised representative declare their position in relation 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) 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).

3.	FULL DETAILS OF THE COMPANY/PERSON, MEMBERS, DIRECTORS, SHAREHOLDERS, TRUSTEES AND NECESSARY DECLARATIONS			
3.1	Owner's/Company's Name:			
3.2	ID Number/Company Registration Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES		NO
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES		NO
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES		NO
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES		NO
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES		NO

3.9.1	If so, furnish particulars.
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3.10	Is the supplier 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)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier 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		NO	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier 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		NO	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier 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		NO	
3.13.1	If so, furnish particulars.				

Please provide the following information on ALL directors / shareholders / trustees / members below:

Full Name and Surname	Identity Number	Personal Income Tax Number	Government Employee Number

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 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.

COMMISSIONER OF OATHS

Signed and sworn to before me at _____ ,
on this _____ day of _____ 20____

by the Deponent, who has acknowledged 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:

ETHICS COMMITMENT FOR SUPPLIERS OF THE OVERSTRAND LOCAL MUNICIPALITY

In our dealings with the Overstrand Local Municipality we commit to uphold high standards of ethics. Among other things this means:

- We will be honest and deal in good faith;
- We will not improperly try to influence any municipal official or decision; we will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks); we will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in fronting);
- We will ensure and take accountability to keep our database records up to date, avoiding misrepresentation;
- We will ensure to comply with legislative requirements applicable;
- We will inform the Overstrand of any unethical behaviour known, either from other suppliers or Overstrand officials, supported by the protection of our Whistle Blowing policy.
- We will contribute by all means necessary, in building a positive ethical culture in the Overstrand.

This is our commitment to help build an ethical Overstrand.

Owner's/company's name:

Name of authorised person:

Signature:

Date:

MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES
DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVER-STRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID No.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the owner/firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S: Owner/Director/Shareholder/Partners, etc.:

Owner/Director/Shareholder/Partner	Physical residential address of the owner/director/shareholder/partner	Municipal Account number(s)
Signature	Position	Date

COMMISSIONER OF OATHS

Signed and sworn to before me at _____, _____ on this _____ day of _____ 20__ by the Deponent, who has acknowledged 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:

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings.

Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box ✓ and (i.e. nature of operations, products or services):

[illegible]

CREDITOR/SUPPLIER BAKING DETAILS

It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation. No payment will be made to a different bank account except of those of the company reflecting on the registration form. It is the responsibility of the creditor/supplier to inform the Municipality of any changes to its bank or any other details. No banking details will be changed or update through an invoice

Overstrand Municipality will not accept any responsibility for goods delivered or services rendered without a valid official purchase order. Suppliers and service providers are advised that no payment will be processed for goods or services provided in the absence of such authorisation.

Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality as per purchase order issued.

BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:

Name	
Address	

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK						
NAME OF BRANCH						
BANK ACCOUNT NUMBER						
BRANCH CODE						
Type of Bank	1	Cheque	2	Savings	3	Other

I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Overstrand Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post or via email.

AUTHORISED SIGNATURE			
NAME AND SURNAME			
TELEPHONE NUMBER		DATE	

FOR BANK USE ONLY (BANK CONFIRMATION LETTER MAY ALSO BE ATTACH)

I/WE HEREBY CERTIFY THAT THE DETAILS OF OUR CLIENTS BANK ACCOUNT AS INDICATED ON THE CREDIT ORDER INSTRUCTION IS CORRECT:

NAME & SURNAME OF BANK OFFICIAL (PRINT NAME)

SIGNATURE OF A BANK OFFICIAL

OFFICIAL DATE STAMP OF BANKING INSTITUTION