

# Supplier Registration Requirements & Supplier Registration Form

## Introduction to the Supplier Database Registration Requirements

### INTRODUCTION

The Msunduzi Municipality is required to maintain a Suppliers Database in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003), which was promulgated in Government Gazette No. 27636 on 30 May 2005 under Chapter 2.14(1) (a) (i) as Municipal Supply Chain Management Regulations in order to provide for the registration of Service Providers specializing in various fields of competence.

### GUIDELINES

In order to ensure that Service Providers are considered legitimate Tenderers, it is imperative that the following guidelines are strictly adhered to:-

- a) Service Providers shall be required to complete this document in its ENTIRETY and in NEAT, LEGIBLE HANDWRITING. Failure to do so will result in non-registration of the Service Provider's Business and the Municipality shall not be held liable for any loss or damages sustained by the Service Provider. Where the information requested does not pertain to the Service Provider, please insert the symbol 'N/A' in the appropriate space. Should the space be left blank, it shall be deemed that information is pending and the Service Provider's Business will not be registered.
- b) Service Providers are advised that only ORIGINAL copies of this document shall be processed. Should this document be re-typed or re-drafted in any manner whatsoever, the document will be disregarded.
- c) Only documents with ORIGINAL signatures will be accepted and processed. All signatures to this document must be commissioned by an authorised Commissioner of Oaths. Failure to do so will result in non-registration of the Business.
- d) Any alterations made by the Service Provider must be initialled. The use of correcting fluids is strictly prohibited.
- e) Registration of the Business on the Database shall be subjected to a 30 day waiting period commencing from the date of receipt of the application by the Procurement Unit.
- f) The onus shall rest upon the Service Provider to inform the Procurement Unit of any changes to the status of the Service Provider's Business, in which case certified proof will be required in order to effect the changes. Failure to do so may result in the Service Provider being removed from the Database and/or the cancellation of contracts awarded to the Service Provider, on the basis of misrepresentation. Changes to the status of the Business shall also be subjected to a 30 day waiting period commencing from the date of receipt of such changes by the Procurement Unit.
- g) Service Providers furnishing false information shall be immediately disqualified from tendering and removed from the Database. Further to this, the Municipality shall institute action against the Service Provider in terms of Regulation 15 of the Preferential Procurement Policy Framework Act No. 5 of 2000.
- h) Forms may be completed electronically on the website: [www.msunduzi.gov.za](http://www.msunduzi.gov.za). However, documentation such as Affidavits, Tax Clearance Certificates, etc. must be submitted to the Procurement Unit in its original form.
- i) All applications must be forwarded to the:- Procurement Unit, A S Chetty Building, 333 Church Street, Pietermaritzburg, 3201 or Private Bag X205, Pietermaritzburg, 3200.
- j) The Municipality shall not be held liable for any document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of the Courier Company or any other party involved in the delivery of the documents including any employee of the Council.
- k) The Municipality reserves the right to request any other information it may deem necessary to determine the capability of the Service Provider. Further to this, the Municipality also reserves the right to inspect the premises of the Service Provider at any given time.
- l) Service Providers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious

errors, the Service Provider shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be admitted in respect of errors in any document due to the Service Provider's failure to observe this requirement.

- m) Service Providers registering for construction work, electrical work, civil engineering work, and the like must be registered with the relevant statutory Council and a CERTIFIED COPY OF SUCH REGISTRATION MUST BE SUBMITTED TOGETHER WITH THIS DOCUMENT for registration purposes. Similarly, Professional Service Providers are also required to adhere with the aforementioned.
- n) No guarantee can be given that work will be awarded to Service Providers who are registered on the Database. Work will be awarded to Service Providers on an 'as and when' required basis taking into account the principal of the distribution of work in order to empower SMME's and BEE's.
- o) Service Providers shall be required to provide details of a Bank Account where monies owing to the Service Provider may be electronically transferred into.
- p) Services Providers whose primary work entails construction work, electrical work, civil engineering work, plumbing and catering shall be required to submit with this Registration Form certified copies of the following Certificates:-

Type of Work Certificate of Registration Required

Construction work, electrical work, civil engineering work, plumbing, etc.  
Construction Industry Development Board (CIDB)

Electrical  
Electrical Contractor's Board (ECB)

Plumbing  
International Organisation of Plumbing South Africa (IOPSA)

Catering  
Certificate of Health (COH)

Any other relevant body not mentioned herein.

#### **MSUNDUZI MUNICIPALITY'S SERVICE PROVIDER'S DATABASE DEFINITIONS**

The following definitions shall apply:-

**'Municipality'** means the Msunduzi Municipality.

**'Procurement Manager'** means the Procurement Manager of the day of the Msunduzi Municipality.

**'Procurement Unit'** means the Procurement Unit of the Msunduzi Municipality.

**'Service Provider'** means a person/business which adheres to statutory labour practices, is a legal entity, registered with the South Africa Revenue Services (SARS) and provides the Municipality with a service for the acquisition of goods and services for profit.

**'Historically Disadvantaged Individuals (HDI)'** means a South African citizen who:-

- a) due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ('the Interim Constitution'); and/or;
- b) is a female; and/or
- c) has a disability. Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

**'Disability'** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being;

**'Women Equity Ownership (WEO)'** means the percentage of an enterprise or business owned by women or, in respect of a company, the percentage of a company's shares that are owned by women, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

**'Preferential Procurement Policy Framework'** means the Preferential Procurement Policy Framework Act: No 5 of 2000.

**'National Small Business Act'** means the National Small Business Act No. 102 of 1996.

**'SMME'** means Small, Medium and Micro Enterprise's as described in National Small Business Act No. 102 of 1996.

**'Goods and Services'** means equipment, plant, vehicles, materials or services to be supplied by the Service Provider to the Municipality.

**'Professional Service Provider'** means any person or body corporate that provides on a fiduciary basis, labour and knowledge based expertise which is applied with reasonable skill, care and diligence to the Municipality, and is, appointed by the Municipality to undertake an assignment for the provision of professional services.