



a world class African city



# SUPPLIER REGISTRATION APPLICATION FORM

For enquiries contact:

**SUPPLY CHAIN MANAGEMENT OFFICE**

011 877 6800/6886/6835

The forms must be submitted to:

**The Supply Chain Department,  
Joburg Theatre Complex,**

**1<sup>st</sup> Floor, Loveday Street,  
Braamfontein**

**TO ALL SUPPLIERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER ON  
THE DATABASE OF JOBURG THEATRE (PTY) LTD**

Joburg City Theatres hereby invites current and prospective suppliers to apply to be accredited and registered on its Supplier Database as required by the Municipal Finance Management Act of 2003 and its Regulations.

Henceforth, JCT will not do business with suppliers that are not accredited and registered on the database.

Suppliers currently doing business with JCT must reapply in terms of this new process.

Instructions to Suppliers:

1. The application forms must be completed in full.
2. All the required and supporting documentations must be submitted jointly with the form.
3. Failure to submit supporting and requested information will lead to your company not being registered.
4. A maximum of ten commodities must be reflected on the application form. Reflecting more than five commodities will nullify the application.
5. The required information is an indication of what information is required for your business to be accredited and registered without delays.
6. Banking Details and Authorisation for Electronic Transfer of Funds is critical to ensure that there are no delays for JCT to effect payment to your company.
7. Declaration by business under oath is compulsory and must be completed in full by all suppliers.
8. Municipal Bidding Documents are compulsory and must be completed in full.
9. JCT reserves the right to validate all information supplied and any misrepresentation of facts may lead to disqualification and potentially being restricted to do business with other spheres of government and/or other organs of the state.

*Joburg City Theatres will validate the information supplied in the registration form and supporting documentation as part of the accreditation process for suppliers.*

**NB: By providing us with your Personal Information, you consent to JCT processing your Personal Information, which JCT undertakes to process strictly in accordance with the section 18 informed consent document**

## REQUIRED DOCUMENTS

DOCUMENTS REQUIRED	NOTES	
Original Certified Copy of Company Registration Document	Compulsory	
VAT 103 Registration	if applicable	
Tax Pin Code.	Compulsory	
Letter from bank confirming bank details	Compulsory	
ID copies of shareholders / directors and share certificates	Compulsory	
Central Supplier Databased (CSD) Registration Summary report	Compulsory	report must not be older than 30 days
Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.	Compulsory	Supply latest certified copy (statement must be less than 3 months)
Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS.	Compulsory	Supply latest certified copy (statement must be less than 3 months)
Certified Copy of BBBEE certificate OR Certified copy of Sworn affidavit.	Compulsory	
Compensation For Occupational Injuries And Diseases Certificate	Compulsory	
Company Profile	Compulsory	
Proof of professional registration, accreditation or a copy of any other registration certificate pertaining to your relevant industry, e.g. ECB (Electrical Contractors Board)	if applicable	
A copy of the CIDB (Construction Industry Development Board) certificate NB: You can contact the CIDB on +27 12 482 7200 or +27 086 100 CIDB, or visit <a href="http://www.cidb.org.za">www.cidb.org.za</a> for information and registration. You are also required to obtain the document entitled "Code of Conduct for all parties engaged in construction procurement" from the CIDB.	All suppliers whose services constitute construction and /or engineering works in terms of the Construction Industry Development Board Act 38 of 2000 and its Procurement Regulations	

## SUPPLIER DETAILS

Supplier Grouping Details – Type of Firm: (please tick the relevant box)

Public Company (Ltd)		Foreign Company	
Private Company (Pty)Ltd		Joint Venture	
Partnership		Consortium	
Trust		Sole Proprietor	
Other (specify)			

### 1. BUSINESS INFORMATION

Company Registration Number (as it appears on company registration documents)	
Central Supplier Database Number (CSD Number) (CSD number should begin with 'MAAA')	
Registered Business Name	
Trading Name	

### 2. REGISTERED BUSINESS ADDRESS

Street Name	
House Number	
City	
Province	
Country/Region	
Postal code	
Physical Address (If different from Registered Business Address)	
Postal Address	

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### 3. DETAILS OF CONTACT PERSON

Surname	
Name	
Telephone number	
Mobile number	
Email address	
Business web page address	

### 4. Company/Supplier Classification: (Please tick the relevant box or boxes)

Civil		Sales	
Importer		Repairer	
Services		Black-owned Distributor	
Manufacture		Exporter	
Other (specify)			

### 5. BUSINESS BANKING DETAILS

Name of Account Holder			
Bank Name			
Branch Name			
Branch Code			
Account Number			
Account Type	Cheque	Savings	Transmission

