



INVITATION TO REGISTER AS A SERVICE PROVIDER ON THE MATATIELE LOCAL MUNICIPALITY SUPPLY CHAIN MANAGEMENT DATABASE

Matatiele Local Municipality in preparation of its Supply Chain Management System in terms of the Municipal Finance Management Act (MFMA) (Act 56 of 2003) that came into effect from 1 July 2005 is currently compiling a Professional Service Providers' Database (PSPD) and encourage companies to register with the Municipality.

All professional service providers who were previously and are currently working in Matatiele Local Municipality must also register as they will not be automatically included in the PSPD.

Interested professional services providers must complete the suppliers' registration form and Declaration of Interest which can be obtained from our officers at 102 Main Street, Matatiele or on the municipal website www.matatiele.co.za/DataBaseDoc.Dec.pdf.

On submission a completed supplier's registration form together with their company profiles and proposals, which should include, but not limited to, detailed information of the applicant's financial standing, technical competence, managerial experience, Black Economic Empowerment (BEE) representation, proof of registration, tax clearance certificate, gender representation, experience and level of participation by the Historically Disadvantaged Individuals, and any other relevant information must be placed in a sealed envelope marked "DATABASE REGISTRATION", and must be for the following services:

Description of services:	Reference Number	
Academic books, journal and newspaper suppliers	SCMABJ	1000
Access control and alarm monitoring services	SCMACMS	1010
Accommodation and hotel services	SCMAH	1020
Accounting Services	SCMAC	1030
Accredited training providers	SCMATP	1040
Advertising and Marketing services	SCMAMS	1050
Air Conditioning Maintenance Services	SCMACON	1060
Archiving services (document management services)	SCMAS	1070
Auditing services	SCMAUDS	1080
Banking Services	SCMBS	1090
Building Maintenance	SCMBM	1100
Call Centre services	SCMCCS	1110
Catering and Décor Services	SCMCATS	1120
Cellular phone services	SCMCPS	1130
Civil Construction Services	SCMCIV	1140
Cleaning services	SCMCLN	1150
Communications services	SCMCOM	1160
Consumable suppliers	SCMCSUP	1170
Courier services	SCMCRS	1180

Customer relations services	SCMCR	1190
Debt Collecting and Legal Services	SCMDCLS	1200
Editing services	SCMCOR	1210
Electricity Network Maintenance Services	SCMELEC	1220
Employee assistant programme services	SCMEAP	1230
Engineering Consulting Services	SCMECS	1240
Estate Agent Services	SCMEAS	1250
Events management services	SCMEMS	1260
Fire Systems Maintenance Services	SCMFRSMS	1270
Florists	SCMFLR	1280
Gardening Services	SCMGAR	1290
Geohydrology Services	SCMGEO	1300
Geotechnical Services	SCMGTCH	1310
Human Resource Management and Consulting Services	SCMHR	1320
Institutional Development Services	SCMID	1330
Insurance and Risk Management Services	SCMIRMS	1340
Interpreting services	SCMIS	1350
IT Services	SCMIT	1360
Labour Law Services	SCMLLS	1370
Mechanical Services	SCMMCH	1380
Media liaising services	SCMMLS	1390
Monitoring and evaluation services	SCMMES	1400
Office furniture Supplies	SCMOFS	1410
Plant, Equipment, Motor Vehicle Maintenance and Spare Suppliers	SCMPVMSS	1420
Plumbing Services	SCMPS	1430
Printing services	SCMPRN	1440
Professional Land Survey	SCMPLS	1450
Project Management	SCMPM	1460
Property Valuation	SCMPV	1470
Quantity Survey Services	SCMQSS	1480
Research services	SCMRS	1490
Security services	SCMSS	1500
Social Facilitation Services	SCMSF	1510
Stationery Supplies	SCMSTS	1520
Supply of Stores and Materials	SCMSM	1530
Tele-conferencing services	SCMTCF	1540
Telephone services	SCMTS	1550
Town Planning Services	SCMTPS	1560
Transcribing services	SCMTRS	1570
Transport hire, fleet management and plant hire services	SCMTHS	1580
Travel agency services	SCMTAS	1590
Uniform and Protective Clothing Services	SCMUPCS	1600
General (Only for Services not listed above)	SCMGEN	1610

Applicants who wish to be included on the select list of tenderers/database should submit their applications by no later than 29 August 2008.

All enquiries must be direct to:

The Chief Financial Officer
Matatiele Local Municipality,
Municipal Budget and Treasury Department
P.O. Box 35
Matatiele
4730
Tel: 039 737 3135

Matatiele Local

Municipality

UMasipala Wase

Munisipaliteit

Masipala Oa



✉ 35 Matatiele 4730
☎ 039-737 3131/2/5/ 6
📞 039-737 3611

Our Ref.

Your Ref.

DECLARATION IN RESPECT OF REGISTRATION ON THE MUNICIPAL PROVISIONING DATA BASE

Name of company / organization ▶▶▶▶

I, the undersigned, being the authorized signatory of the afore named company / organization, do hereby solemnly declare that all of the information provided on the forms, as annexed hereto, is true and correct.

