

COMPANY NAME :



**STEVE TSHWETE  
LOCAL  
MUNICIPALITY**

**STEVE TSHWETE LOCAL MUNICIPALITY  
PO BOX 14 MIDDELBURG 12050  
TEL: (013) 249 7309/7281  
FAX: (013) 282 5594**

**TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE  
DATABASE OF STEVE TSHWETE LOCAL MUNICIPALITY**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it  
Application form have to be signed by Commissioner of Oath**

**Questions can be forward ed to Martha Mtsweni via e-mail to: [mdmtsweni@stevetshwetelm.gov.za](mailto:mdmtsweni@stevetshwetelm.gov.za)  
or 013 249 7064/7309**

Completed documents should be sent to:

**For attention: The Supplier Database Administrator  
Supply Chain Management Unit  
SCM Stores  
Steve Tshwete Local Municipality  
Private Bag X 251827  
MIDDELBURG 1050**

**Or hand delivered to:**

**For Attention: The Supplier Database Administrator  
Supply Chain Management Unit  
SCM Stores  
Cnr Walther Sisulu and Protea Street  
MIDDELBURG 1050**

**Kindly submit all relevant documentation requested in checklist**

Municipal Finance Management Act, 2003 (Act 56 of 2003) - (MFMA)

## Required Documentation Checklist

Please ensure that all listed documentation below is attached to the registration form.

**Failure to submit the requested documents will invalidated the application**

All documentation is to be provided in its original format and/or certified.

Please ✓ submitted documents

Document Name	Attached
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### **Compulsary documents**

**Original** Valid Tax Clearance Certificate

**Certified Copy** of Company Registration Certificate

Company Profile (max 3 pages)

**Certified Copies** of ID's for all members/ partners / directors

**Original** Verification Letter of Bank ( stamped by Bank)

**Certified copy** of Proof of Ownership/Shareholding Certificate ( CIPRO)

**Certified copy** of Water and Electricity account

### **Non -Compulsary documents**

**Original, certified copy** of company's BBBEE Certificate   
( If not provide by company - no points can be claimed for BBBEE)

**Certified copy** of Accreditation certificates example CIDB / etc

## Definitions

### Terminology:

- **Commodities:**  
The commodities the company wishes to be registered for as a supplier. Please define your principal business to a maximum of 7 commodities.
- **Trade Names:**  
The trade names that the company own or distribute, which you wish to be registered for.
- **Owned:**  
Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **B-BBEE Status Level of Contribution:**  
means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- **B-BBEE Status Level of Contribution:**  
means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice On Black Economic, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act:
- **EME**  
means any enterprise with an annual total revenue of R 5 million or less
- **Fronting:**  
Companies with **no** Black Economic Empowerment (BEE) status **illegally** claiming to be headed by **previously disadvantaged individuals\*** and claim false BEE credentials in order to win tenders/contracts.
- **Organ of State:** means
  - A national or provincial department as defined in the Public Finance Management Act No 1 of 1999;
  - A municipality as contemplated in the Constitution;
  - Parliament;
  - A Provincial legislature;
  - A constitutional institution listed in schedule 1 of the Public Finance Management Act
- **In the service of the State:** means
  - a member of:
    - (i) any municipal council;
    - (ii) any provincial legislature;
    - (iii) any National Assembly or the National Council of Provinces;
  - a member of the board of directors of any municipal entity;
  - an official of any municipality or municipal entity;
  - 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)
  - a member of the accounting authority of any national or provincial public entity;
  - an employee of Parliament or a provincial legislature

