

**NELSON MANDELA BAY METROPOLITAN MUNICIPALITY SUPPLIER VERIFICATION  
FORM**

**It is imperative that prospective providers read the form carefully and complete in full.**

**Forms may be obtained from:**

<b>Nelson Mandela Bay Municipality Supply Chain Management Compliance Office Corner Harrower Road &amp; Buxton Street Kensington</b>	<b>Nelson Mandela Bay Municipality Budget and Treasury Customer Care Office, Town Hall Market Street Uitenhage</b>	<a href="http://www.nelsonmandelabay.gov.za">www.nelsonmandelabay.gov.za</a> Tel: 041-5062114 Tel: 041-5063266 Fax:086-5144305 <a href="mailto:scmdatabase@mandelametro.gov.za">scmdatabase@mandelametro.gov.za</a>
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**Completed forms may be delivered:**

<b>By Hand</b>	<b>Courier</b>
<b>Database Administrator SCM Compliance Cnr Buxton street &amp; Harrower Road</b>	<b>Nelson Mandela Bay Municipality Supply Chain Management: Compliance</b>

Queries may be directed to the above listed contact details.

**NB:**

- **Attach a certified ID copy of the Section 8 Signatory**
- **Messenger's ID is required on submission of the form**
- AND**
- **Certified Documents must not be older than 3 months**

## NELSON MANDELA BAY METROPOLITAN MUNICIPALITY SUPPLIER VERIFICATION FORM

### 1. GENERAL INFORMATION (MANDATORY FIELD)

Name of Business	
Trading Name	
CSD Number (MAAA)	
NMBM Ref:	

	Check Box
Originally Certified BBBEE Rating Certificate	
Identity Document for Certificate of Correctness Signatory (Certified)	
Compensation Fund: Letter of Good Standing	
Security Officer's Board Certificate	
Contractors Registration (CRS) (Issued by the CIDB)	
Originally Certified National Home Builders Registration Council Certificate	

*Please Note: Proof of documents for the entire above is required to ensure successful verification on the NMBM Supplier Database*

GENERAL INFORMATION	SECTION 1
BUSINESS PARTICULARS	SECTION 2
BUSINESS INFORMATION (SMME) STATUS	SECTION 3
BBBEE INFORMATION	SECTION 4
ACCREDITATION	SECTION 5
DECLARATION	SECTION 6
UNDERTAKING	SECTION 7
CERTIFICATE OF CORRECTNESS	SECTION 8



#### 4. BUSINESS INFORMATION (MANDATORY FIELD)\* \*

The following table must be completed in order to establish whether a business can be classified as an SMME in terms of the National Small Business Amendment Bill pertaining to the National Small Business Act 102 of 1996. Indicate the sector by ticking the appropriate block in column 1 and then tick the corresponding information blocks in columns 2, 3 and 4.

COLUMN 1	COLUMN 2		COLUMN 3		COLUMN 4	
Sector or sub-sectors in accordance with the Standard Industrial Council	Total full time equivalent of paid employees TICK WHERE APPLICABLE		Total annual turnover TICK WHERE APPLICABLE		Total gross asset value (fixed property excluded). TICK WHERE APPLICABLE	
Agriculture	MORE THAN 100	Medium	MORE THAN R 5m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 5m		LESS THAN R 5m	
Mining and Quarrying	MORE THAN 200		MORE THAN R 39m		MORE THAN R 23m	
	LESS THAN 200		LESS THAN R 39m		LESS THAN R 23m	
Manufacturing	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R 51m		MORE THAN R 19m	
	LESS THAN 200		LESS THAN R 51m		LESS THAN R 19m	
Construction	MORE THAN 200		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 200		LESS THAN R 26m		LESS THAN R 5m	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R 39m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 39m		LESS THAN R 6m	
Wholesale Trade, Commercial Agents & Allied Services	MORE THAN 100		MORE THAN R 64m		MORE THAN R 10m	
	LESS THAN 100		LESS THAN R 64m		LESS THAN R 10m	
Catering, accommodation & other Trade	MORE THAN 100		MORE THAN R 13m		MORE THAN R 3m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 3m	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R 26m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 6m	
Finance and Business Services	MORE THAN 100		MORE THAN R 26m		MORE THAN R 5m	
	LESS THAN 100		LESS THAN R 26m		LESS THAN R 5m	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13m		MORE THAN R 6m	
	LESS THAN 100		LESS THAN R 13m		LESS THAN R 6m	

**4. BROAD BLACK BASED ECONOMIC EMPOWERMENT INFORMATION**

**4.1 REQUIRED DOCUMENTS**

**A. PROOF OF DISABILITY PROVIDED BY A RECOGNISED INSTITUTION IN THE CASE OF HANDICAPPED PERSONS MUST SUPPLIED (IF APPLICABLE).**

**B. CERTIFIED COPY OF SHAREHOLDER CERTIFICATES OR PROOF OF OWNERSHIP/PARTNERSHIP MUST BE SUPPLIED.**

**4.2 PARTICULARS OF EMPLOYEES**

State the total number of permanent and temporary staff employed.

	MALE		FEMALE	
	Permanent	Temporary	Permanent	Temporary
BLACK				
COLOURED				
INDIAN				
WHITE				
OTHER				
DISABLED				

**4.3 BBBEE STATUS**

CERTIFIED COPY OF BBBEE RATING CERTIFICATE / EME LETTER / EME AFFIDAVIT.  
Please select the relevant status below and attach the relevant document:

Valid BEE Certificate	Status Level of Contribution	EME Certificate/Affidavit	Status Level of Contribution

FOR OFFICIAL PURPOSES ONLY	BEE Certificate	EME LETTER
Accounting officer/Auditors details		
Accounting Officers practice number		
Physical location of the entity		
Registration number of the entity		
Date of issue		
Expiry Date		
Status Level of contribution		
Total black shareholding		
Total black female		
<a href="http://www.sanas.co.za/af-directory/bbbee-list.php">www.sanas.co.za/af-directory/bbbee-list.php</a>		

**6. PROFESSIONAL SERVICE STATUS**

The following table must be completed and the relevant documents must be attached.

