

All suppliers have to be registered on the National Central Supplier Data Base www.csd.gov.za, to be able to engage in any business with an organ of state. & SOL PLAATJE LOCAL MUNICIPALITY ELECTRONIC PROCUREMENT SYSTEM

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NB: Officials work in alphabetical order, for accountability purpose.

NOTIFICATION: SOL PLAATJE MUNICIPALITY'S ELECTRONIC PROCUREMENT SYSTEM

In support of Sol Plaatje Municipality's procurement objectives and policies it has implemented a web based e-procurement system through a selected trade portal, www.webportunities.net.

Registration with Sol Plaatje on the website is free of charge. We urge you to register to avoid loss of business opportunities.

Please ensure that you upload the following mandatory supporting documents: -

- ❖ Municipal service account or letter from landlord or body corporate stating that the account is not in arrears, or Lease Agreement
- ❖ Updated Bank confirmation Letter
- ❖ MBD4 Declaration of Interest (Attached below)
- ❖ Listing Criteria (Attached below)
- ❖ BBBEE If applicable

Non submission of these documents will result in non-registration.

Please also note the following:

1 Linking to Material Groups/Services and Brand Names

As part of your registration process, ensure that you have linked your company to the buyer: in this case-Sol Plaatje Municipality: material groups/services. That will enable any buyer to quickly find you as a potential supplier of their requirements using the "Search Suppliers" functionality on the website.

2. Document/Certificate Uploads

You could upload numerous different types of documents including those required by us for tender purposes. Please ensure to upload the relevant documents on the website. We look forward to receiving your positive response and the use of our e-procurement system.

Steps to register with Sol Plaatje Municipality on www.webportunities.net and to upload Documents

1. If you have not registered on that website before, click on Sign up (top right of page) else click on Login and proceed to step 5.
2. Once you have clicked on Sign up, complete the Supplier sign up page and click on Submit.
3. You will receive an email requesting you to confirm your registration by clicking a link in the email.
4. You will receive a second email with your login credentials.
5. On the website, click on Login (top right of page), enter your email address and password, click on login.
6. To register with Sol Plaatje, click on Register with buyers (left side of screen).
7. The Registration with Buyers page will open. Find Sol Plaatje (2nd page) and in the Action column, click Register Now and click OK. You are now registered with Sol Plaatje, but you still have to complete the entire process and upload all documents to complete your application.
8. To return to your Profile page, click on My Profile (left side of page), or Members (top right of page). On this page click on Documents after which documents of choice can be uploaded. Note that there are a number of tabs in which you'll find different types of documents. The Declaration of Interest (MBD 4) and Listing Criteria can be downloaded as follows: On the Home page of the website, scroll down and click on the logo of Sol Plaatje. Then click on Buyer Documents from where the documents can be downloaded. Once completed scan and upload it as described above.

Hi Ma'am / Sir

Please scan and upload the following documents marked with **X** in order to enable us to process your application:

General:		Yes	
1	Accreditation Certificate (<i>Computer Software & Hardware Suppliers, if applicable</i>)		
2	Accredited SANAS BBBEE Certificate or Exemption Affidavit (<i>if applicable</i>) Included in this package)	MANDATORY	X
3	Certified copies of Shareholders ID (<i>Not older than 3 months</i>)	MANDATORY	X
4	Certificate of Acceptability from Municipality (<i>Catering Services, if applicable</i>)		
5	CIDB/NHBRC (<i>Applicable to suppliers in construction</i>)		
6	Company Bank Details (<i>NOT OLDER THAN 7 DAYS</i>)	MANDATORY	X
7	Company Profile		X
8	Company's Registration (<i>CIPC</i>)	MANDATORY	X
9	ECOSA (<i>Engineering of South Africa</i>)		
10	Listing Criteria (<i>Included in this package</i>)	MANDATORY	X
11	MBD4 Declaration (<i>Included in this package</i>)	MANDATORY	X
12	Medical Certificate (<i>Confirmation of Disability Status, if applicable</i>)		
13	Municipal rates & service account / Certified / original letter from landlord / body corporate stating that the account is not in arrears / Original Police Affidavit/Certified Lease Agreement (<i>not older than 3 months</i>)	MANDATORY	X
14	PSIRA Certificate (<i>Security Industry</i>)		
15	Tax Clearance Certificate (<i>Original</i>)	MANDATORY	X
16	VAT Registration Certificate (<i>if applicable</i>)		

