

**SCM DATABASIS REGISTRATION FORM/REGISTRASIEVORM**

**supplychain@kannaland.co.za**

Faks/Fax: 028 5511 766

Tel: 028 5511 023

Fax/Faks: 028 5511 766

3. Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003

1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 – Government Gazette No. 20854)

3. Local Government: Municipal Finance Management Act No. 56 Of 2003

[illegible][illegible][illegible]

\_\_\_\_\_

01	Eenmanszaak Sole Proprietor
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02	Vennootskap Partnership
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03	Openbare Sektor Public Sector
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04	Maatskappy / Beslote Korporasie Company / Close Corporation
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05	Ander. Klub, Trust, ens. Other: Club, Trust, etc.
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[illegible][illegible]

1.9 Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons:

### 2.1.1 Van / Surname

[illegible]

2.1.2 Voornaam / First name

[illegible]

### 2.1.3 Hoedanigheid / Designation

[illegible]

## 2.2 Besonderhede van skakelbeampte / Particulars of liaison officer

### 2.2.1 Voorletters en van / Initials and surname

[illegible]

### 2.2.2 Hoedanigheid / Designation

[illegible]

### 2.2.3 Selfoon / Cell phone

#### 2.2.4 Telefoonnummer / Telephone number

### 2.2.5 Faksnummer / Fax number

#### 2.2.6 e-pos adres / e-mail address

2.2.5 Meld taalvoorkeur / Indicate language preference:

Afrikaans ☐English ☐

Ek verklaar dat die inligting wat hierin verstrek is waar en juis is. / I declare that the information herein furnished, is true and correct.

Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration

.....  
Naam / Name

Hoedanigheid / Designation

Datum / Date

**VRAELYS VIR VOORKEURVERKRYGINGSBELEID  
QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY**

**Besigheid of persoon se naam:- / Business or person's name:-**

- |                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>**1.</b> Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op <b>ras</b>.<br/>Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on <b>race</b>.</p>              | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: right;">%</p>                                                                                                                                              |
| <p><b>2.</b> Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op <b>geslag</b>.<br/>Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on <b>gender</b>.</p>           | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: right;">%</p>                                                                                                                                              |
| <p><b>3.</b> Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op <b>gestremdheid</b>.<br/>Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on <b>disability</b>.</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: right;">%</p>                                                                                                                                              |
| <p><b>4.</b> Persentasie aandeelhouing van persone geklassifiseer as <b>jeug</b>. (18 – 35 Jaar oud).<br/>Percentage of shareholding of persons in the business classified as <b>youth</b>. (18 – 35 Years old)</p>                                                                                                                        | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: right;">%</p>                                                                                                                                              |
| <p><b>5.</b> Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ? In / Uit<br/>Is your business established within the area of jurisdiction of the District Municipality? In / Out</p>                                                                                                                                      | <div style="display: flex; align-items: center; justify-content: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> In<br/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> Uit/Out         </div>    |
| <p><b>6.</b> Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee<br/>Do you make use of local labour (job creation)? Yes / No</p>                                                                                                                                                                                                 | <div style="display: flex; align-items: center; justify-content: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> Ja/Yes<br/> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> Nee/No         </div> |

Hiermee sertifiseer ek/ons die ondergetekende en die getuies dat bogenoemde inligting korrek is.  
I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses.

**Getuie/As Witness**

Handtekening / Signature

1. ....
2. ....

**LW! / NB!**

Om Voorkeurpunte te eis **MOET** gesertifiseerde afskrifte van Identiteitsdokumente hierby aangeheg word.  
To claim Preference points, certified copies of Identity Documents **MUST** be attached.

- \*\* "Histories Benadeelde Individue (HBI)" 'n Suid-Afrikaanse burger –**  
 (1) wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1983) of die Grondwet van die Republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ("die tussentydse Grondwet") geen stemreg in nasionale verkiesings gehad het nie; en/of  
 (2) wat 'n vrou is; en/of  
 (3) wat gestremd is;  
 Met dien verstande dat 'n persoon wat Suid-Afrikaanse burgerskap bekom het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie 'n HBI te wees nie;

**\*\* "Historically Disadvantaged Individual (HDI)" means a South African citizen -**  
 (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or  
 (2) who is a female; and / or  
 (3) who has a disability;  
 Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.



