

## DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396

[www.overstrand.gov.za](http://www.overstrand.gov.za)

OM-C1

<b>HERMANUS</b> Magnoliastraat 1 Magnolia Street ☎ 20 7200 Tel. 028 313 8152 Faks/Fax. 086 533 9190	<b>HANGKLIP-KLEINMOND</b> 5de Laan 39 5th Avenue Privaatsak X3 Private Bag 7195 Tel. 028 271 8400 Faks/Fax. 028 271 4100		<b>STANFORD</b> Queen Victoriastraat 15 Queen Victoria Street ☎ 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445	<b>GANSBAAI</b> Hoofstraat Main Road ☎ 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241
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<b>KREDITEURE:</b> Registrasie op databasis ingevolge:	1. Wet op die Raamwerk vir Voorkeurverkyngsbeleid, 2000 (Wet No. 5 van 2000) (Staat Kennisgewing No.97 van 03 Februarie 2000 – Staatskoerant No. 20854) 2. Voorkeurverkyngsregulasies, 2017 (No. R.725 van 10 Augustus 2001) uitgevaardig ingevolge bogemeelde Wet (Staatskoerant No. 22549) 3. <b>Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003</b>
<b>CREDITORS:</b> Registration on the database in terms of:	1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 of 03 February 2000 – Government Gazette No. 20854) 2. Preferential Procurement Regulations, 2017 3. Local Government: Municipal Finance Management Act No. 56 Of 2003
<b>ABANTU ENINAMATYALA KUBO:</b> Ubhaliso kuluhlu ngokwemiqathango:	1. Yobume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000-lphepha-ndaba lombuso likaRhulumente unombolo 20854) 2. Imithetho yenkqubo ekhethekileyo yokufumana, 3. <b>Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003</b>

Handelsnaam van onderneming Trade name of enterprise Igama leshishini															
Posadres / Postal address Idilesi yeposi													Postal Code		
Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitratro soshishino													Postal Code		
Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo															

Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / Uhlobo loshishino (Phawula ngo-X)	1	Eenmansaak / Sole Proprietor/ Ushishino lomntu omnye	2	Vennootskap/ Partnership/ Uthelelwano	3	Openbare Sektor / Public Sector / Icandelo lomntu worke	4	Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba ewalekileyo	5	Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, itirasti, njl-njl.
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CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)															
BTW nommer / VAT number/ inombolo ye-VAT															
Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalulwa ku-1.															
Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: / Xa ungabhaliselanga nayiphi na into kwezi zingaphezulu, nika izizathu:															

<b>Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / Iinkcukacha zomntu othatha uxanduva okanye zomnini</b>															
Van / Surname / Ifani															
Voornaam / First name / Amagama															
Hoedanigheid / Designation / Ubume emsebenzini															

<b>Besonderhede van skakelbeampte / Particulars of liaison officer / Iinkcukacha zegosa lonxibelelwano</b>															
Naam en van / Name and surname / Igama nefani															
Hoedanigheid/Designation/Ubume omsebenzi															
Selfoon / Cell phone / Iseloni															
Telefoon nr./Telephone no. /Inombolo yoMnxeba															
Faksnr. / Fax no. / Inombolo yeFeksi															
e-pos adres / e-mail address / idilesi ye-imeyile															

Ek verklaar dat die inligting wat hierin verstrek is, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndixela ukuba incukacha ezinikiweyo apha ziyinyaniso kwaye zilungile.

Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Utyikityo lomntu othathela uxanduva le ngxelo.

<b>Naam/Name/Igama</b>	<b>Hoedanigheid/Designation/Ubume emsebenzini</b>	<b>Datum /Date/ Umhla</b>

**PREFERENTIAL PROCUREMENT REGULATIONS 2017**

**1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a valid sworn affidavit or an originally certified copy thereof or a valid affidavit/certificate issued by Companies Intellectual Property Commission (CIPC) or a valid original B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- 1.3 Bidders who qualify as QSEs in terms of the B-BBEE Act must submit a valid sworn affidavit or an originally certified copy thereof confirming annual turnover and level of black ownership or a valid original B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS
- 1.4 Bidders other than EMEs and QSEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- 1.5 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits an original copy of their B-BBEE status level certificate or a copy thereof.
- 1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.7 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 1.8 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.9 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**2 BID DECLARATION**

2.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

<b>2.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1</b>	
<b>2.1.1.1</b> B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
<b>2.1.1.2</b> Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

<b>3</b>	Persentasie aandeelhouding van persone geklassifiseer as <b>jeug</b> . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as <b>youth</b> . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba <b>lulutsha</b> (18 – 35 Yeminyaka)	%
<b>4</b>	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ? Is your business established within the area of jurisdiction of the Municipality?	In/Ngaphakathi
	Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	Uit/Out/Ngaphandle

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 siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

<b>Handtekening / Signature / Osayinileyo</b>	<b>Getuie / As Witness / Njengengqina</b>

