

# **LETSEMENG LOCAL MUNICIPALITY**



## **VENDOR/SUPPLIER APPLICATION FORM 2011-12**

## INTRODUCTION

This is an application to be registered on Letsemeng Local Municipality's vendor/supplier database of products and services. You are requested to complete the form and return it to our offices and all supplier information will be treated with confidentiality it deserves.

These forms must be marked as indicated below and posted to the following address:

### **"APPLICATION: DATABASE OF SERVICE PROVIDERS"**

#### POSTAL ADDRESS

Letsemeng Local Municipality  
P/Bag X 3  
KOFFIEFONTEIN  
9986

#### PHYSICAL ADDRESS

Letsemeng Local Municipality  
7 Groottrek Street  
KOFFIEFONTEIN  
9986

All enquiries regarding this forms and registration process can be directed to: Supply Chain Management Practitioner at 053 205 9229.

#### **PLEASE NOTE:**

1. Complete the form fully in non-erasable ink.
2. All sections must be completed by all vendors/suppliers
3. Print so that all information is legible
4. Forms that are not readable or incomplete, will be rejected
5. Do not sent us original copies except where indicated
6. Applicants will not be notified of the outcome but will be advised of the outcome if telephonically requested or by visiting/enquiring at the Supply Chain Management Unit.

Please indicate below if you have previously applied to be on the database of Letsemeng Local Municipality.

New application  Previously registered/applied

## SUPPLIER INFORMATION / DETAILS

(PLEASE NOTE THAT THIS PART IS COMPULSORY TO EVERY VENDOR/SUPPLIER)

Registered name of business: \_\_\_\_\_

Trading name of business: \_\_\_\_\_

\*Business registration no: \_\_\_\_\_

Physical address of business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address of business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no: \_\_\_\_\_

Alternative no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Contact person/sales rep. name: \_\_\_\_\_

Phone no: \_\_\_\_\_

Cell no: \_\_\_\_\_

Fax no: \_\_\_\_\_

VAT registration no: \_\_\_\_\_

Income tax no: \_\_\_\_\_

Website address: \_\_\_\_\_

\*In case of one-man concern please furnish identity number plus copy of identity document

## BUSINESS TYPE

- Public company (Ltd)
- Private company (Pty) Ltd
- Close corporation (CC)
- Partnership
- Trust
- Section 21 company
- Sole proprietor
- Joint venture
- Consortium
- Foreign company
- Government/parastatals
- Other (Specify): \_\_\_\_\_

(NB: Documentary proof must be attached and please mark N/A if not applicable)

|                           |  |  |
|---------------------------|--|--|
| Public Company LTD        | Certified copy of certificate of incorporation (CM3) |  |
| Private company (PTY) LTD | Certified copy of certificate of incorporation (CM3) |  |
| Close Corporation         | Certified copy of CK1 document or CK2 if applicable  |  |
| Sole Proprietor           | Copy of the Identity Document                        |  |
| Partnership               | Copy of Partnership Agreement                        |  |
| Business Trust            | Copy of Registration Document                        |  |
| Other (If Joint Venture)  | Copy of joint venture agreement                      |  |

## SERVICES TO RENDER

List five main services/products that you would like to provide to Letsemeng Local Municipality

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## VENDOR/SUPPLIER CLASSIFICATION

Is your business a/an: (Please mark with **X** at the relevant box):

Agent  Manufacturer  Distributor  Prime Contractor  Consultant

Are you **ISO** listed  Yes  No

## BANKING DETAILS

Account Holder: \_\_\_\_\_

Account no: \_\_\_\_\_

Account type: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account status: \_\_\_\_\_

(Please attach original cancelled cheque or original bank verification letter).

## SHAREHOLDING

1. Full names and surname: \_\_\_\_\_  
Position: \_\_\_\_\_  
ID number: \_\_\_\_\_  
Shareholding %: \_\_\_\_\_  
Nationality: \_\_\_\_\_
2. Full names and surname: \_\_\_\_\_  
Position: \_\_\_\_\_  
ID number: \_\_\_\_\_  
Shareholding %: \_\_\_\_\_  
Nationality: \_\_\_\_\_
3. Full names and surname: \_\_\_\_\_  
Position: \_\_\_\_\_  
ID number: \_\_\_\_\_  
Shareholding %: \_\_\_\_\_  
Nationality: \_\_\_\_\_
4. Full names and surname: \_\_\_\_\_  
Position: \_\_\_\_\_  
ID number: \_\_\_\_\_  
Shareholding %: \_\_\_\_\_  
Nationality: \_\_\_\_\_

(Attach certified copies of Identity document for all of the above). **NB:** If the space provided above is not sufficient, make a copy of this page.

