



Ekurhuleni

METROPOLITAN MUNICIPALITY

SUPPLIER REGISTRATION FORM

For Enquiries Contact Supply Chain Management Unit

TEL: (011) 999-0254/1562/1634/0109/1792

FAX: (011) 999-1693

EMAIL: phumzile.sibiya@ekurhuleni.gov.za
allan.wallace@ekurhuleni.gov.za
gladness.moekoa@ekurhuleni.gov.za
shadrack.nkuna@ekurhuleni.gov.za
Lesiba.seletela@ekurhuleni.gov.za

NO 5 JUNCTION ROAD
DRIEHOEK
GERMISTON
1400

FOR OFFICE USE ONLY

DATE RECEIVED	
TRACKING NUMBER	
APPLICATION STATUS	
COMPLETED BY	

POINTS TO REMEMBER

COMPLETING THE EKURHULENI METROPOLITAN

GOODS AND SERVICE PROVIDERS REGISTRATION FORM

- **Business Opportunities** – Please note that registration on the Ekurhuleni Metropolitan Supplier Database does not guarantee business opportunities. All procurement will be subject to the procurement and tender policy of the Ekurhuleni Metropolitan Municipality and applicable legislation.
- **Mandatory fields** – Certain fields and documents are mandatory to certain business types only. Please ensure that all fields mandatory to your business type, which are marked as “Mandatory Field”, have been completed, and if a field is not applicable to your business type clearly mark it as N/A.
- **Required documentation** – Please refer to the *attached table* (pages 9 and 10) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached.
- **Completion of Questions** – Clearly state Yes, No or N/A to questions asked. Do not leave any Mandatory fields blank.
- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Proof of Shareholding Certificates and Tax Clearance Certificate. The stamp of certification should be on the front of the document.
- **Company’s Owners, Shareholders, Partners & Top Management** – Please ensure that the percentages of ownership amount to 100% and that every field is completed for each of the business owners.
 - **Certification of Correctness** – Please ensure that the Certification of Correctness is signed and dated once all required documents are attached and the required information has been completed.
 - **Collection points** – Completed registration forms and supporting documentation must be delivered to the address at the bottom of this page.
 - **Processing of registration** – Your completed registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication. This letter of verification will be dispatched to the correspondence details supplied on the third page.. Once your registration has been included on the Ekurhuleni Metropolitan Supplier Database your details will be accessible to departments in the Ekurhuleni Metropolitan Municipality.
 - **Extra pages** – If necessary make additional copies of pages in this document to ensure the completeness of information submitted.
- **Amendments** – Please notify the Tender and Procurement Office or Centralized Procurement immediately of any changes to the verified information submitted.
 - **Forms that are not readable or incomplete will not be registered on the database.**
 - **Verification** – verification of the information supplied will be performed against third party sources such as SARS and CIPRO.
- **Queries** – Should you have any queries or if you require assistance completing the registration form, please contact the Tender and Procurement Office or Centralized Procurement.

**Completed forms are to be handed in at First Floor, Procurement Office, 5 Junction Road,
Germiston.**

NB: All fields marked with ■ are mandatory.

NB: DOCUMENTARY PROOF MUST BE CERTIFIED AND PROVIDED WHERE APPLICABLE TO ENSURE SUCCESSFUL REGISTRATION ON THE SUPPLIER DATABASE

COMPANY REGISTRATION DOCUMENTS ■

PUBLIC COMPANY LTD	<input type="checkbox"/>	Certified Copy of Certificate of Incorporation (Relevant CM documents)
PRIVATE COMPANY (PTY) LTD	<input type="checkbox"/>	Certified Copy of Certificate of Incorporation (Relevant CM documents)
CLOSE CORPORATION CC	<input type="checkbox"/>	Certified Copy of CK1 Document or CK2 if Applicable
SOLE PROPRIETOR	<input type="checkbox"/>	Certified Copy of ID
PARTNERSHIP	<input type="checkbox"/>	Partnership Agreement
BUSINESS TRUST	<input type="checkbox"/>	Certified Copy of Registration Document
NON PROFIT ORGANISATION	<input type="checkbox"/>	Certificate of Incorporation Section 21

Have you attached your Company Registration document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROOF OF SHAREHOLDING DOCUMENTS ■

Certified copies of Shareholders Certificates or CK Members Share Allocation

Not applicable to all companies

Have you attached proof of shareholding documents?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGIONAL COUNCIL REGISTRATION DOCUMENTS

Have you attached your latest Municipal Statement or Account?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROOF OF BANKING DOCUMENTS ■

Current Bank Statement or copy of Cancelled Cheque

Have you attached proof of banking documents?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VAT REGISTRATION DOCUMENT

Have you attached proof of your VAT registration?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P.A.Y.E DOCUMENT

Have you attached proof of your P.A.Y.E document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UNEMPLOYMENT INSURANCE FUND DOCUMENT

Have you attached proof of your U.I.F document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORKMAN'S COMPENSATION FUND DOCUMENT

Have you attached proof of your Workman's Compensation document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGISTRATION TO A STATUTORY BODY REGULATING YOUR INDUSTRY

Have you attached proof of your registration document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISABILITY DOCUMENT

Have you attached proof of disability document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INCOME TAX REGISTRATION ■

Have you attached proof of income tax registration document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TAX CLEARANCE CERTIFICATE ■

Have you attached your tax clearance certificate?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IDENTITY DOCUMENT ■

Have you attached a copy of your ID document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B-BBEE OR EME CERTIFICATE ■

Have you attached proof of B-BBEE or EME registration document?

