



# MARULENG MUNICIPALITY

65 SPRINGBOK STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 793 2409  
TEL : (015) 793 2237  
FAX : (015) 793 2341

MOPANI DISTRICT

BUDGET AND TREASURY DEPARTMENT

## DATABASE REGISTRATION

1. You are hereby invited to register on Maruleng Municipality's Supplier Database.. Suppliers Database Registration Forms are obtainable at our office at **64 Springbok Street, Hoedspruit, 1380 Mon-Fri 07h00 to 16h00** and from our website at: [www.maruleng.gov.za](http://www.maruleng.gov.za)

2. The following documents/information MUST be provided/attached when submitting the supplier database registration form:

- 2.1. BBBEE Certificate;
- 2.2. Proof of company registration;
- 2.3. Original Valid Tax Clearance Certificate;
- 2.4. CIDB Certificate – applicable to construction related services;
- 2.5. PSIRA – applicable to security related services;
- 2.6. Copies of identity documents for all directors or members of the company as listed on the company registration document;
- 2.7. Proof of SETA and/or SAQA accreditation – applicable to training related services.
- 2.8 Company Profile
- 2.9 Proof of Residence/Lease Agreement

### **3. VERIFICATION OF BBBEE STATUS FOR SUPPLIERS.**

Suppliers with annual total revenue of R5 million or less qualify as Exempted Micro Enterprise (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer [as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)] or an accredited verification agency.

Suppliers other than Exempted Micro Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.

Any enquiries regarding the supplier database registration must be directed to Mr. Herman Sebelebele or Mr. Kelvin Phiri on 015 793 2409

**MR. MAGABANE T.G**  
**MUNICIPAL MANAGER**



**5. This invitation is extended to prospective providers who can offer the following services:**

Advertising	Civil, Electrical Engineering
Accommodation	Light and Heavy Vehicle Mechanical
IT Services	Electrical Installation and Maintenance
Stationery	Mobile Toilets
Printing Services	Water and Sewer Equipments
Transport Hire	Training and Development
Catering	Survey and Town Planning
Decoration	Drilling, Equipping and Testing of Borehole
Tent and Chairs Hire	Building Construction
Office Furniture	Tax and Auditing Services
Insurance Services	Travel Agency
Stage Sound System Hire	Video, photos and related services
Legal Services	Road Markings
Building Material	Actuarial Services
Protective Clothing	Security Services
Auto Spares	Promotional Material

**6. PARTICULARS OF THE BUSINESS**

Full registered Name of the Business	
Trading Name/ If any	
Business Registration Number	
Municipality where business is located	
Name of District Municipality	
Water Account number /If any	
Business Stand/ side number	
Principal Business Activities	
Postal Address	
Residential Address	

Business Telephone Number	
Fax Number	
Contact Person	
ID No	
Cell Number	
Alternative Contact	
E-mail Address	
Date Established	
Total number of years the business has been operating	
Tax Clearance Certificate number (must be attached)	
Vat registration Number	
Bank Name	
Branch Code	
Bank Account Number	

## 7. TYPE OF BUSINESS/COMPANY

Please tick applicable box

Manufacturer	
Supplier	
Professional Service Provider	
Service and Maintenance	
Other (Please specify)	

**8. LIST A MAXIMUM OF FIVE (5) SERVICES/PRODUCTS OFFERED**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## 9. DECLARATION OF INTEREST

1. No tender will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to tender. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender.

Full Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Tax Reference Number: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

Are you presently in the service of the state\*: YES/NO

If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

Have you been in the service of the state for the past twelve months: YES/NO

If so, furnish particulars

\_\_\_\_\_  
\_\_\_\_\_

Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this tender?

**YES/NO**

If so, furnish particulars

\_\_\_\_\_  
\_\_\_\_\_

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Are you, aware of any relationship (family, friend, other) between a tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this tender?

YES/NO

If so, furnish particulars

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Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES/NO

If so, furnish particulars

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Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES/NO

If so, furnish particulars

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CERTIFICATION

**I, the undersigned (name)**

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**Certify that the information furnished on this declaration form is correct. I accept that the Municipality may act against me should this declaration prove to be false.**

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Signature

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Date

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Position

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Name of Tenderer

WITNESS:

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Surname and Initial

\_\_\_\_\_  
Surname and Initial

10. FOR OFFICE USE ONLY

Are the following documents attached		
	Yes	No