**SUPPLIER  
APPLICATION FORM**

**IMPORTANT NOTES  
Please read carefully**

1. To be completed by the applicant seeking registration as an approved supplier to Steve Tshwete Local Municipality
2. The questionnaire must be completed in **full** and be **signed**: failure to do so will result in the application being declined. Only **original application documents will be accepted**
3. A company profile must accompany the registration form but will not be accepted as substitute for the application form - all fields on application form **MUST** be completed,
5. Businesses Blacklisted by any organs of state must first be removed or cleared from such list before registration.
6. **The Municipality has the right to visit the business premises to verify the information provided in the application form.**
7. All members/directors/partners/owners of Companies, Close Corporations and etc, in service with any organ of State\* are prohibited from participating in the Municipal Supply Chain Management; therefor they will be automatically disqualified
8. This is only an application for registration form on the database and does not guarantee any award or contract.
9. Steve Tshwete Local Municipality reserves the right to reject any application, which in its opinion failed to comply with registration requirements or any criteria
10. Applicants will **be notified** about the outcome of their application irrespective of whether it is positive or negative
11. A maximum of **five commodities** must be reflected on the application form. Reflecting more than five will **nullify** the application:
12. Monthly statements have to be forwarded to STLM Stores to prevent delay in payments
13. We urge you to contact the Middelburg Chamber / Business Linkage Centre to assist with Small Business support and business opportunities at Tel:013 243 2253 or fax ; 013 243 1923 or cell number 086 672 6928. Website address is as follows: **www.middelburginfo.com**

**Company Details**

Website Address:	<input style="width: 95%;" type="text"/>		
Email Address:	<input style="width: 95%;" type="text"/>		
Telkom area code:	<input style="width: 50px;" type="text"/>	e.g. 012,011 ect.	
Telephone No.	<input style="width: 150px;" type="text"/>	Fax no (compulsary)	<input style="width: 100px;" type="text"/>
Toll free No	<input style="width: 300px;" type="text"/>		
Postal Address:	<input style="width: 95%;" type="text"/>		
City / Town:	<input style="width: 70%;" type="text"/>		Postal Code:
Physical Address:	<input style="width: 95%;" type="text"/>		
City / Town	<input style="width: 70%;" type="text"/>		Postal Code:

Sharing of Facilities	
Do you share facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which facilities are shared? .....	
With whom do you share facilities( name of company/ individuals) .....	
What are the other company's principal business activities? .....	

Classification of Business: Please ✓ all the relevant boxes								
ISO Listed	Importer	Services	Manufacturer	Repairer	Black owned	Distributor	Exporter	Sales

Supplier Grouping detail: (type of firm) Please ✓ the relevant box			
Public Company (Ltd)	<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Government/Parastatels/Organ of State	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>		

Contact Person Details	
Contact Person:-	Title: <input type="checkbox"/> First Name: <input type="checkbox"/>
Surname: <input type="checkbox"/>	ID No.: <input type="checkbox"/>
Cell No.: <input type="checkbox"/>	Work No.: <input type="checkbox"/>
Fax No.: <input type="checkbox"/>	Position: <input type="checkbox"/>
E-mail: <input type="checkbox"/>	

Contact Person - ACCOUNTS	
Contact Person:-	Title: <input type="checkbox"/> First Name: <input type="checkbox"/>
Surname: <input type="checkbox"/>	Work No.: <input type="checkbox"/>
Cell No.: <input type="checkbox"/>	Fax no: <input type="checkbox"/>
E-mail: <input type="checkbox"/>	

**B-BBEE Status of your Enterprise**

(80/20 system)

B-BBEE Status Level of Contributor	Nr of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non compliant contributor	0

**B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS TABLE ABOVE**

B-BBEE Status Level of Contribution ..... : .....

( maximum of 20 points)

**SMME Status**

\* Please use the table per Annexure 6 (page 12) to determine the SMME status of your enterprise

\* Please ✓ the relevant box

- Micro
- Very Small
- Small
- Medium
- Large

**Declaration of any Conflict of Interest**

Are you currently working as an employee in any organ of state? Yes  No

If "Yes", give details:

Have you worked in any organ of state for the past 12 months? Yes  No

If "Yes", give full details(company):

Do you have any relative working for an organ of state? Yes  No

If "Yes", give full details(name):

Do you have any close relationship with any official working in our establishment? Yes  No

If "Yes", give details:

Is there any other relevant information that you would like to disclose? Yes  No

If "Yes", give details:

Are you currently servicing on any structures of our establishment? Yes  No

If "Yes", give details:

**Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:**

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure(s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then Steve Tshwete Local Municipality may, in addition to any remedies it may have:
  - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
  - (ii) Recover from the supplier/contractor for all costs, losses or damages incurred or sustained by Steve Tshwete Local Municipality as a result of breach of contract;
  - (iii) Cancel the contract and claim any damages which Steve Tshwete Local Municipality may suffer by favourable arrangements after such cancellation and/or;
  - (iv) De-register the supplier registered on the Supplier Database
3. A registered supplier MUST notify Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such a supplier being removed from the Supplier database and/or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
Name in Block Letters