<b>Classification</b>	<b>Affiliation Body / Institution</b>	<b>Affiliation / Certificate / Practice Number</b>	<b>Expiry Date</b>
<b>Catering Services</b>	NMBM Environmental Health		
<b>Engineering &amp; Construction</b>			
<b>Built environment Consultant / Professional Service Provider</b>			
<b>Education, Training &amp; Development</b>			
<b>Legal Service Provider</b>			
<b>Other</b>			

7. **DECLARATION**

**Declaration in terms of Regulations 44 and 45 of the MFMA Supply Chain Management Regulations**

by

\_\_\_\_\_

(the 'Supplier')

vis a vis the

**Nelson Mandela Bay Metropolitan Municipality ('NMBM')**

- 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 register as a prospective supplier.

**3. In order to give effect to the above, the following questionnaire must be completed by company's directors, managers, principal shareholders or stakeholders or duly authorised person**

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Name:.....

3.3.1 Company Registration Number:.....

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

3.4.1 If so, furnish particulars.

**Name of employer:**

**Staff/Man/Persal number:**

.....

.....

**Employer's address:**

**Designation:**

.....

.....

.....

.....

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

3.5.1 If so, furnish particulars.

**Name of previous employer:**

**Staff/ Man/Persal number:**

.....

.....

**Address:**

**Position held:**

.....

.....

.....

.....

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

3.6.1 If so furnish particulars

**Name of employer: Staff/Man/Persal number:**

.....  
**Employer's address: Designation:**

.....

.....

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

3.7.1 If so, furnish particulars.

**Name of employer: Staff/ Man/ Persal Number:**

.....  
**Employer's address: Designation:**

.....

.....

**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.**

.....  
 ID Number Position

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



**8. UNDERTAKING**

Undertaking  
By:

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(the 'Supplier')

*vis a vis* the

**Nelson Mandela Bay Municipality**  
(**'NMBM'**)

**Whereas:**

- (a) the Supplier delivers goods or renders services to NMBM;
- (b) NMBM is liable to pay the Supplier for goods delivered or services rendered; and
- (c) the Supplier is liable pay NMBM for any due municipal rates and taxes or municipal service charges and any other indebtedness owed by the Supplier to the NMBM

**Now therefore the Supplier undertakes the following:**

1. In the event of the Supplier being in arrears in respect of any municipal rates and taxes or municipal service charges and any other indebtedness owed by the Supplier to the NMBM; which is / are due:
  - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the NMBM for the payment thereof; and
  - 1.2 failing which, the NMBM may set-off any such due Municipal rates and taxes or Municipal service charges and any other indebtedness owed by the Supplier to the NMBM, from any amount owed by the NMBM to the Supplier;
2. To co-operate with the NMBM and to do all things and sign all such documents (and/or procure same to be done) as may be necessary or requisite in order to give proper and due effect to the terms of this undertaking or any matter arising there from in accordance with its intent and purpose;
3. No extension of time or indulgence granted by the NMBM shall be deemed in any way to affect, prejudice or derogate from its rights in any respect in terms of this undertaking, nor shall it in any way be regarded as a waiver of any of the NMBM's rights hereunder; and
4. The Supplier shall not be entitled to cede any of its right's nor delegate any of its obligations in terms of this undertaking to any other person without the prior written consent of the NMBM.

**Thus done and signed by the Supplier at \_\_\_\_\_ on \_\_\_\_\_ 201\_\_\_\_\_**

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**Signature**

**9. CERTIFICATE OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE SUPPLIER, CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT, INCLUDING THE SUPPORTING DOCUMENTATION, IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT: -**

1. The supplier will be required to furnish documentary proof of the claims if requested to do so.
2. If the information supplied is found to be incorrect then the NMBM may, in addition to any remedies it may have: -
  - i. Recover from the contractor all costs, losses or damages incurred or sustained by NMBM as a result of the award of the contract, and/or
  - ii. Cancel the contract and claim any damages which NMBM may suffer by having to make less favourable arrangements after such cancellations: and/or
  - iii. Impose a penalty on the contractor as provided for in the relevant agreement or legislation.

**SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_ AT \_\_\_\_\_**

\_\_\_\_\_  
(AUTHORISED SIGNATURE)

\_\_\_\_\_  
IN HIS /HER CAPACITY AS

\_\_\_\_\_  
(PLEASE PRINT NAME OF AUTHORISED SIGNATURE)

ON BEHALF OF THE (SUPPLIER'S NAME) \_\_\_\_\_

***PLEASE PROVIDE A CERTIFIED COPY OF THE IDENTITY DOCUMENT FOR THE SIGNATORY.***

**NB:**

- Section 43 of SCM regulations prohibits the award of tenders to persons whose tax matters are not in order.
- Section 44 of SCM regulations prohibits the award to persons in the service of the state.
- Section 45 of SCM regulations requires NMBM to disclose particulars of any award of more than R2000 to close family members of persons in the service of the state.
- B-BBEE certificate or EME Affidavit / letter is valid for twelve months, it is therefore imperative for service providers to regularly update their BEE status in order to be eligible for BEE preference points.