

MAKHUDUTHAMAGA LOCAL MUNICIPALITY



SUPPLIER REGISTRATION FORM FOR 2011/2012

Enquiries Contact
Supply Chain Management Unit
Tel No: 013 265 1177/1262
Fax No: 013 265 1975

Municipal Building
NEXT TO JANE FURSE
PLAZA
Groblersdal Road

Private Bag X 434
JANE FURSE
1085

R 50.00



2. DETAILS OF CONTACT PERSON:

Title

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Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail Address

3. BANKING DETAILS

Bank Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town/city

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Holder's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Type:

Cheque	Savings	Transmission
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**4. PRODUCTS AND SERVICES: NB ONLY TWO CATEGORIES
PER REGISTRATION FORM**

Please indicate by ticking an appropriate box below, in which sector of the economy your business is predominantly carried out. If other, please specify.

List all products or services your business can supply to Makhuduthamaga Municipality (Please tick appropriate box).

4.1 List of Products and Services: TECHNICAL SERVICES

Tick	Product/Service Name	Tick	Product/Service Name
	Consulting Engineers		Land Surveyor
	Registered Architectural Specialist		Transport Engineering & Planning
	Registered Quantity Survey		Maintenance Contractors
	Waste Management Specialist		

4.2 List of Products and Services: CONSULTING SERVICES

Tick	Product/Service Name	Tick	Product/Service Name
	Skill Development		Town & Regional Planning
	Local Government Services		Research
	Social & Economic Services		Project Management
	Municipal Labour & Conditions of Services		Performance Management System
	Knowledge Management		Statisticians
	Intergraded Development Plan		Sustainable Development
	Policy Development & Review		LED Strategies

4.3 List of Products and Services: HUMAN RESOURCES

	Training & Development Institutions		Assessment Councelling
	Human Resource Planning		Human Resource Systems
	Labour Relation		Wellness Management
	Performance Management		
	Specialized Training		

4.4 List of Products and Services: OFFICE SERVICES & ADMINISTRATION

	Printing & Stationery		Garden Maintenance
	Office Furniture		Air Conditioning Equipment Supply
	Security Services		Business Process Analysis & Re-engineering
	Building Maintenance		
	Carpet Cleaning		

Makhuduthamaga Municipality will validate the information supplied in the registration form and supporting documentation as part of the accreditation process for suppliers.



4.5 List of Products and Services: ACCOUNTING, AUDITING & FINANCE SERVICES

Tick	Product/Service Name	Tick	Product/Service Name
	Accounting		Financial Services
	Audit Training		Financial System Management
	Auditing		Internal Audit Training
			Risk Management Consulting

4.6 List of Products and Services: BUSINESS SYSTEMS AND IT

	Hardware Products		Telecommunications
	Software Products		Voice Infrastructure
	Network Computing Infrastr		HP & IBM Partnership
	Infrastructural & Peripherals LAN		Microsoft, Nortell and Novell Partnership
	Training Services		A+, N+, MCSE, MCNE and CLP

4.7 List of Products and Services: MARKETING & COMMUNICATION

	Sponsorship for Annual Awards		Communication Services
	Advertising		Editing Services
	Media/Publicity		Printing of Booklets& Publication(Design, Layout& Printing
	Video & Photography		Stage ,Sound & Multi-media Services

4.8 List of Products and Services: ACTUARIAL SERVICES & RISK MANAGEMENT

	Asset Management		Toxic Waste Disposal Management
	Risk Assessment & Management Services		Auditors
	Chemical		Contracts Works

4.9 List of Products and Services: LEGAL SERVICES

	Conveyance Services		Financial Law
	Employment Law		Property Law
	Civil Matters		Legal Consultant
	Debt Collection		Members of Disciplinary Committee
	Insurance Companies		

4.10 List of Products and Services: LOGISTICS

	Catering Services		Courier Services
	Cleaning Services		Travel Agency
	Protective Clothing		Event Management
	Office Equipment		Transport & Storage



Please be more specific in terms of what you can supply, e.g. Consultants: Architects and IT

1.	3.
2.	4.

MUNICIPAL WARD NUMBER IF THE COMPANY IS FROM AROUND THE MAKHUDUTHAMAGA MUNICIPALITY DEMARCATION/JURISDICTION:

IF NOT FROM AROUND WRITE NOT APPLICABLE (N/A)

5. BLACK ECONOMIC EMPOWERMENT (BEE) COMPLIANCE

5.1 Enter the total number and the percentage shareholding who are in Ownership

Category	Number	% Shareholding
Youth		
Woman		
Workers		
Females		
People with Disabilities		

5.2 List all the Persons who are directly empowered by your Business

Name	ID	Race	Citizenship	Gender	% Shareholding	Effective date of shareholder

5.3 List all Directors, Partners, Members, or Shareholders who are black in Management

Name	ID	Citizenship	Gender	Capacity



Total Number of People in Management Positionsand blacks.....

5.4 List the total number of People Employed by your Business

Level	Black/Coloured/Asians	White	Women	Disabled
Senior Management				
Middle Management				
Supervisor Level				
Other				
Total				

6. TRADE EXPERIENCE

Do you have any previous contract work or tendering experience? Y N

If yes, please complete the fields below. List the last contracts awarded to you (the tendering business) or previous experience with other business related to this type of work or supply.

COMMERCIAL

Name (3) Commercial references of previous projects completed and provide their names and telephone numbers.

Business Name	Contact Number	Contact Person	Number of Years/Month	Value of Business

Total number of years the company has been in business?



7. DECLARATION OF INTEREST

Any person, having a relationship with persons in the service of the Makhuduthamaga Municipality, may apply to register. Disclosure is required in the interest of fairness and transparency.

1. Are you presently in the service of the Makhuduthamaga Municipality? YES/NO

If so, furnish particulars.

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2. Have you been in the service of the Makhuduthamaga Municipality for the past twelve months?

YES/NO

If so, furnish particulars.

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3. Do you have any close relationship (parent, child, or spouse) with persons in the service of the Makhuduthamaga Municipality? YES/NO

If so, furnish particulars.

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4. Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the Makhuduthamaga Municipality? YES/NO

If so, furnish particulars.

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CERTIFICATION

I, UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE MAKHUDUTHAMAGA MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature.....

Date.....

Position.....

Name.....