**Full details of Directors / Trustees / Members / Shareholders**

Full name	ID Number	State Employee Nr

Commissioner of Oaths	
Business Address	
Capacity	
Area	
Commissioner of Oaths Signature	Commissioner of Oaths Full Name



## **LIST OF COMMODITIES**

**Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:**

1	Abrasives	27	Blinds & Awnings	53	Call Centre's & Call Centre Solutions
2	Accommodation	28	Boilers	54	Candles
3	Accounting & Bookkeeping Services	29	Bolts / Nuts / Washers / Clips	55	Cards Identification
4	Accounting Systems Software	30	Booksellers	56	Carpenters * Carpentry
5	Accounting, Tax, Auditing & Fin Controls	31	Bookshops	57	Carpets * Carpeting
6	Accumulators	32	Brakes & Clutch Repairs	58	Cartridges
7	Advertising	33	Breakdown Service Road	59	Cash Management Services
8	Advertising & Printing	34	Breweries & Bar Requisites	60	Catering
9	Agricultural, Horticultural Supplies	35	Bricklayers	61	Catering Equipment & Equip Hire
10	Agricultural Equipment	36	Brokers Finance	62	Ceiling Contractors
11	Agricultural Services & Equipment	37	Brooms & Brush Ware	63	Cellular Telephone Network Providers
12	Air Conditioning (Installation & Repairs)	38	Brush Cutters, chnsaw lawnmowers	64	Cellular Telephones Sales Contracts
13	Air Conditioning Services & Repairs	39	Building Contractors	65	Cement
14	Air Conditioning Systems & Contractors	40	Business Advisory Services (BAS)	66	Certification Services
15	Aircraft Hire, Servicing & Repairs	41	Business Analysis & Design	67	Chambers Commerce & Industry
16	Airlines	42	Business Management	68	Change Management
17	Alarm Monitoring & Response	43	Business Plans	69	Charter Services Aircraft
18	Alarm Systems And Equipment	44	Business Solutions	70	Chartered Accountants
19	Alluminium Guttering	45	Business Strategy Development	71	Chemical Transport Units
20	Anti Virus Software	46	Business Systems Software	72	Chemicals
21	Architects	47	Business Training & Skills Services	73	Cleaning Chemicals & Material
22	Architectural / Design Services	48	Cabinet Makers	74	Cleaning Equipment General
23	Archiving Services & Systems	49	Cabling Contractors	75	Cleaning of Carpets
24	Art & Craft Materials	50	Cabling Systems & Management	76	Cleaning of Offices
25	Asset Management Systems	51	Cabling Systems Telephone	78	Cleaning Services
26	Blasting Contractors	52	Call Centers & Call Centre	79	Closed Circuit TV
80	Clothing Manufacturers	106	Consulting: Administration	132	Consulting: Acquisition Management
81	Coffee & Vending Machines	107	Consulting: Administration Employee	133	Consulting: Actuaries & Remun Service
82	Cold Asphalt Pre-Mix , Bitumen & Slurry Bags	108	Consulting: Advertising	134	Consulting: Corporate ID
83	Colleges	109	Consulting: Agricultural Engineers	135	Consulting: Customer Interactions
84	Computer Cabling Systems	110	Consulting: Air Pollution Engineers	136	Consulting: Database
85	Computer Components	111	Consulting: Asset Management & Bar-coding	137	Consulting: Design Services
86	Computer Consumables	112	Consulting: Asset Management	138	Consulting: Distribution
87	Computer Hardware	113	Consulting: Asset Software	139	Consulting: Drainage
88	Computer Networking	114	Consulting: Business Management	140	Consulting: E-Business Strategies

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Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