## DECLARATION OF INTEREST

(State any connection or vested interest of your directors/owners/members/partners with Letsemeng Local Municipality. Please mention also whether your director/owners/member/partners are ex Letsemeng Local Municipality staff.)

---

---

---

## BEE/ HDI / SMME STATUS

### Bee Definitions and Concepts

The BEE Commission defined **BEE** as a strategy aimed at substantially increasing black participation at all levels in the economy. BEE is aimed at redressing the imbalances of the past by seeking to substantially and equitably transfer ownership, management and proportionate control of South Africa's financial and economic resources to the majority of its citizens. It also aims to ensure broader and meaningful participation in the economy by black people.

**A black company** is seen as one which is 50,1% owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise.

**A black empowered company** is one that is at least 25.1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether black enterprise has control or not.

**A black woman-owned enterprise** is one with at least 50% representation of black women within the black equity and management portion.

**A community or broad-based enterprise** has an empowerment shareholder who represents a broad base of members such as a local community or where the benefits support a target group, for example black women, people living with disabilities, the youth and workers. Shares are held via direct equity, non-profit organisations and trusts.

**A co-operative or collective enterprise** is an autonomous association of people who voluntarily join together to meet their economic, social and cultural needs and aspirations through the formation of a jointly-owned enterprise and democratically controlled enterprise.

**(Please note that information supplied must be reliable and true)**

## ●BLACK ENTERPRISES

Definition: **'Black'** means South African citizen who are Black, India or Colored persons and excludes individuals belonging to such communities from any other country.

The following is a guide to you as to how Letsemeng Local Municipality qualifies Black Women owned (BWO) Small black Suppliers/SMME's and Large Black Suppliers of BEE's (Black Empowering Enterprises):

Black Women owned Enterprises (BWO):

- More than 50% of the voting shares or interests are held and controlled by Black Women , and
- Black Women have contributed more than 50% of the required capital, and Black Women in the enterprises have not been given voting shares or interest just to capture or retain contracts, and
- Black Women participate in the day to day management and decision making of the enterprises. They necessarily have the aptitude and potential to understand all issues involved in the running of the enterprises including knowledge of the product and market within which their enterprise operates.
- In a joint venture, skills must be transferable to the Black entrepreneur, which means that the Black entrepreneur must have the required educational level and/or aptitude.
- Enterprises with sales or turnover of less than R25 million a year.

Based on the above, does your enterprise qualify as a SMME? Yes No

## ●SMALL MEDIUM MICRO ENTERPRISE (SMME):

- More than 50% of the voting shares or interests are held and controlled by Blacks, and
- Blacks have contributed more than 50% of the required capital, and
- Blacks in the enterprise have not been given voting shares or interest just to capture or retain contracts, and
- Blacks participate in the day to day management and decision making of the enterprise. They necessarily have the aptitude and potential to understand all issues involved in the running of the enterprises including knowledge of the product and market within which their enterprise operates.
- In a joint venture, skill must be transferable to the black entrepreneur, which means that the Black entrepreneur must have the required educational level and/or aptitude.
- Enterprises with sales or turnover of less than R25 million a year.

Based on the above, does your enterprise qualify as a SMME? Yes No



(Please use this SMME TABLE to determine the SMME status of your enterprise. Please mark with X the relevant box)

| A. SECTOR                   | B. Full time paid employees |       |            |       | C. Annual turnover (millions) |       |            |       | D. Total gross assets value (fixed property excluded ) in millions |       |            |       |
|-----------------------------|-----------------------------|-------|------------|-------|-------------------------------|-------|------------|-------|--|-------|------------|-------|
|                             | Medium                      | Small | Very Small | Micro | Medium                        | Small | Very Small | Micro | Medium   | Small | Very-Small | Micro |
| Manufacturing               | 200                         | 50    | 20         | 5     | 40                            | 10    | 4          | 0.15  | 15   | 3.75  | 1.5        | 0.1   |
| Construction                | 200                         | 50    | 20         | 5     | 20                            | 5     | 2          | 0.15  | 4  | 1     | 0.4        | 0.1   |
| Retail & motor trade        | 100                         | 50    | 10         | 5     | 30                            | 15    | 3          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |
| Wholesale                   | 100                         | 50    | 10         | 5     | 50                            | 25    | 5          | 0.15  | 8  | 4     | 0.5        | 0.1   |
| Catering, accommodation     | 100                         | 50    | 10         | 5     | 10                            | 5     | 1          | 0.15  | 2  | 1     | 0.2        | 0.1   |
| Transport, storage          | 100                         | 50    | 10         | 5     | 20                            | 10    | 2          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |
| Finance & business services | 100                         | 50    | 10         | 5     | 20                            | 10    | 2          | 0.15  | 4  | 2     | 0.4        | 0.1   |
| Repair/ allied services     | 100                         | 50    | 10         | 5     | 30                            | 15    | 3          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |
| Communications              | 100                         | 50    | 10         | 5     | 20                            | 10    | 2          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |
| Other trade                 | 100                         | 50    | 10         | 5     | 10                            | 5     | 1          | 0.15  | 2  | 1     | 0.2        | 0.1   |
| Commercial agents           | 100                         | 50    | 10         | 5     | 50                            | 25    | 5          | 0.15  | 8  | 4     | 0.5        | 0.1   |
| Community & social services | 100                         | 50    | 10         | 5     | 10                            | 5     | 1          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |
| Personal services           | 100                         | 50    | 10         | 5     | 10                            | 5     | 1          | 0.15  | 5  | 2.5   | 0.5        | 0.1   |

