



**MSINGA MUNICIPALITY**  
**Application for Registration**  
**Suppliers Database**

Kindly forward the completed registration form together with the relevant documentation clearly marked

**SUPPLY CHAIN MANAGEMENT UNIT to:**

Msinga Municipality  
Municipal Offices, Shop 18 - 20, Ithala Building  
Tugela Ferry

**or**

P O Box 329  
Tugela Ferry  
3010

**No faxed registration forms will be accepted.**

For record purposes, please ensure that a receipt is obtained from Msinga Municipality on submission of the completed registration forms. Msinga Municipality will not be held responsible for any mislaid registration forms that are couriered or posted.

For more information please telephone the Supply Chain Management Unit  
(033) 4930761



## Msinga Municipality Service Provider Database Application for Registration



### 1. Business Particulars

1.1 Name of business as registered with Registrar of Companies/Close Corporations

1.2 Name of business used for trading purposes, if different from 1.1 or Name of Business if not registered with the Registrar of Companies/Close Corporation

1.3 Registration Number as registered with the Registrar of Companies/Close Corporations (if applicable)

1.4 Postal Address

Postal Code

1.5 Physical Address (if different to postal address)

Postal Code

Telephone No.

Fax No.

Cell No.

Email Address (if applicable)

Website Address

Preferred Method of Communication

Email  Fax  Post

1.6 Contact Person

1.7 Physical Location of Head Office (if applicable)

1.8 Unemployment Insurance Fund No. (if applicable) \*

\*Please attach copy of Registration Form. If you are unable to do so, kindly provide an explanation

1.9 Compensation Commissioner Registration No. (if applicable) \*

\*Please attach copy of Registration Form. If you are unable to do so, kindly provide an explanation

1.10 Income Tax Reference No. \*

\* Insert personal tax number if a one person business (sole proprietor) or personal income tax number of all partners in a partnership.

1.11 VAT Number

1.12 P.A.Y.E. Number (if applicable)

**2. Business Particulars** (please see Annexure 2)

2.1 Name of Banking Institution

2.2 Branch Name

2.3 Town/City

2.4 Banking Account Number

2.5 Account Holder Name (name under which account is operated)

Please attach a copy/original Bank Statement which is *not* older than 60 days







**8. Previous Experience (if applicable)**

Please list the municipal contracts awarded to you over the last 5 years or other previous experience related to your core business.

Employer/Department	Contact Person and Telephone No.	Contract Value in Rands	Completed Successfully (Yes/No)	Year

**9. Please indicate any Owner who has a Controlling Ownership Interest in Another Business**

Name of Owner	Name and Address of Other Business	Position Held	Business Type	% of Ownership

**10. Identify by name, Historically Disadvantaged Individuals, status and length of service, those individuals in the Firm (incl. owners and non-owners) responsible for day-to-day management and business decisions**

	Name	HDI Status (Yes/No)	Length of Service (Years)
Cheque Signing			
Signing and Co-signing for Loans			
Business Financing (overdraft, lease etc.)			
Approval of Major Purchases/Acquisitions			
Signing Contracts			

**11. Verification of information supplied relating to references that the Applicant/Business may apply for.**

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then Msinga Municipality may, in addition to any remedies it may have:
  - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by Msinga Municipality as a result of breach of contract;
  - (iii) Cancel the contract and claim any damages which Msinga Municipality may suffer by favourable arrangements after such cancellation and/or;
  - (iv) De-register the supplier registered on the Supplier Database

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Before the Commissioner of Oaths

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
Name in Block Letters

\_\_\_\_\_  
Supplier's Name

Signed and affirmed to, before me at _____	
on this _____ day of _____ year _____ by the	
deponent who has acknowledged that he/she knows and understands, the contents of	
this document, and he/she has acknowledged that he/she has no objection to affirming,	
that he/she regards the affirmation to be binding on his/her conscience.	
_____ Commissioner of Oaths	
_____ Full Name	_____ Capacity
_____ Business Address	_____ Area





# Annexure 1

## Msinga Municipality SUPPLY CHAIN MANAGEMENT DATABASE CATEGORY LIST

### Construction

Airconditioning Systems	Electrical Contracts	Plumbing
Alarm/Security Systems/Access Control	Evacuation Systems	Precast Concrete Manufacture
Autoclaves	Fencing	Pumping Installations
Automatic Hanger Doors	General Building Work	Road Marking & Signage
Automatic Sliding Doors	Glazing	Roadworks & Cleaning
Automatic Sprinkle Fire Protection Systems	Hauling/Heavy Equipment /Transport	Roofing & Waterproofing
Brickwork/Masonry	Hot Water Installations	Sewerage Installations/Reticulations
Cabinet/Furniture Making	Incinerators	Steam Installations & Ancilliary Equipment
Carpeting/Tiling/Floor Covering	Landscaping/Earthworks	Steel Fabrication & Erection
Ceilings, Partitioning and Shopfitting	Lift & Escalator Equipment	Stormwater draining
Cladding Contracts	Mechanical Contracts	Water installations/reticulations
Cooking & Related Systems	Metalwork & Burglar Bars	)Specify(Other
Compressed Air Installions	Painting	
Concrete works	Paving	
Demolition	Plastering	