89	Computer Printers		115	Consulting: Business Skills		141	Consulting: Econometric Survey	
90	Computer Repairs		116	Consulting: Catering		142	Consulting: Economic Strategy	
91	Computer Services		117	Consulting: Chemical Engineers		143	Consulting: Economic Trade	
92	Computer Software		118	Consulting: Civil Engineering		144	Consulting: Economics	
93	Computer Solutions		119	Consulting: Combustion Engineers		145	Consulting: Eco-Tourism	
94	Concrete Products		120	Consulting: Communication		146	Consulting: Education	
95	Condom Dispensers		121	Consulting: Communication Network		147	Consulting: Electrical Engineers	
96	Conference Accessories		122	Consulting: Communication Strategies & Syst		148	Consulting: Electronic	
97	Conference Canters		123	Consulting: Community Building		149	Consulting: Emerge / Disaster Man	
98	Conference Facilities		124	Consulting: Community Services		150	Consulting: Empl Benefit & Empowerm	
99	Conferencing Systems		125	Consulting: Computer Literary		151	Consulting: Employee Development	
100	Construction Contractors		126	Consulting: Computer Prog Software		152	Consulting: Employment Equity	
101	Construction Services General		127	Consulting:Computer Syst Solutions		153	Consulting: Empowerment Models	
102	Construction Steel		128	Consulting: Conceptual		154	Consulting: Empowerment Women	
103	Consulting Services		129	Consulting: Conference & Events		155	Consulting: Energy Resources	
104	Consulting: Access Control Systems		130	Consulting: Institutional		156	Consulting: Information Management	
105	Consulting: Construction Engineers		131	Consulting: Insurance		157	Consulting: Infrastructure	
158	Consulting: Engineers		183	Consulting: Interior Decorating		208	Consulting: Project Management	
159	Consulting: Engineers Hydraulic		184	Consulting: International Trade		209	Consulting: Promotions & Advertising	
160	Consulting: Engineers Instrumentation		185	Consulting: Internet		210	Consulting: Property Development	
161	Consulting: Entrepreneurial Skills		186	Consulting: IT Services & Strategies		211	Consulting: Public Relations & Services	
162	Consulting: Environmental		187	Consulting: Journalism		212	Consulting: Quality Control	
163	Consulting: Erection Engineers		188	Consulting: Laboratory		213	Consulting: Risk Management	
164	Consulting: Evaluation Assets		189	Consulting: Landscape Services		214	Consulting: Road Engineers	
165	Consulting: Exhibitions		190	Consulting: Legal Services		215	Consulting: Scientific	
166	Consulting: Export & Import		191	Consulting: Local Governance		216	Consulting: Secretarial	
167	Consulting: Financial & System Integration		192	Consulting: Logistical Services		217	Consulting: Skills Analysis & Develop	
168	Consulting: Financial Administration		193	Consulting: Logistics Systems		218	Consulting: Small Business Develop	
169	Consulting: Financial Planning		194	Consulting: Management		219	Consulting: Software Business	
170	Consulting: Financial Systems		195	Consulting: Management Tools		220	Consulting: Sport & Recreation	
171	Consulting: Fleet Services Management		196	Consulting: Marketing & Advertising		221	Consulting: Strat Planning & Develop	
172	Consulting: Forensic		197	Consulting: Mechanical Engineers		222	Consulting: Strategies	
173	Consulting: Furnaces		198	Consulting: Media Relations		223	Consulting: Stress Management	
174	Consulting: Gender Equity		199	Consulting: Metallurgical Services		224	Consulting: Taxation	
175	Consulting: Geographical Information		200	Consulting: Metaphysical & Emotional		225	Consulting: Technical Skills	

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Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

