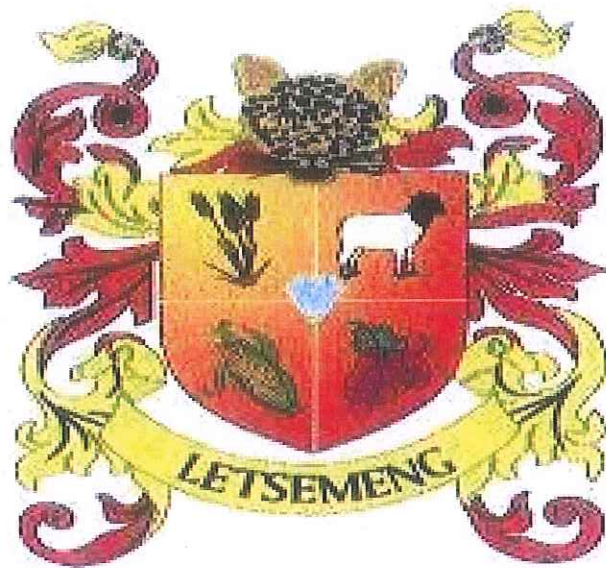


# **LETSEMENG LOCAL MUNICIPALITY**



## **VENDOR/SUPPLIER APPLICATION FORM 2019-20**

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 3300 229 or email to [scm@letsemeng.gov.za](mailto:scm@letsemeng.gov.za)

**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: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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.)

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Have any of your director/owners/member/partners been YES  
in the service of the state in last 12 months. NO

## 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



### 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		
BEE Certificate or proof of exemption	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: \_\_\_\_\_