

Postal Address: P O Box 19, George, 6530
Street Address: Civic Centre, 71 York Street, George
Tel: (044) 801 9111
www.george.gov.za



SUPPLIER VERIFICATION FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE FOLLOWING ADDRESS:

BY POST:

Supply Chain Management
George Municipality
P O Box 19
GEORGE
6530

HAND DELIVERED:

Supply Chain Management
George Municipality
1st Floor, Civic Centre
York Street
GEORGE

FOR ENQUIRIES CONTACT:

Tel: (044) 801 9134 / 9454 / 9464
E-mail: scm@george.gov.za

SUPPLIER INFORMATION (MANDATORY)

| | |
|--|--|
| NAME OF SUPPLIER | |
| CENTRAL SUPPLIER DATABASE (CSD) NUMBER | |

FOR OFFICE USE ONLY

| | |
|--------------------------------------|--|
| GEORGE MUNICIPALITY REFERENCE NUMBER | |
|--------------------------------------|--|

SECTION A: BUSINESS PARTICULARS**1. Business Name**

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2. Business Trading Name

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3. Business Registration Number (IF APPLICABLE)

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4. Business Income Tax Number

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5. Business VAT Registration Number (IF APPLICABLE)

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6. Contact Number (Tel/Cell/Fax)

| | | |
|-------------|--------------|-------------|
| Tel: | Cell: | Fax: |
|-------------|--------------|-------------|

7. E-mail Address (COMPULSORY)

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8. Business Physical Address

| | | | |
|--------------------------------------|--|----------------------------------|--|
| Street No. & Name: | | | |
| Ward No. (Within George Area) | | Area (Within George Area) | |
| Town | | Code | |
| Province | | | |

9. Business Postal Address

| | | | |
|-----------------|--|-------------|--|
| Address | | | |
| Town | | Code | |
| Province | | | |

10. Company Contact Person

| | | | |
|---------------------------------|-------------|--------------|-------------|
| Title/Name & Surname | | | |
| Contact Number | Tel: | Cell: | Fax: |
| E-mail | | | |

Preferred Correspondence Method (Indicate with an X)

| | | | | | | | |
|-----------------------|--|-------------------------|--|------------|--|---------------|--|
| Postal Address | | Physical Address | | SMS | | E-mail | |
|-----------------------|--|-------------------------|--|------------|--|---------------|--|

BBBEE or EME Certificate

| | | | |
|---|--|--------------------|--|
| BBBEE Status Level of Contribution as reflected on the B-BBEE or EME Certificate | | Expiry date | |
|---|--|--------------------|--|

SECTION B: BUSINESS OWNERS / SHAREHOLDERS / PARTNERS / MEMBERS

List all persons who are shareholders/owners/partners/members in the business. Multiple copies of this may be submitted if required or attach list.

| | | | |
|-----------------------|---------------|--|----------|
| Name & Surname | | | |
| Identification Number | | | |
| Percentage Share | % | Capacity | |
| Gender | Female / Male | Are you actively involved in the management and daily business operations of the business? | Yes / No |

| | | | |
|-----------------------|---------------|--|----------|
| Name & Surname | | | |
| Identification Number | | | |
| Percentage Share | % | Capacity | |
| Gender | Female / Male | Are you actively involved in the management and daily business operations of the business? | Yes / No |

| | | | |
|-----------------------|---------------|--|----------|
| Name & Surname | | | |
| Identification Number | | | |
| Percentage Share | % | Capacity | |
| Gender | Female / Male | Are you actively involved in the management and daily business operations of the business? | Yes / No |

| | | | |
|-----------------------|---------------|--|----------|
| Name & Surname | | | |
| Identification Number | | | |
| Percentage Share | % | Capacity | |
| Gender | Female / Male | Are you actively involved in the management and daily business operations of the business? | Yes / No |

| | | | |
|-----------------------|---------------|--|----------|
| Name & Surname | | | |
| Identification Number | | | |
| Percentage Share | % | Capacity | |
| Gender | Female / Male | Are you actively involved in the management and daily business operations of the business? | Yes / No |

SECTION C: COMMODITY LIST

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box.

| CODE | COMMODITY | ✓ | CODE | COMMODITY | ✓ |
|--------------|--|---|--------------|--|---|
| 00100 | EQUIPMENT AND SUPPLIES | | 00200 | CONSTRUCTION SERVICES | |
| 00101 | Air conditioning, refrigeration and temperature control equipment | | 00201 | Burglar proofing and systems | |
| 00102 | Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc) | | 00202 | Civil Engineering Structures | |
| 00103 | Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc) | | 00203 | Pre-Cast Concrete manufacture and works | |
| 00104 | Ceiling boards, skirting's, doors, windows, frames, etc | | 00204 | Earthworks, drilling and landscaping | |
| 00105 | Construction machinery | | 00205 | Fencing (Wire, Mesh, Palisade, etc) | |
| 00106 | Glass | | 00206 | Building Work (Repairs, painting, tiling, carpentry, Drywalls, etc.) | |
| 00107 | Electrical systems, lighting, components accessories and supplies | | 00207 | Road Works (Asphalt, Paving, Painting, etc) | |
| 00108 | Beverages | | 00208 | Plumbing | |
| 00109 | Chemicals | | 00209 | Cleaning Services & General Maintenance | |
| 00110 | Clothing and Uniforms | | 00210 | Metalwork | |
| 00111 | Road Signage | | 00400 | OFFICE EQUIPMENT AND SUPPLIES | |
| 00112 | Pharmacy | | 00401 | Computer hardware, software and Consumables (Toners, Cartridges, etc.) | |
| 00113 | Mobile Container: Home & Offices | | 00402 | Printing, copying and photographic equipment and supplies | |
| 00300 | GENERAL SERVICES, GOODS AND SUPPLIES | | 00403 | Stationery | |
| 00301 | Accommodation and Lodging | | 00404 | Office Furniture | |
| 00302 | Advertising, communication, design, editorial, publication and marketing services | | 00405 | Sport Medals, Trophies and Engraving | |
| 00303 | Auctioneering Services | | 00406 | Flowers and plants | |
| 00304 | Catering and Refreshments | | 00407 | Information Technology and Telecommunication Services | |
| 00305 | Horticulture | | 00500 | PROFESSIONAL SERVICES | |
| 00306 | Insurance | | 00501 | Accounting, Auditing and Bookkeeping Services | |
| 00307 | Security and Safety Services/Goods | | 00502 | Architectural Services | |
| 00308 | Transport Services (Taxi, Shuttle, etc) | | 00503 | Consulting Engineer | |
| 00309 | Translation and Interpreting Services | | 00504 | Legal Services | |
| 00310 | HR/Personnel/Training Services | | 00505 | Medical Services | |
| 00311 | Locksmith Services | | 00506 | Property / Land Valuation Services | |
| 00312 | Travel Services/Agencies | | 00507 | Town and Regional Planning | |
| 00313 | Photographic and Graphic Design Services | | 00508 | Aerial Survey and Digital Mapping | |
| 00314 | Electronic and sound recording equipment and accessories (Audio-Visual, Speakers, Mic's, Screens, etc) | | 00509 | Occupational Health and Safety and Environment Services | |

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| 00315 | Recycling | | 00510 | Land Surveying | |
| 00316 | Pest and Odour Control and Removal Services | | 00511 | Project Management | |
| 00317 | Event Organisers / Management (MC's, DJ's, etc) | | 00600 | FLEET MANAGEMENT | |
| 00318 | General Wholesale | | 00601 | Vehicle Maintenance and Services (Spares & Parts, Tyres & Tubes, Batteries, Windscreens, etc.) | |
| 00319 | Needlework and Embroidery | | 00602 | Fuel and Lubricants | |
| 00320 | Courier Services | | 00603 | Fleet Services | |
| 00321 | Interior decorating, Refurbishment and Upholstery | | 00604 | Alarm and Tracking Systems | |
| 00322 | Laundry and Dry-Cleaning Services | | 00605 | Batteries | |
| 00323 | Corporate Gifts | | 00606 | Panel Beating | |
| 00324 | Firearm, Ammunition and Accessories | | 00607 | Radio and Electronic Equipment | |
| 00325 | Fibre Optic | | 00608 | Auto Electrical Repairs, Transmissions and Hydraulics | |
| 00700 | ELECTRICAL & MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES | | 00609 | Towing Services | |
| 00701 | Electrical Components Supplies (Transformers, Pump Spares, etc) | | | | |
| 00702 | Bearing Supplies | | | OTHER | |
| 00703 | Bolts, Nuts and Fasteners | | | | |
| 00704 | Valves, Couplings, etc | | | | |
| 00705 | Hardware and Small Tools Supplies | | | | |
| 00706 | Pipe and Irrigation Supplies | | | | |
| 00707 | Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, etc | | | | |
| 00708 | Electrical Reticulation and HV Works | | | | |
| 00709 | Power Generation and Distribution Machinery and Accessories | | | | |
| 00710 | Pre-Payment Electrical Meters | | | | |
| 00711 | Sewage Treatment Equipment | | | | |
| 00712 | Mechanical Seals and Packaging | | | | |
| 00713 | Mini Substation | | | | |

SECTION D: SUPPORTING DOCUMENT LIST**PLEASE KEEP COPIES OF THE REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED****NB: DOCUMENTARY PROOF MUST BE CERTIFIED AND PROVIDED WHERE APPLICABLE TO ENSURE SUCCESSFUL REGISTRATION ON THE SUPPLIER DATABASE****COMPANY REGISTRATION DOCUMENTS**

| | | |
|---------------------------|--------------------------|--|
| PUBLIC COMPANY LTD | <input type="checkbox"/> | Certified Copy of Certificate of Incorporation (Relevant CM documents) |
| PRIVATE COMPANY (PTY) LTD | <input type="checkbox"/> | Certified Copy of Certificate of Incorporation (Relevant CM documents) |
| CLOSE CORPORATION CC | <input type="checkbox"/> | Certified Copy of CK1 Document or CK2 if applicable |
| SOLE PROPRIETOR | <input type="checkbox"/> | Certified Copy of ID |
| PARTNERSHIP | <input type="checkbox"/> | Partnership Agreement |
| BUSINESS TRUST | <input type="checkbox"/> | Certified Copy of Registration Document |
| NON PROFIT ORGANISATION | <input type="checkbox"/> | Certificate of Incorporation Section 21 |

| | | | | | | |
|---|-----|--|----|--|-------|--|
| Have you attached your Business Registration Documents? | YES | | NO | | N / A | |
| Have you attached your Valid Original Tax Clearance Certificate? Compulsory | YES | | NO | | | |
| Have you attached a certified copy of your ID document? Compulsory | YES | | NO | | | |
| Have you attached proof of B-BBEE or EME registration documents? | YES | | NO | | N / A | |
| Did you attach proof of Professional Registration? e.g. CIDB, PSIRA, CESA, ECB, ISO, HEALTH CERTIFICATE, etc. | YES | | NO | | N / A | |

Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA)

All parties agree that they will comply with Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA) and process all the information and/or personal data in respect of the goods and/or services being rendered in accordance with the said act and only for the purpose of providing the goods and/or services set out in the agreement to provide such goods and/or services.

The contract between the municipality and the service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA), in that the service provider establishes and maintains security measures to safeguard personal information being processed on behalf of the municipality.

The service provider must notify the municipality immediately in an event where there are reasonable grounds to believe personal information has been accessed by an unauthorised person.

The contract with a service provider must ensure confidentiality of personal information processed on behalf of the municipality.

A supply contract with a service provider must include standard clauses outlining joint responsibility in terms of the protection of personal information.

SECTION E: DECLARATION BY SUPPLIERS

1. This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state.
2. Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the municipality's database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and /or take an oath declaring his/her interest.
3. The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
 - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - (ii) been convicted for fraud or corruption during the past five years;
 - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
 - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
 - (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

| | | | | |
|-------|---|-----|--|----|
| 4. | In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths. | | | |
| 4.1 | Print Full Name | | | |
| 4.2 | Business Registration or ID Number | | | |
| 4.3 | Are you presently in the service of the state?* | YES | | NO |
| 4.3.1 | If so, furnish particulars. | | | |
| 4.4 | Have you been in the service of the state for the past twelve months? | YES | | NO |
| 4.4.1 | If so, furnish particulars. | | | |
| 4.5 | Do you, have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and or adjudication of any prospective bid? | YES | | NO |
| 4.5.1 | If so, furnish particulars. | | | |
| 4.6 | Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state and/or who may be involved with the evaluation and or adjudication of any bid? | YES | | NO |
| 4.6.1 | If so, furnish particulars. | | | |
| 4.7 | Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? | YES | | NO |
| 4.7.1 | If so, furnish particulars. | | | |

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|--|--|-----------------|--|-------------|--|
| 4.8 | Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? | YES | | NO | |
| 4.8.1 | If so, furnish particulars. | | | | |
| 4.9 | Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? | YES | | NO | |
| 4.9.1 | If so, furnish particulars. | | | | |
| 4.10 | Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? | YES | | NO | |
| 4.10.1 | If so, furnish particulars. | | | | |
| 4.11 | Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | YES | | NO | |
| 4.11.1 | If so, furnish particulars. | | | | |
| 4.12 | Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | YES | | NO | |
| 4.12.1 | If so, furnish particulars. | | | | |
| 4.13 | Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | YES | | NO | |
| 4.13.1 | If so, furnish particulars. | | | | |
| CERTIFICATION | | | | | |
| I, THE UNDERSIGNED, _____, CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. | | | | | |
| | | | | | |
| SIGNATURE | | POSITION | | DATE | |

*MSCM 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 or 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 entity; or
- (f) an employee of Parliament or a provincial legislature.