**LW! IN GEVOLGE WETGEWING MOET 'N BELASTINGUITKLARING HIERDIE REGISTRASIE VERGESEL.**  
**NB! IN TERMS OF LEGISLATION A TAX CLEARANCE MUST ACCOMPANY THIS REGISTRATION.**

## DECLARATION BY SUPPLIER

1. This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state\*.
- 2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
  - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
  - (ii) been convicted for fraud or corruption during the past five years;
  - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
  - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
  - (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

**In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.**

3.
  - 3.1 Print full Name: .....
  - 3.2 Company/CC Registration or ID Number: .....
  - 3.3 Are you presently in the service of the state? \* **YES / NO**
  - 3.3.1 If so, furnish particulars.  
.....
  - 3.4 Have you been in the service of the state for the past twelve months? **YES / NO**
  - 3.4.1 If so, furnish particulars.  
.....
  - 3.5 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 any prospective bid? **YES / NO**
  - 3.5.1 If so, furnish particulars.  
.....
  - 3.6 Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of any bid? **YES / NO**
  - 3.6.1 If so, furnish particulars.  
.....
  - 3.7 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
  - 3.7.1 If so, furnish particulars.  
.....
  - 3.8 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
  - 3.8.1 If so, furnish particulars.  
.....
  - 3.9 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **YES / NO**

3.9.1 If so, furnish particulars.

3.10 Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

YES / NO

3.10.1 If so, furnish particulars.

3.11 Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? YES / NO

3.11.1 If so, furnish particulars.

3.12 Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? YES / NO

3.12.1 If so, furnish particulars.

3.13 Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? YES / NO

3.13.1 If so, furnish particulars.

#### CERTIFICATION

I, THE UNDERSIGNED, ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Position

Date

\* MSCM Regulations: "in the service of the state" means to be --

- (a) a member of --
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) 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) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.

#### Commissioner of Oaths

Signed and sworn to before me at

on this the ..... day of ..... 20 .... by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

COMMISSIONER OF OATHS:

Position.....

Address:.....

Tel: .....

Apply official stamp of authority on this page:

# TO QUALIFY FOR SMME STATUS PART 2. MUST BE COMPLETED:

## National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium	100	R 5 m	R 5 m	
	Small	50	R 3 m	R 3 m		
	Very small	10	R 0.50 m	R 0.50 m		
	Micro	5	R 0.20 m	R 0.10 m		
Mining and Quarrying 21001 - 29999		Medium	200	R 39 m	R 23 m	
	Small	50	R 10 m	R 6 m		
	Very small	20	R 4 m	R 2 m		
	Micro	5	R 0.20 m	R 0.10 m		
Manufacturing 30001 - 39999		Medium	200	R 51 m	R 19 m	
	Small	50	R 13 m	R 5 m		
	Very small	20	R 5 m	R 2 m		
	Micro	5	R 0.20 m	R 0.10 m		
Electricity, Gas and Water 41001 - 42999		Medium	200	R 51 m	R 19 m	
	Small	50	R 13 m	R 5 m		
	Very small	20	R 5.10 m	R 1.90 m		
	Micro	5	R 0.20 m	R 0.10 m		
Construction 50001 - 50999		Medium	200	R 26 m	R 5 m	
	Small	50	R 6 m	R 1 m		
	Very small	20	R 3 m	R 0.50 m		
	Micro	5	R 0.20 m	R 0.10 m		
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium	200	R 64 m	R 10 m	
	Small	50	R 32 m	R 5 m		
	Very small	20	R 6 m	R 0.60 m		
	Micro	5	R 0.20 m	R 0.10 m		
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 39 m	R 6 m	
	Small	50	R 19 m	R 3 m		
	Very small	20	R 4 m	R 0.60 m		
	Micro	5	R 0.20 m	R 0.10 m		
Catering, Accommodation and other Trade 64101 - 64299		Medium	200	R 13 m	R 3 m	
	Small	50	R 6 m	R 1 m		
	Very small	20	R 1.50 m	R 0.90 m		
	Micro	5	R 0.20 m	R 0.10 m		
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 6 m	
	Small	50	R 13 m	R 3 m		
	Very small	20	R 3 m	R 0.60 m		
	Micro	5	R 0.20 m	R 0.10 m		
Finance and Business Services 81001 - 88999		Medium	200	R 26 m	R 5 m	
	Small	50	R 13 m	R 3 m		
	Very small	20	R 3 m	R 0.50 m		
	Micro	5	R 0.20 m	R 0.10 m		
Community, Social and Personal Services 91001 - 99999		Medium	200	R 13 m	R 6 m	
	Small	50	R 6 m	R 3 m		
	Very small	20	R 1 m	R 0.60 m		
	Micro	5	R 0.20 m	R 0.10 m		

