

**SENQU**

**MUNICIPALITY**



**PROFESSIONAL SERVICE PROVIDERS**  
**APPLICATION FORM**



## **SENQU MUNICIPALITY**

### **APPLICATION FORM FOR PROFESSIONAL SERVICE PROVIDERS TO BE INCLUDED ON THE SENQU MUNICIPALITY PROFESSIONAL SERVICE PROVIDER DATABASE.**

**Please note:**

This form must be completed by all applicants wishing to register as a professional service provider in the Senqu Municipality Database. A *curriculum vitae* for each project staff member/consultant should be attached to the application form. Other relevant additional documentation may also be attached.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the professional service provider firm.

New Application

Updated Application

Date:.....

## PARTICULARS OF FIRM

1. Name of Firm \_\_\_\_\_

2. Name of Managing Principal \_\_\_\_\_

3. Type of firm (tick relevant box)

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

4. Co./CC Registration Number: \_\_\_\_\_

5. Vat. Registration Number: \_\_\_\_\_

6. Company income tax reference number: \_\_\_\_\_

Note: Insert personal income tax reference number if one-man business and personal income tax reference numbers of all parties if a partnership.

7. Membership with professional bodies: \_\_\_\_\_

[include membership number] \_\_\_\_\_

8. Complete the following table and provide supporting documents to confirm information.

INFORMATION REQUIRED	PERCENTAGE
Percentage HDI ownership (who had no franchise in national elections before the 1983 and 1993 constitution)	
Percentage of HDI's in management positions	
Percentage of HDI's employed	
Percentage of HDI's receiving bursaries	
Percentage of HDI's in mentorship programs	
Total permanent staff complement (% not applicable)	
Percentage female ownership	
Percentage disability ownership	

### **REGISTRATION PREREQUISITES:**

**NOTE: PROFESSIONAL SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET.**

1. Proof of company registration and/or any other form of legal standing must be submitted.
2. A *current original* Certificate of Good Standing in respect of Municipal Service, obtainable from the Senqu Municipality's Budget and Treasury Office, must be attached to the application.
3. A current and original Tax Clearance certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the tenderer are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words "compulsory if turnover is more than R300 000". Where the person is not required to be registered for VAT, the Receiver of Revenue will write "not required to register" next to the allocated space for the VAT registration number.
4. The Declaration of Interest form must be completed.
5. The Database Application form must be completed in all respects in black ink.
6. Submit proof of Professional Registration with the relevant Professional Body, e.g. The Engineering Council of South Africa.
7. Copies of Owners Identity Documents must be submitted.
8. Submit Professional indemnity and type of cover.
9. A Copy of your BBEEE certificate must be attached.
10. An original letter from your bank with your banking details must be submitted. (No e-mailed or faxed information concerning banking details will be accepted.
11. Submit Company composition on the form attached as Annexure "H".
12. Complete Annexure "C1", "C2", "D", "K" and "F".
13. Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.
14. **ENSURE THAT YOU ANNUALLY UPDATE YOUR BANKING DETAILS AND SUBMIT AN ORIGINAL VALID TAX CLEARANCE CERTIFICATE.**

**CONTACT DETAILS**

1. Contact person: \_\_\_\_\_

Code

Number

Phone No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

3. Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

4. Eastern Cape Offices: \_\_\_\_\_

\_\_\_\_\_

5. National Offices: \_\_\_\_\_

\_\_\_\_\_

**A SEPARATE DATABASE WILL BE SET UP FOR EACH OF THE FOLLOWING CATEGORIES:  
INDICATE THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:**

Only three fields can be selected – If no registration with CIDB you cannot register for construction. (Only Contractors)

## **Construction**

- Ceilings Partitioning and Shoplifting
- Civil Engineering (CE)
- Contr. Repair, maintenance, removal/asphalt (SB)
- Corrosion Protection (SD)
- Demolition of Buildings (SE)
- Dev/extension, removal dismantling of bldg. (SC)
- Electrical Engineering (EP)
- Electrical Engineering Works (Building) (EB)
- Fire Prevention & Protection Infrastructure (SF)
- General Building Works (GB)
- Glazing
- Glazing, Curtains walls and shop fronts (SG)
- Hauling Heavy Equipment/Transport
- Hot Water Installations
- Incinerators
- Landscaping Irrigations & Horticultural (SH)
- Landscaping/Earthworks
- Lift & Escalator Equipment
- Lifts Escalators, travellators & Hoisting (SI)
- Mechanical Contracts
- Mechanical Engineering Works (ME)
- Metalwork & Burglar Bars)
- Other (Specify)
- .....
- Painting
- Paving
- Plastering
- Plies & other specialized foundation for buildings (SJ)
- Plumbing
- Precast Concrete Manufacturing
- Precast Concrete or Steel Fencing (SQ)
- Road Marking & Signage
- Roadworks & Cleaning

