



HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

2011/001221/07

Harry Gwala Farmers Market, Erf 2226

Portion 27 of the Farm Ellerton, IXOPO 3276

Tel: 039 834 2740 / Fax: 039 844 1618

Website: www.hgda.co.za

Suppliers Database Registration Form

DELIVERED TO

**Harry Gwala Farmers Market, Erf 2226
Portion 27 of the Farm Ellerton, IXOPO 3276**

ENQUIRIES

**Telephone: 039 824 1510
Email: scmadmin1@hgda.co.za**

FOR OFFICE USER ONLY

Supplier Name.....

Date received application.....

Database Number.....

Captured by.....

Date captured.....

Signature.....

CALL TO PROSPECTIVE SUPPLIERS TO APPLY FOR LISTING AS A PREFERRED SUPPLIER ON THE HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD SUPPLIER DATABASE.

In compliance with the Municipal Finance Management Act (MFMA) and the Preferential Procurement Policy Framework Act (PPPFA) and to ensure a competitive procurement process, Harry Gwala Development Agency invites all prospective suppliers to register on the supplier database.

PLEASE NOTE

INSTRUCTION TO SUPPLIERS

This form must be duly completed, preferably with a black pen, signed as requested. In order to ensure that the Service Providers are considered legitimate Bidders, it is imperative that the following instructions are strictly adhered to:

REGISTRATION ON THE SUPPLIER DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE HARRY GWALA DEVELOPMENT AGENCY

ALL SUPPLIER INFORMATION WILL BE TREATED STRICTLY CONFIDENTIAL

THE APPLICATION FORM MUST BE COMPLETED IN FULL

COPIES OF THE FOLLOWING CERTIFIED DOCUMENTS MUST BE FURNISHED

- Company Registration Documents
- CSD Detailed report
- Identity documents of owners, partners, directors, members and shareholders
- Most recently audited Annual Financial Statements **(if applicable)**
- Value Added Tax Registration Certificate **(if applicable)**
- Original Tax Clearance
- Proof of Banking
- Company Profile
- Any other relevant registration certificate pertaining to your business.
- Proof of Rates and Services are up to date

Forms may be downloaded electronically from the website: www.hgda.co.za however, the completed forms including Tax Clearance Certificate, etc must be submitted to the Supply Chain Management Unit in its original form.

1. BUSINESS INFORMATION

1.1 NAME OF THE ENTERPRISE

.....

1.2 TRADING NAME

.....

1.3 POSTAL ADDRESS

.....

1.4 PHYSICAL ADDRESS

.....

1.5 TELEPHONE NUMBER

.....

1.6 FAX NUMBER

.....

1.7 CELL PHONE NUMBER/S

.....

1.8 EMAIL ADDRESS

.....

1.9 CONTACT PERSON

.....

1.10 PREFERRED METHOD OF COMMUNICATION

E - MAIL	TÉLEPHONE	POST	SMS
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2. REQUIRED DOCUMENTS

2.1 TYPE OF ENTERPRISE

SOLE PROPRIETOR		Certified copy of I.D Document
PATNERSHIP		Certified copy of Partnership Agreement
CLOSE CORPORATION		Certified Copy of CK1 Documents
PRIVATE COMPANY (PTY) LTD		Certified copy of Certificate of Incorporation – CM 2
PUBLIC COMPANY		Certified copy of Certificate of Incorporation – CM 2
PUBLIC COMPANY LTD		Certified copy of Certificate of Incorporation -
BUSINESS TRUST		Certified copy of Certificate of Incorporation – CM 2

2.2 LOCATION OF ENTERPRISE

a. Harry Gwala District Municipality Area	
b. Kwazulu Natal	
c. South Africa	
d. Other	

3. NATURE OF OPERATION (S)

Service Providers are required to provide hereunder principal business activities. Refer to the attached Nature of Operations Listings for details

CODE NUMBER	COMMODITY
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

4. BUSINESS DETAILS

4.1 BUSINESS REGISTRATION NUMBER

.....

4.2 VAT REGISTRATION NUMBER

.....

4.3 INCOME TAX REGISTRATION NUMBE

.....

4.4 TAX CLEARNCE CERTIFICATE

Original Valid Tax Clearance Certificate must be attached (less than 6 months)

4.5 MUNICIPAL RATES AND TAXES ACCOUNT

.....

4.6 PROOF OF REGISTRATION TO A STATUTORY BODY REGULATING YOUR
INDUSTRY

.....

5. FINANCIAL INFORMATION

5.1.1 NAME OF BANKING INSTITUTE

.....

5.1.2 BRANCH NAME

.....

5.1.3 BRANCH CODE

.....

5.1.4 BANKING ACCOUNT NUMBER

.....

5.1.5 NAME UNDER WHICH ACCOUNT IS OPERATED

.....

5.1.6 TYPE OF ACCOUNT

CURRENT ACCOUNT	TRANSMISSION ACCOUNT	SAVINGS ACCOUNT
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5.1.7 BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK

I/We confirm that the above information on the client's account at this bank/building society is correct.

Bank Stamp: -

Signed on behalf of Bank

Name

Capacity

6. DISCLOSURE OF STATE / DECLARATION OF INTEREST

6.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/ are or has/ have been in service of the state i.e. Provincial, National, Local Government or any Municipal Entity in the past 12 months

6.1.1 If so, furnish particulars.

.....
.....

6.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, shareholder or stakeholder of your enterprise is/are or has/ have been in the service of the state i.e. Provincial, National, Local Government or any Municipal Entity in the past 12 months

6.2.1 If so, furnish particulars.

.....
.....

7. LIST OF DIRECTORS/ OWNERS/ PARTNERS/ MEMBERS

<u>NAME</u>	<u>POSITION</u>	<u>ID NUMBER</u>	<u>HISTORICALLY</u>	<u>DISADVANTAGE</u>	<u>INDIVIDUAL</u>	<u>% OF BUSINESS/ENTERPRISE OWNED</u>

Indicate Yes or No

“Historically Disadvantaged Individual (HDI)” means a South African citizen

- Who, due to the apartheid policy that had been in place had no franchise in national elections prior

8. PREVIOUS EXPERIENCE

List the last (3) contracts successfully completed by your Business or other previous experience related to your core business. (Attach a separate sheet if necessary)

9. DECLARATION BY BUSINESS UNDER OATH

I/We _____ declare that the above particulars and information furnished to the Harry Gwala Development Agency (PTY) Ltd for the purpose of registering our organization on the supplier database are true in substance and in fact and that I / We fully understand the meaning thereof.

Name

Signature.....

Date

Designation.....

Signed and sworn to before me at

On this theday of.....by the Deponent who has

Acknowledged that he/she knows and understand s the contents of this document, that it is true and correct to the best of his 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

LIST OF NATURE OF OPERATIONS

CODE	COMMODITY
H101	AIR CONDITIONING AND TEMPERATUTE CONTROL EQUIPMENT
H102	BUILDING EQUIPMENT AND ACCESSORSORIES (cement mixers, scaffolding, levels, etc)
H103	BUILDING MATERIALS (bricks, cement, sand, painting, stone, steel, tiles, etc)
H104	CEILING BOARDS, SKIRTING, etc
H105	CONSTRUCTION MACHINERY
H106	DOORS AND WINDOWS
H107	ELECTRICAL SYSTEM, LIGHTING, COMPONENTS ACCESSORIES AND SUPPLIES
H108	FLOORING MATERIALS (carpets, tiles, etc.)
H109	PLUMBING WARE AND MATERIALS
H110	ROOFING MATERIALS
H111	SANITATION WARE AND MATERIALS
H112	SAND, CRUSHER DUS & STONES
H200	CONSTRUCTION SERVICES
H201	BURGLAR PROFFING AND SYSTEMS
H202	CONCRETE MANUFACTURE AND WORKS
H203	CONSTRUCTION - RELATED TRANSPORT
H204	DEMOLITION SERVICES
H205	EARTHWORKS, DRILLING AND LANDSCAPING
H206	ELECTRICAL INSTALLATION
H207	FENCING (ELECTRIC, PALISADE, CONCRETE, etc.)
H208	GENERAL BUILDING WORKS
H209	GLAZING
H210	MECHANICAL CONTRACTS
H211	METALWORK
H212	PAINTING
H213	PAVING
H214	PLUMBING
H215	PRE - CAST CONCRETE MANAUFACTURE
H216	PUMP INSTALLATION
H217	ROAD WORKS
H218	SEWERAGE SYSTEMS AND CONSTRUCTION
H219	WATER WORKS AND PIPELINES
H300	ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES
H301	BEARING SUPPLIES
H302	BOLTS, NUTS AND FASTENERS
H303	ELECTRICAL CABLES
H304	ELECTRICAL COMPONENT SUPPLIES
H305	ELECTRICAL EQUIPMENT REPAIR
H306	HARDWARE SUPPLIES
H307	MECHANICAL SEATS AND PACKING
H308	PIPE AND IRRIGATION SUPPLIES
H309	POWER GENERATION AND DISTRIBUTION MACHINERY AND ACCESSORIES
H310	PUMPS SPARES
H311	SMALL TOOLS
H312	TRANSFORMER SERVICES
H313	VALVES, COUPLING
H400	PROFESSIONAL SERVICES
H401	ACCOUNTING, AUDITING AND MANAGEMENT SERVICES
H402	ARCHITECTURAL SERVICES
H403	CONSULTING ENGINEERING - ELECTRICAL
H404	CONSULTING ENGINEERING - ENVIRONMENTAL