### Services

Accommodation	Food & Beverage	Personnel Services
Advertising/Public Relations	Funeral Services	Pest Removal Services
Auto Repairs & Services	Florist	Performance Management
Auto Electrical and Hydraulic Repairs	Garden Services	Printing/Photography/Graphic Design
Bookkeepers	Handyman	Promotional Materials
Carpet Cleaning	Horticultural Services	Publishing
Catering/Vending/Food Supply	HV Fault Finding, Jointing & Terminations	Real Estate
Cleaning Services	Insurance/Employee Benefits	Radio Publicity/TV Publicity
Computer Supplies/Services	Interior/Industrial Design	Road Maintenance
Corporate Gifts/Corporate Clothing	IT Maintenance	Recruitment Agencies
Copywriting	IT Management	Safety & Security Services
Courier Services	IT Networking	Security & Access Control
Cleaning Equipment/Materials	IT Programming	Servicing HV & LV Switchgear/Transformers
Diesel & Petrol Engines	Laundry Service/Dry Cleaning	Site Cleaning
Debt Collection	Locksmith Services	Solid Waste Disposal
Distribution	Media Liaison	Telecommunications
Digging of Graves	Mailing/Courier Services	Travel Agencies
Educational Services	Medical/Ambulance/Health Care	Timber Contractor
Entertainment	Municipal Services	Telephone and Data Line Maintenance
Fire Extinguishers & Refills	Medical Equipment/Instruments	Training & Development
Fire Hydrants	Office Maintenance	Wind Socks for the Aerodrome
		Other (Specify)

### Professional Services

Accountants/Financial Advisory Services	EDMS Consultants	Pre-Employment Assessment Consultants
Architects	EAP Consultants	Project Managers
Attorneys/Legal Services	Economists	Quantity Surveyors
Archival Services Consultants	Industrial Relations Consultants	Statisticians
Business Information Management	Job Description Consultants	Teachers
Consulting Engineers (Geotechnical)	Land Surveyors	Town Planners
Consulting Engineers (Civil/Structure)	Legal Compliance Consultants	Training Providers
Consulting Engineers (Electrical)	Medical Practioners	Translation Services
Consulting Engineers (Mechanical)	OHS Consultants	Other (Specify)
Consulting Engineers (Multidisciplinary)	Organisation Development Consultants	
Contractors	Pharmacists	

### Wholesalers/Traders

Automotive Parts	Fuel Supplies	Recreational Supplies
Air Polution Measuring Equipment	Furniture	Refrigeration & Air Conditioning
Books	Fencing	Refuse Bulk Containers
Building Materials/Hardware	Fire Fighting Equipment and Consumables	Protective Clothing/Uniforms
Batteries	Food for Game Animals	Radio/Radio Equipment
Cleaning Supplies/Chemicals/Pesticides	Generating Sets	Supply plants, flowers and seeds
Clothing	Health Safety and Environmental Suppliers	Toilet Paper Wrapped/Unwrapped
Computer Equipment/Software	IT Hardward and Software	Traffic Signs/Maerials
Curtains	Industrial Catering Equipment	Vehicles
Consumables	Laundry Equipment	Workshop Equipment
Domestic Appliances	Linen, Pillows & Blankets	Vehicles, equipment, trailers and tractors
Groceries	Medical Supplies & Equipment	Other (Specify)
Electrical Supplies & Equipment	Medicines	
Fire Extinguishing	NGO's/NBO's	
Fire Protection & Detection	Office Consumables	
Floor Coverings	Office Equipment	
Food Supplies	Paint Supplies	
Fertilisers	Paper & Stationery	

**Annexure 2 - Certified Banking Details Form**

This form needs to be completed, certified by the appropriate Banking Institution and attached to the registration form.

Name of Banking Institution

Branch Name

Branch Code

Town/City

Banking Account Number

Name of Account Holder (Name under which Account is Operated)

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Please place Bank stamp here

Received and Stamped By (Name in Block Letters)

Signature of Recipient

Date of Receipt

### **Annexure 3 - Required Documentation Checklist**

Please ensure that all listed documentation below is attached (where applicable) to the registration form

**All** documentation is to be provided in its original format

<b>Document Name</b>	<b>Attached</b>
Original Tax Clearance Certificate	<input type="checkbox"/>
Company Registration Certificate	<input type="checkbox"/>
Company Resolution of Signatories	<input type="checkbox"/>
Original or Certified Copy "Letter of Good Standing" from Workmen's Compensation Commissioner or its Agent	<input type="checkbox"/>
Most recent municipal accounts for your business location or your personal residence i.e. rates, water, refuse, electricity (if applicable) and levy registration confirmation letter.	<input type="checkbox"/>
Financial Documentation	<input type="checkbox"/>
Staff Listing	<input type="checkbox"/>