

SUPPLIER DATABASE REGISTRATION FORM 2024/2025

SUPPLIER DATABASE REGISTRATION FORM

**DEPARTMENT: ECONOMIC DEVELOPMENT AND
PLANNING**

DIVISION: LOCAL ECONOMIC DEVELOPMENT (LED)

ENQUIRIES:

TELEPHONE: 016 973 8383

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

The application form is to be completed by the duly authorized official of the business.

PLEASE FILL IN THE INFORMATION

Registered business name:	
Contact person:	
Contact number:	
CSD Number	

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Applicants wishing to register as service provider in the Metsimaholo Local Municipality (MLM) database must complete this form. In the case of professional service providers, a *curriculum vitae* for each project staff member/consultant should be attached to the application form. Other relevant additional documentation may also be attached. The Municipality will determine the suitability of candidates for entry onto the database, based on the information provided.

Registration Pre-requisites:

1. Please note if you are one of the shareholders in the company is in the service of the state (employee of the state), then the company cannot register in our database because it will be a conflict of interest
2. Proof of company registration and/or any other form of legal standing must be submitted.
3. An original **Tax Clearance Certificate** from South African Receiver of Revenue Services (SARS) certifying that the taxes of the business are in order or that suitable arrangements have been made with SARS to bring them in order.
4. Proof of registration with Construction Industrial Development Board (CIDB).
5. Submit proof of Professional Registration with the relevant Professional Body, e.g. The Engineering Council of South Africa.
6. Submit Professional indemnity and type of cover.
7. Proof of address.
8. CSD Report.
9. Proof of banking details.
10. Any other relevant document(s).

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PARTICULAR OF THE BUSINESS

1. Registered business name: _____

2. Business trading name: _____

3. Business postal address: _____

4. Business physical address: _____

5. Email address: _____

6. Website: _____

7. Details of all trade associations / Professional Bodies / Business Associations

DATE	NAME	REFERENCE NUMBER

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8. CIDB Grading information

CLASS OF WORK	GRADE	ANNUAL TURNOVER

Please indicate the nature of the operations, products or services to your business by ticking the appropriate box/boxes:

9. CATEGORIES OF GOODS AND SERVICES (SELECT ONLY FOUR (4) PRODUCTS)

		Mark with X
1	Furniture, office design, interior decorating, artwork	
2	Advertising, publication and market research, promotion and printing services	
3	Cleaning equipment, supplies, cleaning chemicals, disinfecting and similar services	
4	Catering, accommodation and entertainment services	
5	Material textile, (overalls, uniforms, shoes, etc.) and protective clothing and footwear	
6	Mail services, courier services	
7	Event management, business professionals, administrative services	
8	Financial, insurance services, auditing, performance audits and business services	
9	Education, training services, recruitment, counselling	
10	Information technology, telecommunications, hardware, software, networks, maintenance	
11	Legal services	
12	Faxes, photocopiers, photographic, audio, visual, electronic equipment and maintenance	
13	Maintenance services for the building industry	
14	Security, safety services, etc.	
15	Stationary, paper, printing, books and publishing	
16	Travel agencies, lodging, air travel, accommodation, car rentals	
17	Consultants	
18	Pipes, fittings, galvanized PVC, uPVC, PVC, Polyethylene for all types and sizes including	
19	Water meters	
20	Machinery and accessories for building and construction	

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21	Industrial manufacturing, processing machinery, accessories	
22	Service industry, machinery, equipment, supplies, accessories	
23	Power generation, distribution machinery, accessories, etc.	
24	Electrical distribution, maintenance, installation material and goods including transformers, sub	
25	station, meters, etc.	
26	Building material (bricks, paint, stone, sand, cement, fencing material, etc.)	
27	Fuels, fuel additives, lubricants, anti-corrosive materials and gas	
28	Tyres, tubes, batteries and parts	
29	Fire protection equipment and materials and maintenance	
30	Office equipment, accessories, supplies	
31	Editorial, design, graphic, fine arts services	
32	Rubber-, foam-, timber-, steel-, glass products	
33	Tools and general machinery and hardware products	
34	Prefabricated products (cement, fibre, cast iron, plastic, timber, steel, etc.)	
35	Laboratory, measuring, testing, observing equipment and services	
36	Medical equipment, accessories, supplies	
37	Healthcare services (medical, dental and other health and veterinary services)	
38	Drugs, pharmaceutical products	
39	Domestic and industrial appliances, supplies, etc.	
40	Vehicles, equipment and machinery including maintenance and repairs thereto	
41	Cleaning Services	
42	Water-chemicals and wastewater treatment	
43	Chemicals for weed and pest control, exterminating, fumigating and similar services	
44	Law enforcement, security, safety equipment, supplies	
45	Structure, building, construction, manufacturing component and material	
46	Professional engineering services (consulting and constructional engineers), technology based	
47	General supply	
48	Sports, recreational equipment, accessories, supplies	
49	Environmental services and waste management	
50	Plants, compost and nursery accessories	
51	Vehicle towing services, vehicle storage	
52	Hiring of equipment, machinery and trucks	
53	Auctioneering services	
54	Civil, building, electrical, mechanical contractors	
55	Funeral undertaking services (undertakers and crematoriums)	
56	Road building materials	
57	Disaster material including emergency tents and blankets	
58	Cell phones and vouchers	

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59	Groceries and other foodstuff	
60	Repair, installation, supply and maintenance services for mechanical equipment electrical	
61	switchgear and electronic switchgear	
62	Air-conditioning, Ventilation, Fans (Repairs and maintenance)	
63	Animal Feed	
64	Carpets, curtains, blinds and soft furnishing	
65	Containers and packaging	
66	Locksmith (Locks, latches and hinges)	
67	Real estate, property leasing and services	
68	Radio communication and equipment	
69	Removal Services (Furniture)	
70	Signs, name plates and number plates	
71	Refuse bags, bins and plastics	
72	Banks and financial institutions	
73	Florists	
74	Hire, leasing services (Vehicles, office equipment, telephone systems)	
75	Transport and shuttle services	
76	Gardening services	
77	Plumbing	
	Other: (Please provide brief description of goods / service provided)	

10. Business classification

In order to be identified / sourced as a potential service provider, your business needs to be classified correctly.

Tick the correct block (X) to indicate classification of your business as a service provider.

Goods and services	
Engineering and construction	
Built environment, consultant, professional service provider	
Education and training	
Legal services	

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To assist the municipality in the categorization process and to ensure that your business is correctly classified, we require a short summary of your business, key words that best describe your business operations and any specializations.

Core business: _____

11. CERTIFICATION OF CORRECTNESS OF INFORMATION PROVIDED IN THIS DOCUMENT.

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the business, certifies that the information provided in terms of this document, including the supporting documentation, is correct and accurate and acknowledges that: -

- (a) The business will be required to furnish documentary proof of the claims if requested to do so.
- (b) If the information supplied is found to be incorrect then the municipality may, in addition to any remedies it may have:
 - (i) Recover from the business all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract, and/or,
 - (ii) Cancel the contract and claim any damages which the municipality may suffer by having to make less favorable arrangements after such cancellation: and/or,
 - (iii) Impose a penalty on the business as provided for in the relevant organization's regulations.

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Signed on this _____ day of _____ 2024 at _____

Authorized signature

in his/her capacity as

Print name