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION BY BUSINESS UNDER OATH. ■

I/ wedeclare that the above particulars and information furnished to the Ekurhuleni Metropolitan Municipality for the purposes of registering our organisation on the supplier database are true in substance and in fact and that I / We fully understand the meaning thereof.

(SIGNATURE).....

IN HIS/HER CAPACITY AS

ON BEHALF OF (SUPPLIER'S NAME)

Signed and sworn to before me aton this

the.....day of.....

By the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, that is it true and correct to the best of his /her knowledge and that he/she has no objection to taking the prescribed oath, and the prescribed oath will be binding on his/her conscience.

.....

COMMISSIONER OF OATHS

NOTE: Suppliers providing false or fraudulent information or documentation shall subject themselves to immediate disqualification.

NOTE: Incomplete submissions will not be processed. This includes the supporting documentation as stipulated on the above pages.

COMMODITY LIST

Please select only five (5) categories. If more is selected Ekurhuleni Metropolitan Municipality will only load the first five (5) categories.

COMMODITY DESCRIPTION	TICK		
AGRICULTURAL SUPPLIES		LAND DEVELOPMENT PLANNING SERVICES	
AGRICULTURAL SUPPORT SERVICES		LAND REFORM, RESTITUTION, REDISTRIBUTION & LAND TENURE PROGRAMME SERVICES	
AIR PURIFYING EQUIPMENT		LEGAL SERVICES	
ALARM AND SECURITY SYSTEM		LIBRARY SERVICES	
BEVERAGES		LOGISTICAL SERVICES	
BOLTS & NUTS		MEDICAL	
BUILDING MATERIAL		MEDICAL EQUIPMENT	
CATERING		MINI SUBSTATION	
CHEMICALS.		MOBLE CONTAINER HOME AND OFFICES	
CLEANING EQUIPMENT AND SUPPLIES		MOTORISED PLANT SPARES	
CLEANING SERVICES		NUTRITIONAL CARE	
CLOTHING		PAINT,SEALER,ADHESIVE AND ACCESSORIES	
COMMUNICATION & INFORMATION MANAGEMENT SUPPORT SERVICES		PHOTOGRAPHIC EQUIPMENT	
COMMUNICATION EQUIPMENT AND ACCESSORIES		PRECAST CONCRETE	
COMPUTER EQUIPMENT & SOFTWARE		PROFESSIONAL SERVICES (INCLUDING CONSULTANTS)	
CONTAINERS AND PACKAGING SUPPLIES		PUBLISHERS & SUPPLIERS OF BOOKS	
ELECTRICAL COMPONENTS (INCLUDING TRANSFORMERS)		PUMPS & VALVES	
ELECTRICAL INSULATION AND WIRES AND BRUSHES (INCL.CABLE)		RAIN WATER GOODS	
ELECTRICAL SWITCHGEAR		REFRIDGERATION,AIR CONS,AIR CIRCULATION	
ELECTRONIC COMPONENTS		REPROGRAPHIC SERVICES	
ENGINEERING SERVICES		SANITARY WARE	
FIBRE OPTIC		SCAFFOLDING AND LADDERS	
FILTER		SHE: SAFETY (SECURITY), HEALTH & ENVIRONMENT SERVICES	
FINANCIAL SERVICES		SIGNAGE & ENGRAVING SERVICES	
FIRE,RESCUE AND SAFETY EQUIPMENT		SIGNS AND ACCESSORIES	

FIREARMS, AMMUNITION AND ACCESSORIES		SOCIAL SERVICES	
FLEET MANAGEMENT		SOUND RECORDING EQUIPMENT AND ACCESORIES	
FUEL AND LUBRICANTS		STATIONERY	
FURNITURE		STEEL: BAR, WIRE, MESH	
GARDENING EQUIPMENT AND ACCESSORIES		TAR PRODUCTS	
GENERAL HARDWARE		TELECOMMUNICATION SERVICES	
GENERAL SERVICES		TOILETRIES	
GIFTS		TOOLS, HAND AND MACHINE (ALL)	
GROCERIES		TRAFFIC	
HIRE		TRAINING OF STAFF & COMMUNITY TRAINING SERVICES	
HUMAN RESOURCE MANAGEMENT SUPPORT & SERVICES		TRANSPORT, RE-LOCATION & FREIGHT SERVICES	
INFORMATION TECHNOLOGY SERVICES		VALUATION SERVICES	
INSTALLATIONS, MAINTENANCE & REPAIR SERVICES		VEHICLE MAINTENANCE & SERVICES	
INTERIOR DECORATING AND HOUSEHOLD SERVICES		WASTE DISPOSAL	
KITCHEN AND FOOD APPLIANCES		WATER AND SEWER	
LABORATORY & ENVIRONMENTAL EQUIPMENT		WATER PURIFICATION	
LABOUR SAVING DEVICES AND ACCESSORIES		WELDING RELATED EQUIPMENT	
CONSTRUCTION			