

ENDUMENI LOCAL MUNICIPALITY

INVITATION FOR LOCAL SERVICE PROVIDERS TO REGISTER ON THE DATABASE FOR GRADE 1GB PE, 1CE PE AND ALSO 1EP PE, 1EB PE ONLY

1.1 As per Advert

1. No late submission of document will be considered.
2. No document sent or submitted by facsimile, telex, telegram or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council
4. As per section 38(d) (I) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
5. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
6. **Documents will be only available from the Municipal website Free of charge.**

For further details/enquiries regarding this Database, you are welcome to contact **Miss NZ Zulu (Nondumiso) and Miss M Mbatha (Monkululeko)**—at Endumeni Municipality on 034 212 2121 Ext 2207 and Ext 2224

- **The following documents are to be attached to your document:**
 - **CIDB document Grade 1 only**
 - **Proof of Banking Details**
 - **Valid Tax Compliance Certificate with pin**
 - **Certified Copy of B-BBEE Certificate or Affidavit B-BBEE**
 - **Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas or Lease agreement.**
 - **Copy of Summary Central Suppliers Database Registration Form**
 - **MBD4.**

Sealed Envelope outwardly marked "**INVITATION FOR LOCAL SERVICE PROVIDER TO REGISTER ON THE DATABASE FOR CIVIL CONTRACTORS AND ELECTRICAL CONTRACTORS FOR GRADE 1GB/ CE AND 1EP/EB ONLY..**" should be deposited into the Tender box or Quotation box on or before **14h00, Thursday 08 July 2021** at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned.


Mr. M.A Ngcobo
Chief Financial Officer
Endumeni Municipality
Private Bag 2024
Dundee
3000
30 June 2021

Notice No: 103/2021



**ENDUMENI MUNICIPALITY SUPPLIER
DATABASE REGISTRATION FORM FOR
GRADE 1 CIDB ONLY.**

DELIVER TO:
TENDER BOX OR QUOTATION BOX 64
VICTORIA STREET
DUNDEE
3000

ENQUIRIES
TEL. (034) 212 2121

DOCUMENTS ATTACHED	Y	N	N/A	Office Use
Proof of Banking Document (Compulsory)				
Valid Tax Compliance Certificate with pin (Compulsory)				
Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas or Lease agreement Utility bill (Compulsory)				
BBBEE Certificate or Affidavit BBBEE (Compulsory)				
Proof of Registration - Summary of Central Supplier Database (Compulsory) CIDB, GRADE 1 ONLY (Compulsory)				

I acknowledge that this form has been filled by me, and that all the required Information and Documents have been furnished.

Initials		Surname							
First name									
Signature		Date signed	D	D	M	M	Y	Y	Y

DIRECTOR DETAIL

NAME

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ETHNIC GROUP

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DISABLED Y/N

SHARE HOLDING %

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GENDER M/F

PROFIT SHARE %

				%
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DIRECTOR DETAIL

NAME

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ETHNIC GROUP

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DISABLED Y/N

SHARE HOLDING %

				%
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GENDER M/F

PROFIT SHARE %

				%
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DIRECTOR DETAIL

NAME

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ETHNIC GROUP

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DISABLED Y/N

SHARE HOLDING %

				%
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GENDER M/F

PROFIT SHARE %

				%
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PAYMENT DETAIL

PAYMENT TYPE

CHEQ EFT

ACCOUNT TYPE

CURRENT SAVINGS

BANK NAME

BRANCH

HOLDER

BANK ACCOUNT NUMBER

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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 positioning relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you or any Directors/trustees/shareholders/ members presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.....

.....

1MSCM 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.

2 Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 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**

3.10.1 If yes, furnish particulars.

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3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars
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3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
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.....

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

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Are you employed by National/ Provincial/ Local Government? YES/NO	If YES, please give details

5. I duly confirm that the above information is correct until otherwise advised in writing AND the company undertakes to immediately, in writing on same day of appointment, advise the Endumeni Municipality immediately if any of its directors/trustees/ members/shareholders assumes appointment as an employee in national, provincial and/or local government AND the company will deregister from the Endumeni Municipality Supplier Database and cease forthwith from doing business with the Endumeni Municipality AND the company shall be subject to a penalty of forfeiting all payments for services rendered or products delivered or installed if it fails to immediately disclose in writing the employment of any of its directors/trustees/ members/shareholders in national, provincial and/or local government.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder