



**TO ALL LOCAL CONTRACTORS SEEKING REGISTRATION AS AN APPROVED
LOCAL CONTRACTORS ON THE DATABASE OF METSIMAHOLO LOCAL
MUNICIPALITY**

All local contractors are herewith invited to register as an approved contractors on the database of the Metsimaholo Local Municipality.

The purpose of this database is to give all prospective local contractors an equal opportunity to submit quotations to the Municipality.

Preference will be given to registered local contractors, but, it does not necessarily follow that local contractors who are not yet registered will be totally exempted from quoting for the services to the Municipality. It is envisaged however, that this local contractor database will contribute to local economic development, efficient administration and compliance with the MFMA.

Attached please find an official registration form to assist us in updating our database according to legislation.

The following important notes should be read carefully before the completion of this form

1. Registration form to be completed by all local contractors seeking to conduct business with the Metsimaholo Local Municipality.
2. This form must be completed in full and signed by the owner(s) or manager or administration head.
3. Full signature is required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
5. Mark the appropriate square with an 'X' where it is applicable to you.
6. All fields on application form **MUST** be completed by applicant; if the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.
7. The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to the Department.
8. Please note that no unsigned faxed or e-mailed forms will be accepted.
9. A business registered on the database must notify the Municipality within 14 (Fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and/or blacklisted from the database.

10. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
11. Applicants who have been declared insolvent and wish to do business with the Municipality must have been rehabilitated and provide the necessary proof thereof.
12. Businesses blacklisted by any organs of state* must first be removed or cleared from blacklist before registration.
13. Certified copies of the following documents must be attached to application form:
 - a) A concise company profile (maximum 5 pages);
 - b) Company registration certificate issued by Company and Intellectual Property Commission (CIPC),
 - c) Central Supply Database (CSD) Summary report from National Treasury,
 - d) Tax pin,
 - e) BBBEE Certificate / Certified affidavit,
 - f) Construction Industry Development Board (CIDB) registration,
 - g) Valid certified South African identification document for all members / directors,
 - h) Proof of residence (from Metsimaholo Local Municipal rates and taxes account or Ward Councillor confirmation),
 - i) VAT registration certificate (for VAT vendors only);

Failure to submit all the above documents will result in non-registration.
14. Fronting* will result in a business being blacklisted.
15. The Municipality has the right to visit the business premises to verify the information provided in this form.
16. Members / directors / partners / owners in service with any organ of state* management; must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
17. This is only a registration form for our database and does not guarantee any award of bid / contract.
18. Preference will be given to registered contractors, but, it does not necessarily follow that contractors, who are not yet registered, will be totally excluded from quoting for the services.
19. The Municipality reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.
20. Unsuccessful applicants will be notified as such. On receipt of any outstanding documents / information, the declined supplier may be re-evaluated for registration.
21. Applicants will be contacted via fax and **must** therefore submit an **operating fax number**; failure to comply will result in excluding the supplier from the data base.
22. Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

The application should be marked “**Local Contractor Database**” and must be deposited in the Bid Box Situated at **Metsimaholo Local Municipality, 10 Fichardt Street, Finance Building, Ground Floor**

The closing date for application is **Monday, 31 July 2023 at 16H00.**

L.M.A Mofokeng
Municipal Manager

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in **black ink**, submitted with an **original signature** commissioned by an authorized **Commissioner of Oaths**

Company registration details

Company Name:

Trading Name:

Reg. No.: VAT No.:
i.e. 2004/00000/21

CSD No:

Accreditation / Certification

CIDB Number: Registration date:

Contractors Grading: **CE** **GB** **EE** **SW** **ME**
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Company Details

Contact person:

Office Contact No: Cell phone No.:

Email address:

Physical address: Postal address:

Classification of Construction: Please tick all the relevant boxes

Civil Engineering (CE)	Electrical Engineering – Building (EB)	Electrical Engineering – Infrastructure (EP)	General Building (GB)	Mechanical Engineering (ME)
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Declaration**Verification of information supplied, including information relating to preferences that the Applicant or 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 the Municipality may, in addition to any remedies it may have:
 - (i) Disqualify the contractor for a particular quote / project it may be considered for, or which had been awarded to the contractor;
 - (ii) Recover from the contractor for all costs, losses or damages incurred or sustained by the Municipality as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which the Municipality may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed at _____ on this _____ day of _____ 2023

Signature of Authorised Representative

Name in Block Letters