ONLY FIVE (5) MARK WITH "X" THE CATEGORY OF COMMODITIES / SERVICES YOU CAN SUPPLY

ONLY FIVE (5)

CODE	MAIN COMMODITY	X
<b>00100</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>	
00101	Air conditioning and temperature control equipment	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)	
00104	Ceiling boards, skirtings, etc	
00105	Construction machinery	
00106	Doors and windows	
00107	Electrical systems, lighting, components accessories and supplies	
00108	Flooring materials (Carpets, tiles, etc)	
00109	Glass	
00110	Plumbing ware and materials	
00111	Roofing materials	
00112	Sanitation ware and equipment	
<b>00200</b>	<b>CONSTRUCTION SERVICES</b>	
00201	Burglar proofing and systems	
00202	Civil Engineering Structures	
00203	Concrete manufacture and works	
00204	Construction-related transport	
00205	Demolition services	
00206	Earthworks, drilling and landscaping	
00207	Electrical installation	
00208	Fencing	
00209	General building work	
00210	Glazing	
00211	Mechanical contracts	
00212	Metalwork	
00213	Painting	
00214	Paving	
00215	Plumbing	
00216	Pre-cast concrete manufacture	
00217	Pump installation	
00218	Road works	
00219	Sewerage systems and construction	
00220	Water works and pipelines	
00221	Specialist Trade Contractors	
<b>00300</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>	
00301	Bearing supplies	
00302	Bolts, nuts and fasteners	
00303	Electric cables	
00304	Electrical component supplies	
00305	Electrical equipment	
00306	Electrical equipment repairs	
00307	Hardware supplies	
00308	Lifting equipment	
00309	Mechanical seals and packing	
00310	Pipe and irrigation supplies	
00311	Power generation and distribution machinery and accessories	
00312	Pump spares	
00313	Small tools	
00314	Transformer services	
00315	Valves, couplings	
00316	Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera	
00317	Prepayment electricity meters	
<b>00400</b>	<b>GENERAL SERVICES</b>	
00401	Accommodation and lodging	
00402	Advertising, communication, design, editorial, publication and marketing services	
00403	Auctioneering services	
00404		
00405	Bookkeeping and accounting services	
00406	Catering and refreshments	
00407	Cleaning services	
00408	Conferencing facilities and facilitation	
00409	Contract administration	
00410	Courier services	
00411	Education and training	
00412	Environmental impact studies	
00413	Freight forwarding and clearing services	
00414	General maintenance services	
00415	General Wholesale	
00416	Health care	
00417	Horticulture	
00418	Infrastructural maintenance	
00419	Inspection services	
00420	Insurance	
00421	IT, broadcasting and telecommunication services	
00422	Interior decorating, refurbishment and upholstery	
00423	Land valuation	
00424	Laundry and dry-cleaning services	
00425	Locksmith services	
00426	Mailing services	
00427	Management services	
00428	Miscellaneous equipment and goods hiring	
00429	Personnel Services	
00430	Pest control and removal services	