176	Consulting: Geological Services		201	Consulting: Multimedia		226	Consulting: Technology	
177	Consulting: Geophysical		202	Consulting: Operation Fields		227	Consulting: Telecommunication	
178	Consulting: Governance		203	Consulting: Organizational Dynamics		228	Consulting: Tender Evaluations	
179	Consulting: Health Care		204	Consulting: Performance Management		229	Consulting: Township & Rural Projects	
180	Consulting: Housing		205	Consulting: Personal Development		230	Consulting: Ventilation Engineers	
181	Consulting: Ventilation Engineers		206	Development: Corporate ID		231	Development: Project Management	
182	Consulting: Waste		207	Development: Database		232	Development: Promotions Advertising	
233	Consulting: Water Purification, Supply & Storage		256	Development: E-Business Strategies		279	Development: Public Relations & Serv	
234	Consulting: Workplace Surveys & Need Analysis		257	Development: Economic Strategy		280	Development: Skills	
235	Consumer Personal Care Products		258	Development: Employee Benefit & Empower		281	Development: Small Business (SMME)	
236	Containers & Packaging		259	Development: Employee Development		282	Development: Software Business	
237	Copywriting		260	Development: Employment Equity		283	Development: Sport & Recreation	
238	Corporate Gifts & Products		261	Development: Empowerment Models		284	Development: Strategies	
239	Corrosion Protection Services		262	Development: Empowerment Women		285	Development: Stress Management	
240	Cosmetics		263	Development: Entrepreneurial Skills		286	Development: Technology	
241	Country Club & Sport Centres		264	Development: Financial Systems		287	Development: Township & Rural Proj	
242	Courier Services		265	Development: Housing		288	Diesel Industry	
243	Crockery & Cutlery		266	Development: Human Resources		289	Diesel Mass Supplier	
244	Cupboards Built In		267	Development: Industrial		290	Display Services	
245	Curios		268	Development: Infrastructure		291	Distribution Services	
246	Curtaining, Rails & Accessories		269	Development: IT Services & Strategies		292	Document Binding Services	
247	Dairy & Related Products		270	Development: Logistics Systems		293	Document Duplicating Services	
248	Data Backup Services & Software		271	Development: Management		294	Drain Cleaning Services	
249	Data Capturing & Management Services		272	Development: Management Tools		295	Draughting Services	
250	Data Integration & Analysis		273	Development: Multimedia		296	Drawing Office Equipment	
251	Demolition Services		274	Development: Organisational Dynamics		297	Drawing Office Supplies	
252	Development: Asset Software		275	Development: Performance Management		298	Dressmaking	
253	Development: Business Management		276	Development: Personal Development		299	Driving Instructors	
254	Development: Business Skills		277	Engraving Services & Equipment		300	Framing Services	
255	Development: Communication		278	Entertainment (Performers)		301	Franking Machines	
302	Drums Copiers		331	Entertainment Facilities		360	Freight Services (Air, Land, Sea)	
303	Dry Cleaning Services		332	Entertainment Services (Tourists)		361	Fuel Consumption Control Systems	
304	Duplicating Equipment		333	Entertainment Venues & Theatres		362	Fuel Mass Supplier	
305	Duplicating Equipment		334	Envelopes		363	Furniture	

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Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

306	Earthmoving Contractors		335	Environmental		364	Galvanized And Steel Pipe Fittings	
307	Editing Services		336	Estate Agencies & Consultants		365	Galvanizing Services	
308	Educational Services		337	Evacuation Systems		366	Garage Equipment	
309	Electrical Appliances		338	Event & Conferencing Management		367	Gardening Services	
310	Electrical Cable / Cable Joints / Shrinkits		339	Exhaust Supply & Repairs		368	Gas & Heating Equipment	
311	Electrical Components		340	Exhibition Centres		369	Gearbox Repairs	
312	Electrical Contractors		341	Facilitation General Services		370	Generators,Alternators,Power Suppl	
313	Electrical Equipment		342	Facilitation Services Conference		371	Gifts Promotional	
314	Electrical Meters		343	Farming Products And Service		372	GIS Computer Technology	
315	Electronic Appliances		344	Fencing Contractors		373	GIS Map Production Software	
316	Electronic Components & Equipment		345	Financiers Industrial		374	GIS Modeling & Analysis	
317	Electronic Contractors		346	Fire Equipment		375	Glazing Contractors	
318	Elevators & Conveyors		347	Fire Extinguishers		376	Government Services	
319	Embossing Services		348	Fire Extinguishing		377	Graphic Design Services	
320	Embroidery Services & Logo		349	Fire Fighting Equipment		378	Grass Cutting	
321	Emergency Medical Supplies & Equipment		350	First Aid Supplies & Equipment		379	Guesthouse, Inns & Lodges	
322	Employee Wellness Services		351	Flags & Maps		380	Guttering	
323	Encoding		352	Fleet Management Services		381	Hand Tools	
324	Encryption Software & Systems		353	Flooring Contractors		382	Hardware And Building Material	
325	Engine Repairs & Remanufacturing		354	Florists		383	Health & Safety Training	
326	Engineering Services		355	Flowers		384	Heaters & Heating Equipment	
327	Engraving Services		356	Footwear		385	Horizontal Drilling	
328	Hoses & Hose Fittings		357	Investigation Services		386	Manufacturing: Plastic Products	
329	Medical & Surgical Equipment		358	Irrigation Contractors		387	Maps	
330	Hospitality Services Corporate		359	Journalism		388	Market Research	
389	Hospitals & Clinics		418	Keys, Locks,Padlocks,Security Syst		447	Meat Products	
390	Hotels		419	Knitting Machines & Accessories		448	Media Liaison	
391	Hydraulic Accessories		420	Labels & Labeling Services		449	Medical Equipment & Consumables	
392	Hydraulic Equipment		421	Lab Consumables & Equipm		450	Medical Equipment Maint & Repairs	
393	Hydraulic Repairs & Spares		422	Laboratory Supplies		451	Medical Practitioners	
394	Hydraulic Services & Repairs		423	Labour Consultants		452	Medical Supplies	
395	ID Card Personalization Systems		424	Lamp, Globes & Fittings		453	Medical / Analytical Eqt & Cons	
396	Illustration Services		425	Land Surveying Services		454	Mineral & Mining	
397	Imaging Services		426	Landscaping Services		455	Mineralogical Services	
398	Import & Export Services		427	Laundry Services		456	Mining & Support Contractors	

