



**Menlyn Corporate  
Park – Block B 175  
Corobay Avenue  
Waterkloof  
Glen Ext  
11 Pretoria  
Tel: 012 369 8000**

**APPLICATION TO BE REGISTERED ON  
THE SOUTH AFRICAN LOCAL  
GOVERNMENT ASSOCIATION (SALGA)  
SUPPLIER DATABASE**

**[Website: www.salga.org.za](http://www.salga.org.za)**

**TO ALL SUPPLIERS SEEKING REGISTRATION  
AS AN APPROVED SUPPLIER ON THE  
DATABASE OF SALGA**

SALGA is an association of municipalities in South Africa recognised in terms of Section 163 of the Constitution of the Republic of South Africa. It also serves as a voice of all 278 municipalities. SALGA endeavor to bring focus to its mandate of supporting local government transformation in a complex environment. In order for the organisation to deliver on its mandate it established several directorates which are tasked to focus on different sectoral issues which will enable the municipalities to deliver on its mandate as well.

In compliance with the Public Finance Management Act and Treasury Regulations, SALGA has established a supplier database. SALGA is in the process of updating its database and hereby invites all current and potential future suppliers to register as an approved supplier of its database.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to SALGA.**

**Attached please find an official registration form to assist us in updating our database according to legislation.**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it. No electronic submissions will be accepted**

Please note that the following must be attached to this form:

Original, valid Tax Clearance Certificate

Certified copy of B-BBEE certificate

SBD4

CK /CM9 (CIPC documents)

Certified copies of ID Documents (optional)

Company profile including relevant shareholdings or ownership details

Bank Indemnity Form

Environment Health Certificate (for catering companies obtainable from municipalities)

**The form can be posted to:**

SALGA

PO Box 2094

Pretoria

0001

For Attention: Supply Chain Department

**Or alternatively can be delivered to:**

SALGA

Menlyn Corporate Park Block B

175 Corobay Avenue, Waterkloof Glen Ext 11

Pretoria

0001



**Company / Supplier Classification: (Please tick the relevant box / boxes)**

ISO Listed	Importer	Services	Manufacturer	Repairer	Black Owned	Distributor	Exporter	Sales
<b>Indicate core business function of your company:</b>								

Tax Clearance Certificate Attached (Compulsory)	YES	NO
Expiry Date of Tax Clearance Certificate		

**Supplier grouping detail: Type of Firm: (Please tick the relevant box)**

1	Public Company (Ltd)	
2	Private Company (Pty) Ltd	
3	Closed Corporation (CC)	
4	Other (Specify)	
5	Joint Venture	
6	Consortium	
7	Sole Proprietor	
8	Foreign Company	
9	Partnership	
10	Trust	
11	Section 21 Company	
12	Government / Parastatals	

**Main Contact Person in your Company:**

Name:																				
Company Position:																				
Cell Phone Number:																				
Fax Number:																				
E-Mail Address:																				

Suppliers of the following products/services are required to register on the database. **Please mark the main core services/goods that your company supplies. Companies can select four additional commodities.**

**ACCOUNTING, AUDITING AND FINANCE SERVICES**

(Please indicate the services offered as indicated below), **services not indicated must be specified under other.**

<b>DISCIPLINE NAME</b>	<b>Tick</b>
FINANCIAL ACCOUNTING	
FORENSIC AUDIT	
AUDITING	
MANAGEMENT ACCOUNTING	
ASSETS MANAGEMENT	
FINANCIAL RISK MANAGEMENT	
DEBT COLLECTORS	
ACTUARIAL VALUATIONS	
LAND AND BUILDING VALUATIONS	
OTHER ( please specify )	

### **SUPPLY CHAIN MANAGEMENT SERVICES**

<b>DISCIPLINE NAME</b>	<b>Tick</b>
SUPPLY CHAIN CONSULTANTS/SPECIALISTS	
SUPPLY CHAIN SYSTEM DEVELOPMENT	
SUPPLY CHAIN BENCHMARKING	
SUPPLY CHAIN BUSINESS PROCESSES DEVELOPMENT & INTEGRATION	
OTHER ( please specify )	

### **FACILITIES MANAGEMENT SERVICES**

<b>DISCIPLINE NAME</b>	<b>Tick</b>
AIR CONDITIONING SERVICES & REPAIRS	
ARCHITECTS	
AUCTIONEERS	
BUILDING CONTRACTORS	
CIVIL ENGINEERS AND STRUCTURAL ENGINEERS	
CONSTRUCTION EQUIPMENTS	
ELECTRICAL CONTRACTORS	
FACILITIES MANAGEMENT AND BUILDING SYSTEMS	
INDUSTRIAL ENGINEERS	
PLUMBING SERVICES	
ELECTRICAL SERVICES	
INTERIOR DESIGNERS	