CODE	MAIN COMMODITY	X
00431	Photographic and graphic design services	
00432	Picture framing	
00433	Printing	
00434	Procurement services	
00435	Real estate services	
00436	Research services	
00437	Security and safety services	
00438	Site cleaning	
00439	Social Facilitating	
00440	Storage	
00441	Translation and interpreting services	
00442	Transport services, general	
00443	Travel services	
00444	Vehicle hire	
00445	Vending services	
<b>00500</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>	
00501	Computer equipment, networks and software	
00502	Consumables	
00503	Corporate gifts	
00504	Domestic, industrial and cleaning equipment and supplies	
00505	Electronic equipment, including audio-visual equipment	
00506	Fire protection equipment	
00507	Flowers and plants	
00508	Food and refreshments	
00509	Households furniture and equipment	
00510	Office furniture and equipments	
00511	Office supplies and stationery	
00512	Printing, copying and photographic equipment and supplies	
<b>00600</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>	
00601	Environmental cleansing equipment, goods and supplies	
00602	Fire protection equipment, goods and supplies	
00603	Garden tools	
00604	Gas	
00605	Material and warehousing machinery, equipment and goods	
00606	Measuring, testing and observation equipment	
00607	Pharmaceutical	
00608	Protective clothing and uniforms	
00609	Security equipment, goods and services	
00610	Sports and recreational equipment and goods	
00611	Laboratory chemicals	
00612	Specialised imported chemicals	
<b>00700</b>	<b>PROFESSIONAL SERVICES</b>	
00701	Accounting, auditing and management services	
00702	Architectural services	
00703	Consulting engineering: Electrical	
00704	Consulting engineering: Environmental	
00705	Consulting engineering: Other	
00706	Consulting engineering: Project management	
00707	Consulting engineering: Roads & Storm water	
00708	Consulting engineering: Sewerage systems	
00709	Consulting engineering: Structures, Building, Bridges, etc	
00710	Consulting engineering: Water systems	
00711	Consulting engineering: Geo-technical	
00712	Consulting engineering: Solid waste	
00713	Engineering services	
00714	Financial services	
00715	Land surveying	
00716	Legal services – contracts	
00717	Legal services – conveyancing	
00718	Legal services – litigation	
00719	Legal services – other	
00720	Consulting engineering: Mechanical	
00721	Medical services	
00722	Project management	
00723	Quantity surveying	
00724	Town and regional planning	
<b>00800</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
00801	Alarm and tracking systems	
00802	Batteries	
00803	Engine overhauls	
00804	Fuel, oils and lubrications	
00805	Hydraulics	
00806	Panel beating	
00807	Radiator repairs	
00808	Radio & Electronic equipment	
00809	Spares and parts	
00810	Towing services	
00811	Transmissions	
00812	Tyres and tubes	
00813	Upholstery	
00814	Vehicle fleet management	
00815	Vehicle supply	
00816	Windscreens	
00817	Auto electrical repairs	

\*\*\*\*\* PLEASE NOTE: MARK ONLY FIVE (5) COMMODITIES, ALL OTHERS WILL BE IGNORED

AANSOEK OM OPENING VAN KREDITEURE REKENING / APPLICATION FOR CREDITORS ACCOUNT			
NAAM VAN BESIGHEID NAME OF BUSINESS			
BTW NOMMER / VAT NUMBER			
STRAATADRES/ STREET ADDRESS			
POSADRES / POSTAL ADDRESS			
NAAM VAN BANK / NAME OF BANK			
BANK TAKKODE / BRANCH CODE			
REKENINGNOMMER / ACCOUNT NUMBER			
TIPE REKENING/ TYPE OF ACCOUNT	SPAAR SAVINGS	TJEK CHEQUE	TRANSMISSIE TRANSMISSION
TEL NO / TEL NR			
FAKSNO / FAX NR			
E-POS ADRES/ E-MAIL ADDRESS			
KONTAKPERSOON / CONTACT PERSON			
HANDTEKENING / SIGNATURE			

LET WEL:  
PLEASE NOTE:

BETALINGS SAL 30 DAE VANAF DATUM VAN STAAT GESKIED  
TERMS OF PAYMENT ARE 30 DAYS FROM DATE OF STATEMENT

FOR COMPLETION BY THE BANK		
NAME OF BANK		BANK STAMP
BRANCH NAME & CODE		
ACCOUNT NO		
SIGNATURE/DESIGNATION		

VIR KANTOORGEBRUIK / FOR OFFICE USE ONLY	
GOEDGEKEUR	
DATUM	
HANDTEKENING	
KREDITEURE NOMMER	