## DECLARATION BY SUPPLIER

<b>1.</b>	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>2.(a)</b>	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.			
<b>2.(b)</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).			
<b>3.</b>	In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.			
<b>3.1</b>	Owner's/Company's Name:			
<b>3.2</b>	ID Number/Company Registration Number:			
<b>3.3</b>	Are you presently <i>in the service of the state</i> ? *	YES	NO	
<b>3.3.1</b>	<b>If so, furnish particulars.</b>			
<b>3.4</b>	Have you been <i>in the service of the state</i> for the past twelve months?	YES	NO	
<b>3.4.1</b>	<b>If so, furnish particulars.</b>			
<b>3.5</b>	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	
<b>3.5.1</b>	<b>If so, furnish particulars.</b>			
<b>3.6</b>	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	
<b>3.6.1</b>	<b>If so, furnish particulars.</b>			
<b>3.7</b>	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
<b>3.7.1</b>	<b>If so, furnish particulars.</b>			
<b>3.8</b>	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	
<b>3.8.1</b>	<b>If so, furnish particulars.</b>			
<b>3.9</b>	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	
<b>3.9.1</b>	<b>If so, furnish particulars.</b>			

<b>3.10</b>	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	
<b>3.10.1</b>	<b>If so, furnish particulars.</b>				
<b>3.11</b>	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	
<b>3.11.1</b>	<b>If so, furnish particulars.</b>				
<b>3.12</b>	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	
<b>3.12.1</b>	<b>If so, furnish particulars.</b>				
<b>3.13</b>	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	
<b>3.13.1</b>	<b>If so, furnish particulars.</b>				

**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.

<b>Signature</b>	<b>Position</b>	<b>Date</b>

\* 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.

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____</p> <p>_____</p> <p>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.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p style="text-align: center;"><b>Apply official stamp of authority on this page:</b></p>
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**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 B-BBEE 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.**

<b>Owner's/company's name:</b>	
<b>Name of authorised person:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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

<b>Full Name and Surname</b>	<b>Identity Number</b>	<b>Personal Income Tax Number</b>	<b>Government Employee Number</b>

**MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND 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

<p align="center"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>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.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p><b>Apply official stamp of authority on this page:</b></p>
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**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):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
PRODUCTS/SERVICES		PRODUCTS/SERVICES	

**KREDIETBEVEL INSTRUKSIE/CREDIT ORDER INSTRUCTION/UMYALELO NGETYALA**

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasings te vereffen. Verskaf meegaande inligting en verkry asb. U bankiers se bevestiging.	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.	Yinkqubo kaMasipala waseOverstrand ukuhlawula abo kufuneka behahlawule ngokufaka imali ebhankini. Nceda uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele isiqinisekiso sezi nkukacha kwibhanki yakho.
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:												
Naam/Name/Igama												
Adres/Address/Idilesi												

BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKCUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO:												
NAAM VAN BANK/NAME OF BANK/ GAMA LEBHANKI												
NAAM VAN TAK/NAME OF BRANCH/IGAMA LESEBE LEBHANKI												
REKENING NR /ACCOUNT NO/INOMBOLO YE_AKHAWUNTI												
TAKKODE/BRANCH CODE/IKHOWUDI YESEBE												
TIBE REKENING/TYPE OF ACCOUNT/UHLOBO LWE_AKHAWUNTI												

1 =	Tjekrekening Cheque Account I-akhawunti yetshekhi	2 =	Transmissierekening Transmission Account I-akhawunti vokuqithisela	3 =	Spaarrekening Savings Account I-akhawunti vemali eqcinuwevo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Avisetvenziswa	6 =	Subskripsieaandeelrekening Subscription Share Account I-akhawunti vomrhumo wezabelo

Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.  Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.  Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos.	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.	Mna/Thina sicela/sigunyazisa uMasipala waseOverstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu.  Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.  Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam/zethu zitshintshile kwaye ndiza/siza kubanika isaziso seentsuku ezingama-30 ndisi/sisthumele ngeleta erejistarishiweyo okanye nge imeyile.
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GEMAGTIGDE HANDTEKENING/AUTHORISED SIGNATURE/ USAYINO OLUGUNYAZISIWEYO	
VOORLETTERS EN VAN/INITIALS AND SURNAME/ OONO-BUMBA BOKUQALA BEGAMA KUNYE NEFANI	
TELEFOONNOMMER/TELEPHONE NUMBER/INOMBOLO YEFOWUNI	DATUM/DATE/UMHLA

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
I/WE HEREBY CERTIFY THAT THE DETAILS OF OUR CLIENTS BANK ACCOUNT AS INDICATED ON THE CREDIT ORDER INSTRUCTION IS CORRECT:   <hr/> <p align="center">NAME &amp; SURNAME OF BANK OFFICIAL (PRINT NAME)</p> <hr/> <p align="center">SIGNATURE OF A BANK OFFICIAL</p>	OFFICIAL DATE STAMP OF BANKING INSTITUTION