QUANTITY SURVEYORS	
REFRIGERATION CONTRACTORS	
SPECIALIST CONSULTING ENGINEERS	
STRUCTURAL CABLING	
GENERAL BUILDING & OFFICE MAINTENANCE	
OFFICE REMOVAL	
ASSETS MANAGEMENT	
TELECOMMUNICATION SYSTEMS ENGINEERS	
LEASING SERVICES	
ACCESS CONTROL SERVICES	
STORAGE SERVICES	
SAFES AND SAFE REMOVALS	
OTHER ( please specify )	

### HUMAN RESOURCES

DISCIPLINE NAME	Tick
WELLNESS SERVICES	
RECRUITMENT, SELECTION & PLACEMENTS	
HR RESEARCH & SURVEYS	
TRAINING & DEVELOPMENT	
LABOUR RELATIONS ; FACILITATOR, MEDIATORS & ABITRATORS	
POLICY DEVELOPMENT	
FIRST AID KIT	
TRANSCRIPTION SERVICES	
OCCUPATIONS HEALTH AND SAFETY SERVICES	
PAYROLL ADMINISTRATION	
OTHER ( please specify )	

### COMMUNICATION, MARKETING & CORPORATE SERVICES

DISCIPLINE NAME	Tick
ADVERTISING SERVICES	
CORPORATE PRINTING SERVICES	
MEDIA CAMPAIGNS	
REPUTATION & STAKEHOLDER MANAGEMENT	

GRAPHIC DESIGNS	
EVENT MANAGEMENT	
PROMOTIONAL AND BRANDING SERVICES	
PHOTOGRAPHY AND VIDEOGRAPHY	
PUBLISHING SERVICES	
EXHIBITION SERVICES	
TRANSLATION SERVICES	
OTHER ( please specify)	

### IT SERVICES

DISCIPLINE NAME	Tick
COMPUTER SOFTWARES	
LICENSING	
PROGRAMMING	
IT SYSTEMS & DEVELOPMENT	
IT CONSUMABLES	
IT EQUIPMENT	
IT REPAIRS	
OFFICE AUTOMATION SERVICES	
OTHER ( please specify)	

### ADVISORY SERVICES

DISCIPLINE NAME	Tick
TRANSACTION/COMMERCIAL ADVISORS	
STRATEGIC ADVISORS	
CORPORATE LEGAL SERVICES	
OTHER ( please specify)	

### OPERATIONS SERVICES

DISCIPLINE NAME	Tick
SECURITY SERVICES	
OFFICE CLEANING SERVICES	
PEST CONTROL SERVICES	
OFFICE REMOVAL SERVICES	

DISCIPLINE NAME	Tick
DOCUMENT FILING SERVICES	
OFFICE PLANT SERVICES AND MAINTENANCE	
CORPORATE CLOTHING	
OTHER ( please specify)	

**GENERAL SERVICES**

SERVICES	Tick
STATIONERY	
CORPORATE PRINTING –business cards, annual reports, folders and letterheads	
CORPORATE GIFTING	
CATERING	
LOCKSMITH	
CORPORATE GIFTS	
CATERING	
FURNITURE AND OFFICE EQUIPMENT i.e. desks, workstation, chairs,	
VENUE HIRE	
SHUTTLE SERVICES	
FLORISTS , OFFICE FLOWERS & GIFT HAMPERS	
COURIER SERVICES	
DISC JOCKEYS (DJ S )	
LOCKSMITHS SERVICES	
DOCUMENT FILING SERVICES	
OFFICE PLANTS SERVICES & MAINTENANCE	
OTHER ( please specify )	

**B-BBEE STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY**

**Legislation:**

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Public Finance Management Act, 2003 (PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to SALGA.

**Terminology:**

- Commodities:** The commodities the company wishes to be registered for as a supplier to the SALGA.
- B-BBEE :**Broad- Based Black Economic Empowerment Act

**B-BBEE STATUS LEVEL OF CONTRIBUTION**

Has the company been accredited by a registered BEE accreditation body?.....



If **YES** kindly provide the B-BBEE certificate.

Which accreditation body?.....

B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

**This form was completed by:**

**Full name:**.....**Position:** .....

**Date:** .....**Signature:** .....



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**



**4 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

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011