## 6. LIST OF PRODUCTS AND SERVICES

Alarms		Flooring Contractors	
Accommodation		Foodstuffs & Beverages	
Accounting & Bookkeeping Services		Furniture	
Advertising		Garden Services, Equipment & Supplies	
Air Conditioning Systems & Repairs		Gas & Equipment	
Appliances Domestic & Industrial		Halaal Caterers	
Archiving Services & Systems		Hand Tools, Screwing & Cutting Tools	
Audio & Visual Equipment		High Rise Window Cleaning	
Audio & Visual Equipment Repairs And Services		IT PABX AND Telephone Equipment And Network Cabling	
Auditors And Accounting Services		IT Website Design, Development And Maintenance	
Badges: Conference, Embroidered, Metal		Office Equipment And Maintenance, Photocopiers, Scanners And Printers Etc.	
Bank Providers And Insurance		Paint Supplies & Accessories	
Barcoding Software & Printers		Partitioning Contractors	
Batteries		Paving	
Books Providers		Pest Control Services	
Building Maintenance & Renovations		Photographic Equipment & Services	
Building Materials & Supplies		Plant Hire	
Carpet Cleaning Services		Plastic Materials & Products	
Carpets, Curtaining & Soft Furnishings & Blinds		Plumbing	
Cartridges		Postal & Courier Services	
Catering Equipment Hire		Labour Relation Services	
CCTV Installation And Repairs		Locksmith Services	
Chemicals		Medical Aid Health Services	
Cleaning Equipment & Materials		Occupational Health & Safety Training	
Communication Equipment		Printing & Accessories	
Computer Consumables		Protective Clothing & Equipment	
Computers , Hardware , Software & Systems		Scaffolding Services	
Concrete Products		Security & Access Control Services	
Conference /Promotional Materials		Shop Fitters	
Containers & Packaging		Signage Indoor / Outdoor	
Coolers & Cooling Equipment		Signs, Nameplates & Number Plates	
Corporate Gifts		Soaps, Polishes, Cleaners & Cleaning Materials	
Counselling Services		Staff Training Providers	
Courier Services: Bulk Posting, Bulk Faxing & Bulk E Mailing		Stationery	

Design And Layout Of Promotional Material / Publications	<input type="checkbox"/>	Storage Services & Facilities	<input type="checkbox"/>
Detergents, Disinfectants, Deodorants	<input type="checkbox"/>	Telephone & Telecommunication Equipment	<input type="checkbox"/>
Documents Achieving	<input type="checkbox"/>	Transport Services	<input type="checkbox"/>
Drain Cleaning Services	<input type="checkbox"/>	Waste Collection And Recycling	<input type="checkbox"/>
Driver Training K53	<input type="checkbox"/>	Waterproofing	<input type="checkbox"/>
Electrical Equipment & Materials	<input type="checkbox"/>	Window Fittings & Glass	<input type="checkbox"/>
Electrical Installation And Maintenance	<input type="checkbox"/>		<input type="checkbox"/>
Electronics	<input type="checkbox"/>		<input type="checkbox"/>
Firefighting Equipment	<input type="checkbox"/>		<input type="checkbox"/>
First Aid Equipment & Supplies	<input type="checkbox"/>		<input type="checkbox"/>

**IF THE PRODUCTS & SERVICES THAT YOUR ORGANISATION IS OFFERING IS NOT LISTED ABOVE PLEASE LIST YOUR CATEGORIES BELOW. PLEASE LIST UP TO THE MINIMUM OF 3 COMMODITIES INCLUDING THE ONES TICKED ABOVE**

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**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
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 and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* YES / NO

3.6.1 If so, furnish particulars .....

.....

3.7 Have you been in the service of the state for the past twelve months? YES /NO

3.7.1 If so, furnish particulars.....

.....

3.8 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

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• 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

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



3.8.1 If so, furnish particulars.....  
.....

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

3.9.1 If so, furnish particulars .....  
.....

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

3.10.1 If so, furnish particulars.....  
.....

3.11 Are any spouse, child or parent of the company's directors, managers, Principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....  
.....

### CERTIFICATION

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

.....  
Date

.....  
Position

.....  
Name of Bidder

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. 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).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>		
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder 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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>		

4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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?		
4.3.1	If so, furnish particulars:		
4.4	Does the bidder 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?		
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder 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?		
4.5.1	If so, furnish particulars:		

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) \_\_\_\_\_ CERTIFY THAT

THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1) This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2) Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3) Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a) take all reasonable steps to prevent such abuse;
  - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4) This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5) In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.