- Roofing & Waterproofing
- Steam Installations & Ancilliary Equipment
- Steel Fabrication & Erection
- Stormwater draining
- Structural Steelworks & Scaffolding (SL)
- Timber Building Structures (SM)
- Waterproofing of basements (Roof & Wall (SN)
- Wet Services & Plumbing (SO)

## **PROFESSIONAL SERVICES**

- Accounting/Financial Audit Services
- Architects
- Archival Services Consultants
- Attorneys/Legal Services
- Auctioneers
- Business Information Management
- Consulting Engineers (Civil/Structural)
- Consulting Engineers (Electrical)
- Consulting Engineers (Geotechnical)
- Consulting Engineers (Mechanical)
- Consulting Engineers (Multi disciplinary)
- Contractors – registered with CIDB
- EAP Consultants
- Economists
- EDMS Consultants
- GIS Consultant
- Industrial Relations Consultants
- Job Description Consultants
- Land Surveyors
- Legal Compliance Consultants
- Medical Practioners
- Motivational Talks
- OHS Consultants
- Organisation Develoment Consultants
- Other
- Pre-employed Assessment Consultants
- Project Managers
- Registered Property Valuer
- Quantity Surveyors
- Property Agent

- **Statisticians**
- **Town Planners**
- **Training Providers**
- **Translation Services**

## **SERVICES**

- **Accommodation**
- **Advertising/Public Relations**
- **Auto Electrical & Hydraulic Repairs**
- **Auto Repairs & Services**
- **Background Screening**
- **Bookkeepers**
- **Car Wash**
- **Carpet Cleaning**
- **Catering/Vending/Food Supply**
- **Cleaning Equipment Materials**
- **Computer Services**
- **Conference & Seminar Production**
- **Corporate Gifts/Clothing**
- **Copywriting**
- **Courier Services**
- **Debt Collection Services**
- **Diesel & Petrol Engine Repairs & Services**
- **Digging of graves**
- **Distribution**
- **Driving Lessons/School**
- **Educational Training Development**
- **Embroidery on Clothing**
- **Entertainment & Function Hiring Services**
- **Equipment Hiring/Plant & Heavy Haulage**
- **Felling & Harvesting**
- **Financial Services/Banking Services**
- **Fire Extinguishers & Refills**
- **Fire Hydrants**
- **Funeral Services**
- **Furniture Removals and Packing Storage**
- **Grass Cutting**
- **Handyman Services**
- **Insurance**
- **Interior /Industrial design**

- IT Maintenance
- IT Management
- IT Networking
- IT Programming
- IT Services/Maintenance
- Locksmith Services
- Mailing Services
- Media Liason
- Medical Equipment/Instruments
- Office Maintenance
- Panel Beater Spray Painting
- Performance Management
- Personnel/Recruitment Services
- Photography/Video Recording
- Plant Hire
- Printing
- Promotional Material/Graphic Design
- Radio/TV Publicity
- Recruitment Agencies
- Refridgeration & Air Conditioning
- Renovations and Maintenance
- Security Services
- Telecommunications Services
- Telephone and data line Management
- Toilet Hire
- Transport
- Travel Agency
- Tyre Fitment Centre/Exhaust/Towbars/Wheel Alignment
- Vehicle Hire

## **WHOLESALEERS/TRADERS**

- Air Release Valves
- Automotive Parts
- Brush Cutters
- Building Material/Hardware
- Bulk and Domestic Meters
- Cast Iron and Steel Fabricated Fittings
- Cleaning Suppliers/ Chemicals / Pesticides
- Compressor Fittings
- Computer Equipment / Software / Hardware

- Copper Fittings
- Domestic Appliances
- Electrical Supplies & Equipment
- Fertilisers
- Fire Extinguishing
- Fire fighting equipment & consumables
- Fittings
- Flange Adaptors
- Flanges
- Florist/ Nuserires
- Food for Game Animals
- Food Supplies
- Fuel Supplies
- Furniture
- Galvanised Mild Steel Pipes & Fittings
- Galvanized Pipe Fitting
- Garden equipment
- Gaskets
- Gate and Butterfly Valves
- Generating Sets
- Groceries/ Food Supplies
- Health Safety and Environmental Suppliers
- Hose Pipes & Fittings
- Hydraulic Control Valves
- Industrial Equipment
- IT Hardware and Software
- Laundry Equipment
- Lawnmowers
- Lifting Equipment
- Linen Supplies
- Linen,Pillows & Blankets
- Manhole Covers nd Frames
- Medical Suppliers & Equipments
- NGOs/ NBOs
- Nuts and Bolts
- Office Consumables
- Office Equipment
- Other Specify .....
- Paint Supplies
- Paper & Stationery
- Pesticides