### DATA TABLE

| ROW NUMBER | CRETERIA   | VALUE |
|------------|--|-------|
| A          | Percentage of black individuals that have economic interests in the enterprise and reflect genuine decision making at board, executive and operational management levels | %     |
| B          | Percentage of woman that have interest in the enterprise and reflect genuine decision making at board, executive and operational management                              | %     |
| C          | Percentage of disabled people that have economic interests in the enterprise and reflect genuine decision making at board, executive and operational management levels   | %     |
| D          | Total number of full time equivalent paid employees  |       |
| E          | Total number of full time equivalent paid employees that qualify as black individuals  |       |
| F          | Total annual turnover  | R     |
| G          | Total gross asset value(excluding fixed property)  | R     |
| H          | Total amount spend on training of employees at SETA registered training institution  | R     |
| I          | Total amount invested into other black empowerment enterprise with annual turnover of a least R100 000   | R     |
| J          | Total annual expenditure on purchases  | R     |
| K          | Total annual expenditure from black empowerment enterprises  | R     |

The following balanced score card must be completed using the information supplied in the data table (above table)

| PREFERENCE/<br>COMPONENT            | MEASUREMENT / INDICATOR  | POINTS<br>ALLOCATED | CALCULATION   | POINTS<br>CLAIMED |
|-------------------------------------|--|---------------------|---------------|-------------------|
| HDI equity ownership and management | Percentage of black people that have interest in the enterprise and reflect genuine decision making at board, executive and operational management   | 7                   | (7 X A) / 100 |                   |
| Women / Females                     | Percentage of women that have interest in the enterprise and reflect genuine decision making at board, executive and operational management  | 4                   | (4 X B) / 100 |                   |
| Disability                          | Percentage of disabled people that have interest in the enterprise and reflect genuine decision making at board, executive and operational management  | 2                   | (2 X C) / 100 |                   |
| SMME Preference                     | Use the SMME TABLE to indicate whether you qualify as a SMME in terms of the National Small Business Act No 102 of 1996 and have been operating as such for the last 6 (six) months  | 3                   |               |                   |
| Locality                            | The physical address you provided on Supplier DETAILS will be used determine locality of business within Letsemeng Municipality / Xhariep District / Free State Province and are legal entities which perform commercially useful functions and have been operating as such for at least 6 (six) months prior to the closing date of this application. | 4                   |               |                   |
| Employment equity                   | Percentage of employees that qualify as black individuals  | E / D x 100         |               |                   |
| Skills development                  | Amount spend on training of individuals as a percentage of turnover  | H / F x 100         |               |                   |
| Enterprise development              | Amount invested into other black empowered enterprise with annual turnover of at least R100 000 as a percentage of turnover  | I / F x 100         |               |                   |
| Preferential procurement            | Percentage of purchases to black empowerment enterprise  | K / J x 100         |               |                   |

NAME AND SURNAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ DATE: \_\_\_\_\_

## ATTACHMENTS

| DOCUMENT   | TYPE           | DOCUMENT ATTACHED |     |
|--|----------------|-------------------|-----|
|  |                | YES               | N/A |
| Registration certificate (Id. copy if sole proprietor) | Certified copy |                   |     |
| Shareholding certificate                               | Certified copy |                   |     |
| Tax clearance certificate                              | Original copy  |                   |     |
| Service account (not older than three months)          | Original copy  |                   |     |
| Cancelled cheque (proof of banking)                    | Original       |                   |     |
| *Company profile                                       | Typed          |                   |     |

\*Company profiles should be typed and the following should form part of the profile:

1. Registered and trading name of the company
2. Main services/product
3. Brief history of the company
4. Names members/shareholders
5. Services previously rendered to local authorities
6. Location of active branches

## DECLARATION

I hereby declare that the information supplied here is true and I am authorised to represents the organisation that hereby apply for registration on the database of Letsemeng Local Municipality.

Name and surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_