

CAPE WINELANDS DISTRICT MUNICIPALITY

NOTICE TO ALL PROSPECTIVE SUPPLIERS

Registration on the Supplier Database is in terms of the Local Government: Municipal Finance Management Act, Act 56 of 2003 and its Supply Chain Management Regulations as per Notice R868 of 30 May 2005

Your attention is specifically drawn to Regulation 44: "*Prohibition on awards to persons in the service of the State*". **NO REGISTRATION WILL BE ACCEPTED IF ANY OF THE OWNERS / MEMBERS / DIRECTORS / SHAREHOLDERS /etc. IS EMPLOYED IN THE SERVICE OF THE STATE, OR ANY OF ITS PARASTATALS / SEMI-GOVERNMENT / MUNICIPALITY e.g. Police, Magistrate, Eskom, Post Office, Sita, etc.**

To partake in any bidding process with the municipality, a supplier must be pre-approved by valid accreditation on the CSD.

TO BE SUCCESSFULLY ACCREDITED ON THE MUNICIPALITY'S DATABASE OF SUPPLIERS THE FOLLOWING MUST BE STRICTLY FOLLOWED AND COMPLIED TO IN TERMS OF NATIONAL LEGISLATION:

NB: THE OFFICIAL SUPPLIER DATABASE REGISTRATION FORM (CWDM-CI) MUST BE COMPLETED IN FULL.

CERTIFICATIONS / WITNESSING / OFFICIAL STAMPS MUST BE OBTAINED WHERE APPLICABLE.

IN ADDITION, ALL OWNERS/ PARTNERS/ DIRECTORS AND SHAREHOLDERS MUST BE LISTED ON PAGE 4 OF THE DECLARATION OF INTEREST – (MBD 4 B)

THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION: {All documents are available on the website}

- Central Supplier Database Registration Number (MAAA) and Unique Reference Number.
- Certified copies of Identity Documents of all owners / partners / members / directors.
- The MBD 4, Declaration of Interest, is on behalf of the Business / Company / Closed Corporation. (It may be completed by an authorised official. (Either the one in the registration document or as separately provided).
- TAX pin. (a pin provided by SARS must be put to the disposal of the municipality).
- Provide a certified copy of your latest (up to date) primary municipal rates and services account/s, including that of all the owners / partners / members / directors. (Suppliers who are in arrears for more than three months will not be accredited unless proof is provided from your local municipality that you have made arrangement to settle outstanding amounts. Copies of accounts must be provided every three months - don't wait to be asked for it and quote your supplier number.)
- If your business is catering, you must obtain a "Certificate of Acceptability" form the Municipal Health Services and submit an original certified copy.
- If your business is Construction, including related activities such as plumbing, carpentry, etc., you must register with the Construction Industry Development Board (CIDB) and provide a copy of your certificate.
- If your business obtained a B-BBEE Contribution Certificate, you must submit a MBD 6.1 with a certified copy of your certificate. Make sure that you are aware of the revised regulations, especially if you qualify for an Exempted Micro-Enterprise (EME), Qualifying Small Enterprise (QSE) or a Start-Up Enterprise. You can download a certificate (self-assessment) from the website. <http://www.capewinelands.gov.za/DistrictCouncil/SupplyChainManagement/Lists/Procurement/AllItems.aspx> (Ensure that all copies are clearly legible and originally certified as "true copies of the original")