- Pipes and Pipes Fittings
- Plastic PVC
- Protective Clothing/Uniforms
- Pumps Manufactures
- PVC and HDPE Pipes
- PVC Fittings
- PVC Valves
- Radio/ Radio Equipment
- Recreation Supples & Sporting Supplies
- Refuse Bulk Containers
- Repair Clamps Couplings
- Sheets
- Sign Supplies
- Stationery Supplies
- Steel Plates
- Steel suppliers
- Supply plant flowers and seeds
- Toilet Paper Wrapped/ Unwrapped
- Traffic Signs/ Materials
- Valves
- Vehicle Equipments, Trailers & Tractors
- Wholesale Traders Chemicals for Water Prufication
- Wholesale Traders Water Purification Plants
- Workshop Equipment and tools
- Honey Sucking
- HV Fault Finding Jointing & Termination
- Insurance/ Employee Benefits
- Interior/Industrial Design
- IT Maintance
- IT Management
- IT Networking
- IT Programming
- IT Services/ Maintenance
- Locksmith Services
- Mailing/Courier Services
- Manufacture Tissue Paper
- Marquee
- Media Liason
- Medical Ambulance & Health Care Services
- Medical Equipment/ Instruments
- Municipal Services

- **Music**
- **Office Maintenance**
- **Other (Specify) .....**
- **Panel Beaters/ Spray Painting**
- **Performance Management**
- **Personnel/ Recruitment Services**
- **Pest Control Services**
- **Photography/ Graphic Design/ Video Recording**
- **Plant Hire**
- **Printing**
- **Promotional Material/ Corp Gift & Graphic Design**
- **Publishing**
- **Radio Publicity/ TV Publicity**
- **Real Estate**
- **Recruitment Agencies**
- **Refridgeration & Air Conditioning**
- **Removing of solid waste and rubble**
- **Renovations and Maintenance**
- **Road maintenance**





**ANNEXURE D**

**COMPANY DETAILS**

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The following company details schedule must be completed in full. **Attach a copy of Founding Statement/ Business Registration.**

Registered Company Name:.....

.....

Company Registration Number: .....

VAT Number: .....

Bank Name and Branch: .....

Bank Account Number: .....

Professional Registration Details: .....

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Professional Indemnity Details: .....

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## ANNEXURE H

### COMPANY COMPOSITION

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#### GENERAL

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the Professional Service Providers to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%. **Please note that HDI's are those individuals who had no franchise in national elections before the 1983 and 1993 Constitutions.**

	MEMBER	MEMBER
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		

	MEMBER	MEMBER
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		

	MEMBER	MEMBER
FULL NAME		
IDENTITY NUMBER		
CITIZENSHIP		
HDI STATUS (Y/N)		
DISABILITY (Y/N)		
FEMALE (Y/N)		
DATE OF OWNERSHIP		
% OWNED		
% VOTING		



**ANNEXURE E**  
**DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY SENQU MUNICIPALITY)**

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In terms of the Municipal Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid by any municipality.

Any legal person, or persons having a kinship with persons employed by the Senqu Municipality including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favoritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of Senqu Municipality, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on who's behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with the Senqu Municipality or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

.....

.....

Are you or any other person connected with this application, employed by any organ of State?

Yes/No

If so, state particulars

.....

.....

.....  
**SIGNATURE OF DECLARER**

.....  
**DATE**

.....  
**POSITION OF DECLARER**

.....  
**NAME OF COMPANY OR APPLICANT**

**ANNEXURE F  
DECLARATION (VALIDITY OF INFORMATION PROVIDED)**

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I.....declare that the information provided is true and correct, the signature to the Database Application Form.

.....

**SIGNATURE OF DECLARER**

**DATE**

.....

**POSITION OF DECLARER**

**NAME OF COMPANY**

Should the applicant have, in the opinion of the Senqu Municipality, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the application, then the Senqu Municipality may, in its sole discretion:

- \* Ignore any bids without advising the bidder thereof
- \* Cancel the contract without prejudice to any legal rights the Senqu Municipality may have

**Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the ADM and such bidder.**

**DECLARATION OF INTEREST (IN THE SERVICE OF THE STATE)**

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1. In terms of the Municipal Supply Chain Management Regulations any person employed by the state, or persons having a kinship with persons employed by the state cannot make an offer in terms of this invitation to bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the application.

2.1 Are you or any person connected with the applicant. **YES / NO** employed by the state?

2.1.2 If so, state particulars.

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**DECLARATION**

I, the undersigned (name).....

certify that the information furnished in paragraphs 2.1 to 2.3.1 above is correct. I accept that the state may act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

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**SIGNATURE**

**DATE**

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**POSITION**

**NAME OF APPLICANT**