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Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

399	Industrial Chemicals		428	Leather Products General		457	Mining Products	
400	Industrial Equipment & Hire		429	Library Service Consultants		458	Mobile Chemical Toilet	
401	Industrial Tools		430	Lifting Contractors		459	Money Counting Equipment	
402	Information Services		431	Lifting Equipment		460	Motor & Truck Dealer	
403	Information Technology & System		432	Lighting Contractors		461	Motorbikes, Quads/BoatS (Sales & Rep)	
404	Inspection Services		433	Loaders & Lifts		462	Multi Media Services	
405	Installation of Meters		434	Locksmiths		463	Multimedia Products & Aids	
406	Institutes		435	Logo: Crockery		464	Network Solutions	
407	Insulation Services		436	Logo: Design Services		465	Networking	
408	Insurance Companies		437	Logo: Engraving		466	Networking Software	
409	Intercommunication Systems		438	Magazine Publication		467	Note / Coin Counter Services	
410	Interim Management		439	Magazines Supplier		468	Office Automation Equipment	
411	Interior Decorators		440	Mailing Services (Like Post Office)		469	Office Automation Eq Repairs	
412	Interior Design Services		441	Mailroom Equipment		470	Office Automation Hire	
413	Interpretation Services Magnetic Serv		442	Manholes, Covers/ Concrete Product		471	Office Consumables	
414	Interpreting Services Language		443	Manufacturing Materials & Textiles		472	Office Equipment	
415	Office Furniture		444	Plumbing Contractors		473	Plotting Services	
416	Office Furniture Requisites		445	Point of Sale Design Services		474	Refuse Bins	
417	Office Layout Design Services		446	Power Station Technical Services		475	Refuse Conveyors	
476	Office Machines & Equipment		501	Power Tools		527	Registration Services Company	
476	Office Maintenance		502	Printer Consumables		528	Rehab Serv Alcohol & Drug Depend	
477	Oil And Lubricants		503	Printing & Design Services		829	Reinforcing	
478	Oil Dissolving Chemicals / Cleaning		504	Printing & Stationery		530	Removal Services Furniture	
479	Packaging Materials		505	Printing Services		531	Removal Services Refuse	
480	Painting Contractors		506	Printing Services Textile		532	Renovation Services	
481	Paintings		507	Procurement Services		533	Rescue Equipment	
482	Paints, Coatings & Waterproofing		508	Promotional Items for National Observance		534	Rescue Tools Hydraulic	
483	Partitioning Contractors		509	Prop-Shaft & Diff Repairs		535	Reserves Nature	
484	Pavement Blocks		510	Protective Clothing		536	Resorts Holiday	
485	Paving Bricks		511	Publication of Documents		537	Restaurants	
486	Paving Contractors		512	Publications		538	Retail Stores	
487	Perfumes		513	Publishers		539	Road Construction	
488	Perishables Suppliers		514	Quality Control Services		540	Road Main & Traffic Calming Products	
489	Pest Control Services		515	Quantity Surveyors		541	Roads & Stormwater Drainage	
490	Petrol Stations		516	Quarrying Contractors		542	Roof Tiles	