Name		Signature		Date	
Capacity	In which position I hold the delegation of authority which empowers me to act for and behalf of the company / organization	Place			
Physical Address					
Postal Address					
E-Mail Address (Where applicable)					
Telephone No.					
Cellular No.					
Fax No.					

COMMISSIONER OF OATHS

The foregoing declaration has been sworn before at ▶					
Name		Signature		Date	
Designation					

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DOCUMENTATION / INFORMATION REQUIRED

PLEASE PROVIDE THE FOLLOWING INFORMATION				
Company Name				
Nature of business Contact person Contact details				
Number of employees (Please provide the actual number of persons employed)	<i>Persons</i>			
Annual turn-over (Actual as reflected on record, or projection in the case where the company has not been in operation for a full financial year)	R			
30 day settlement discount NB : 2,5% Is expected as the norm	%			
Additional services/provisions that can be provided by the company, which should be included on record				
Geographical area / s of operation <small>Tick where applicable</small>	Country	Province	District Municipality	Local

The under listed documentation, where applicable, should be attached as annexure hereto;

- ❖ Tax clearance certificate
- ❖ VAT Registration certificate
- ❖ Workmen's Compensation Registration Certificate
- ❖ Certification by the Department of Labour in respect of COID Act compliance and UIF* Registration.
*Unemployment Insurance Fund
- ❖ Company Registration Certification e.g., Founding statement in the case of a Closed Corporation
- ❖ Company Profile
- ❖ Rates Clearance Certificate from Matatiele Municipality

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Our Ref.

Your Ref.

OWNERSHIP

(MEMBERS / DIRECTORS / PARTNERS / SHAREHOLDERS)

Name of company / organization ▶▶▶▶	
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(If ownership comprises more than five persons, please use additional sheet as annexure)

Surname								
First Name								
ID No.								
Postal Address								
Physical Address								
Relationship to this business								
Percentage of ownership / shareholding	%	%	%	%				
* Race	Black		Black		Black		Black	
	Coloured		Coloured		Colored		Colored	
	Indian		Indian		Indian		Indian	
	White		White		White		White	
* Gender	Male		Male		Male		Male	
	Female		Female		Female		Female	
Handicapped <i>Detail if applicable</i>								
* Nationality ▶ ▼▼	South African		South African		South African		South African	
Or other Specify ▶▶								

* Indicate where applicable with a √ in the appropriate block

MATATIELE MUNICIPALITY

Lot No. _____

APPLICATION FOR THE ISSUE OF A RATES CLEARANCE CERTIFICATE

Date: _____

Description of Property _____

Site Address _____ Extent _____

Transferor's Name _____

Transferor's Postal Address _____

Transferee's Name _____

Transferee's Address (After Transfer) _____

NOTE: All subsequent Rates Notices and Correspondence will be sent to the Transferee's address given above unless otherwise **notified in writing** [LGO 25/1974 Section 172(6)]

Name of Conveyancer _____

Conveyancer's Postal Address _____

IMPORTANT: All applications in respect of new subdivisions not appearing in the current Valuation Roll must be accompanied by a Survey Diagram (S.G.O. Diagram)

NOTE: A fee of R10.00 must accompany this application

FOR OFFICE USE ONLY

Building Inspector: Have any buildings been erected on the property in addition to those appearing in the current Valuation Roll?

YES		NO	
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If so, give date of completion _____ Valuation _____

SIGNATURE _____ DATE _____

Health Inspector: Are there any objections to the above transfer?

YES		NO	
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SIGNATURE _____ DATE _____

SIGNATURE **DATE**

Account No. _____

Endowments Payable		R	_____	_____	_____
Elec/Water Outstanding		R	_____	_____	_____
Rates Outstanding	10	20	R	_____	_____
	30	40	R	_____	_____
	50	70	R	_____	_____
Sundry Debtors		R	_____	_____	_____
Availability		R	_____	_____	_____

RATES CERTIFICATE NUMBER _____



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✉ cfo@matatiele.co.za

DECLARATION OF INTERESTS

Any legal person, including persons employed by the Matatiele Local Municipality, or persons who act on behalf of the Matatiele Local Municipality or persons having a kinship with persons employed by the Matatiele Local Municipality including a blood relationship, may make an offer in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender or part thereof, be awarded to persons employed by the Matatiele Local Municipality, or to the persons who act on behalf of the Matatiele Local Municipality, or persons connected with or related to them, it is required that the tenderer or his/her authorised representative shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where –

- the tenderer is employed by the Matatiele Local Municipality or acts on behalf of the Matatiele Local Municipality; and/or
- the legal person on who's behalf the tender document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the tender(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the tender.
- where the person is employed by any organ of State.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the tender.

Are you or any person connected with the tenderer, employed by the Matatiele Local Municipality?
Yes/No

If so, state particulars _____

Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed with the Matatiele Local Municipality or its administration and who may be involved with the evaluation, preparation and/or adjudication of this tender? Yes/No

If so, state particulars _____

Are you or any other person connected with the tender, employed by any organ of State? Yes/No

If so, state particulars _____

SIGNATURE OF DECLARER _____ DATE _____

POSITION OF DECLARER _____

NAME OF COMPANY OR TENDERER _____