 Sol Plaatje Municipality		SOL PLAATJE MUNICIPALITY, KIMBERLEY **MANDATORY** LISTING CRITERIA		
Central Supplier Database Registration No. (CSD): _____				
1	Company name _____			
2	Contact details	Telephone Number: _____	Fax Number: _____	Cell phone number: _____
	Email address	_____		
	Contact person:	_____		
3	Postal Address: _____			
4	VAT registered	Yes ☐	No ☐	If registered, VAT Registration No: _____
5	Settlement discount allowed	_____ %	For payment within	_____ days
6	Bank account details	Account No.: _____		Branch No.: _____
	Bank Name	_____		
	Branch Name	_____		
	Bank account type	_____		
7	Business Municipal Rates and Service Account Number: _____ * A current (30 days) account, or Lease Agreement in the case of a landlord responsible for account, <u>must be</u> attached to this document **		_____	
8	Located in Sol Plaatje Municipal Area		Yes ☐	No ☐
9	% owned by black male: _____ %		% owned by black female: _____ %	
	% owned by black youth: _____ %		% owned by white female _____ %	
	% owned by disabled persons: _____ %			
10	B-BBEE status level of contribution:		_____	
11	Indicate main sector. Please select one (1) only: Catering and Accommodation ☐ Cleaning material ☐ Commercial agents (Doctors, Lawyers, Audit firm, booking keeping, Pharmacy, Post,) ☐ Communication and media, Construction- Building material and road works ☐ Electrical services- gas/ Aircon, transformers, cables, poles ☐ Funeral Parlour ☐ Gardening services- Lawnmower ☐ Florist ☐ Information technology (IT services, system, telecommunication ☐ Office equipment ☐ Plant hire ☐ PPE- mask, sanitizer, safety equipment ☐ Repairs, motor parts and retail (accredited agency) ☐ Stationery ☐ Supplier of pumps, pipes, steel and maintenance or installation, and irrigation system ☐ Training services e.g. workshops ☐ Transportation (car rental, flight, and buses and driving school ☐ Uniform ☐ Security services ☐			
12	Amount full time. employed staff: _____	Annual Turnover: R _____	Asset Value (Excluding fixed property) R _____	
13	It is the responsibility of the Supplier/Bidder to inform Sol Plaatje Municipality of any changes during the contract period			
	NAME (PRINT) _____ SIGNATURE: _____			
	CAPACITY: _____			
	WITNESS (NAME): _____ SIGNATURE: _____			
	DATE: _____			

DECLARATION OF INTEREST

BIDDERS WHO FAIL TO DECLARE ACCURATELY AND HONESTLY SHALL BE DISQUALIFIED AND THEIR NAMES AND COMPANY DETAILS WILL BE SUBMITTED TO NATIONAL TREASURY AND PROVINCIAL TREASURY TO BE BLACK LISTED. SHOULD YOUR INTEREST BE DISCOVERED AFTER THE AWARD OF THE CONTRACT THE MUNICIPALITY SHALL TERMINATE YOUR CONTRACT ON THE BASIS OF THE ABOVE.

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder².....

3.4 Company Registration Number:

3.5 Tax Reference Number.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? (EMPLOYED BY THE STATE) **YES / NO**

3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

i. any municipal council.

ii. any provincial legislature.

iii. or the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.

(c) an official of any municipality or municipal entity.

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) an executive member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service (employed by the state) of the state for the past twelve months?

YES / NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars.

.....

3.12 Are any of the company's directors, trustees, managers, principal shareholders, or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, and principal shareholders or stakeholders in the service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars **as per / reflect on CSD:**

Full Name	CSD REGISTRATION NUMBER: MAAA

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Date

.....
(Print) Name of bidder

FAILURE TO SIGN THE DOCUMENT WILL LEAD TO DISQUALIFICATION