## **LIST OF COMMODITIES**

Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

491	Pharmaceuticals		517	Radio Equipment		543	Roofing Contractors	
492	Photography Equipment		518	Recording & Transcribing		544	Safes And Safe Removals	
493	Photography Service		519	Recording Services Sound & Conference		545	Sampling Analysis	
494	Photography, DVD & Video Production		520	Recreation Centres		546	Sand, Crushed Stone, Soil Suppliers	
495	Plan Drawing Services		521	Recruitment Agents		547	Sanitary Ware	
496	Plant Hire		522	Recycling Services		548	Plastering Contractors	
497	Plants Capping Services Indoor Outdoor		523	Refrigeration Equipment		549	Refuse Bags	
498	Plasson / Plastic / Nylon Pipe Fittings		524	Refrigeration Repairs & Services		550	Secretarial Services	
499	Surveying Services		525	Swimming Pools		551	Surveying Instruments	
500	Security & Access Control Equipment		526	Teachers & Educators		552	Training: Computer Prog & Software	
553	Security & Access Control Services		575	Team Building		597	Training: Computer System & Solutions	
554	Security & Access Control Systems		576	Technikons		598	Training: Conference & Events	
555	Security Services		577	Telecommunications Equipment		599	Training: Customer Interactions	
556	Self Defense Training		578	Telecommunications Systems		600	Training: E-Business Strategies	
557	Seminars		579	Tennis Court Surfaces		601	Training: Economic Strategy	
558	Service Providers Cellular Telephone		580	Tents & Canvas Goods		602	Training: Education	
559	Service Providers Cyberspace		581	Testing Equipment		603	Training: Employee Development	
560	Service Providers Multi Media		582	Textiles General		604	Training: Empowerment Models	
561	Service Stations & Garages		583	Thatch Roofing & Treatments		605	Training: Entrepreneurial Skills	
562	Sewing Services		584	Tiling Contractors		606	Training: Financial Administration	
563	Shop Fitters		585	Timber		607	Training: Financial Planning	
564	Shuttle Services		586	Time & Attendance Equipment		608	Training: Financial Systems	
565	Signs, Tags		587	Toilet Paper: Manufacturing & Sales		609	Training: Health Care	
566	Silk Importer		588	Tools & Equipment Hire		610	Training: Human Resources	
567	Solvents		589	Tools Electrical & Mechanical		611	Training: Information Management	
568	Sound & Music Systems / Equipment		590	Tours & Tourism		612	Training: International Trade	
569	Spices		591	Training Institutions		613	Training: Internet	
570	Sport Centres		592	Training Materials & Software		614	Training: IT Services & Strategies	
571	Stationery Office Basic		593	Training: Asset Software		615	Training: Labour	
572	Steel Contractors		594	Training: Business Management		616	Training: Logistics Systems	
573	Steel Works General		595	Training: Business Skills		617	Training: Management	
574	Storage Services & Facility		596	Training: Communication		618	Training: Management Tools	
619	Storage Systems		651	Training: Communication Strategies & Systems		683	Training: Multimedia	
620	Storage Systems (Document & Computer)		652	Training: Community Building		684	Training: Performance Management	

## **LIST OF COMMODITIES**

Please mark the five (5) commodities your company wishes to register with x on the number next to the commodities:

621	Street Refuse Containers		653	Training: Community Services		685	Training: Personal Development	
622	Supply, Fit & Test Batteries		654	Vehicles Industry		686	Vehicles Audio & Equipment	
623	Training: Public Relations & Services		655	Vehicle Repairs (Mechanical Engineering)		687	Vending Machines	
624	Training: Risk Management		656	Vehicles Repairs ( Panel Beating)		688	Vehicles Hiring	
625	Training: Personnel		657	Vehicles Security & Tracking Systems		689	Vehicles Industry	
626	Training: Secretarial		658	Vehicles Security Devices		690	Vehicle Repairs (Mechanical Eng)	
627	Training: Security Systems		659	Vehicles Tracking Devices		691	Vehicles Repairs ( Panel Beating)	
628	Training: Skills Development		660	Vending Machines		692	Vehicles Security & Tracking Systems	
629	Training: Software Business		661	Verification Services Product		693	Vehicles Security Devices	
630	Training: Sport And Recreation		662	Warehousing Services		694	Vehicles Tracking Devices	
631	Training: Stress Management		663	Waste Disposal		695	Window Fitting & Glass	
632	Training: Technical Skills		664	Water Meters		696	Verification Services Product	
633	Training: Township & Rural Projects		665	Water Piping Plus Fitting		697	Warehousing Services	
634	Transcription Services		666	Water Pumps		698	Waste Disposal	
635	Transformers & Switchgear		667	Water Purification		699	Water Meters	
636	Translation Services		668	Water Reticulation		700	Water Piping Plus Fitting	
637	Transport Services Goods		669	Water Tankers Hire		701	Water Pumps	
638	Transport Services Passengers		670	Waterproofing Contractors		702	Water Purification	
639	Travel Agency		671	Weather Stations		703	Water Reticulation	
640	Two-Way Radios & Accessories		672	Web Pages & Design		704	Water Tankers Hire	
641	Tyres & Tubes		673	Web Solutions Design & Maint		705	Waterproofing Contractors	
642	Tyres / Wheel Balancing,Alignment Rep		674	Welding Accessories		706	Weather Stations	
643	Uniforms		675	Welding Consultants		707	Web Pages & Design	
644	Universities		676	Welding Contractors		708	Web Solutions Design & Maintenance	
645	Upholsterers		677	Window Fitting & Glass		709	Welding Accessories	
646	Upholstery, Tarpolines		678	Wire & Steel Cabling		710	Welding Consultants	
647	Valve Products		679	Vehicles Audio & Equipment		711	Welding Contractors	
648	Wire & Steel Cabling		680	Wire & Steel Cabling		712	Workshop Facilitations	
649	Wire Works General (Mesh/Screening)		681	Wire Works General (Mesh/Screening)		713	Workshop Requisites	
650	Window Fitting & Glass		682	Workshop Equipment		714	Writing Articles & Editorials	

**Banking Information**

AFFIX OFFICIAL BANK  
STAMP HERE

Bank Name: Bank

Location: Branch

Name: Branch

Code: Account

Holder: Account

Number: Account

Type:

Bank Official Name:

Designation:

Signature:

Reference Number / Description to be used:

**Cancelled cheque**

AFFIX A CANCELLED CHEQUE HERE



**SMME table**

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

<b>For office use only</b>	
Summary of results	SMME Status as per above (✓ appropriate block)
<b>Column 2</b>	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
<b>Column 3</b>	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
<b>Column 4</b>	medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

**FOR OFFICE USE ONLY:**

**COMPANY NAME**

Application received:

NEW

UPDATED

Application evaluated;

Application complete:

YES	NO
-----	----

Documents incomplete:

  
  

Request company to forward outstanding documents:

YES	NO
-----	----

Application verified by whom:

Date:

Application :

APPROVED	REJECTED
----------	----------

Reason for rejection:

  

Application captured on Iqual:

YES	NO
-----	----

Iqual number:

Company linked with Financial System:

Creditor number:

Company provided with copy of iqual registration number:

YES	NO
-----	----

Date:

Application reviewed by SCM Management :

Date reviewed:

COMPANY NAME :



**STEVE TSHWETE  
LOCAL  
MUNICIPALITY**

**STEVE TSHWETE LOCAL MUNICIPALITY**

**PO BOX 14 MIDDELBURG 12050**

**TEL: (013) 249 7309/7281**

**FAX: (013) 282 5594**

**Date: .....**

**TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON THE  
DATABASE OF STEVE TSHWETE LOCAL MUNICIPALITY**

**It is hereby confirmed that Supply Chain Management has received your application to be registered on our Database.**

**Your application will be evaluated and if successful, you will be provided with a confirmation document to indicate your vendor's number**

**Yours trustfully**

PL van der Merwe  
Asst Director: Supply Chain Management