H405	CONSULTING ENGINEERING - OTHER
H406	CONSULTING ENGINEERING - PROJECT MANAGEMENT
H407	CONSULTING ENGINEERING - ROADS & STORM WATER
H408	CONSULTING ENGINEERING - SEWERAGE SYSTEM
H409	CONSULTING ENGINEERING - STRUCTURES, BUILDING, BRIDGED, etc.
H410	CONSULTING ENGINEERING - WATER SYSTEMS
H411	CONSULTING ENGINEERING - GEO-TECHNICAL
H412	CONSULTING ENGINEERING - SOLID WASTE
H413	ENGINEERING SERVICES
H414	FINANCIAL SERVICES
H415	LAND SURVEYING
H416	LEGAL SERVICES - CONTRACTS
H417	LEGAL SERVICES - CONVEYANCE
H418	LEGAL SERVICES - LITIGATION
H419	LEGAL SERVICES - OTHER
H420	CONSULTING ENGINEERING - MECHANICAL
H421	QUANTITY SURVEYING
H422	TOWN AND REGIONAL PLANNING
H423	PROPERTY VALUATOR
H424	EMPLOYEE ASSISTANCE PROGRAM
H425	ENVIRONMENTAL SPECIALIST
H426	EDUCATION AND TRAINING
H500	GENERAL SERVICES
H501	ACCOMODATION AND LODGING
H502	ADVERTISING, COMMUNICATION, DESIGN, EDITORIAL, PUBLICATION AND MARKETING
H503	AUCTIONEERING SERVICES
H504	BOOKKEEPING AND ACCOUNTING SERVICES
H505	CATERING AND REFRESHMENTS
H506	CLEANING SERVICES
H507	CONFERENCING FACILITIES AND FACILITATION
H508	CONTRACT ADMINISTRATION
H509	COURIER SERVICES
H510	ENVIRONMENTAL IMPACT STUDIES
H511	FREIGHT FORWARDING AND CLEARING SERVICES
H512	GENERAL MAINTENANCE SERVICES
H513	HEALTH CARE
H514	HORTICULTURE (FERTILISER, PESTICIDES, HERBICIDES, ETC)
H515	INFRASTRUCTURAL MAINTENANCE
H516	INSPECTION SERVICES
H517	INSURANCE
H518	IT, BROADCASTING AND TELECOMMUNICATION SERVICES
H519	INTERIOR DECORATING, REFURBISHMENT AND UPHOLSTERY
H520	ICT CONSULTING, PRODUCTS AND SERVICES
H521	LAND VALUATION SERVICES
H522	LAUNDRY AND DRY CLEANING SERVICES
H523	LOCKSMITH SERVICES
H524	MANAGEMENT SERVICES
H525	MISCELLANEOUS EQUIPMENT AND GOODS HIRING
H526	PERSONNEL SERVICES
H527	PEST CONTROL AND REMOVAL SERVICES
H528	PHOTOGRAPHIC AND GRAPHIC DESIGN SERVICES
H529	PICTURE FRAMING
H530	PRINTING AND EMBROIDERY
H531	PROCUREMENT SERVICES
H532	REAL ESTATES SERVICES
H533	RESEARCH SERVICES

H534	SECURITY AND SAFETY SERVICES
H535	SITE CLEANING
H535	SOCIAL FACILITATION
H537	STORAGE
H538	TRANSLATION AND INTERPRETING SERVICES
H539	TRANSPORT SERVICES
H540	TRAVEL SERVICES
H541	VEHICLE HIRE
H542	VENDING SERVICES
H543	INTERIAL DECORATING
H544	FUNERAL SERVICES/PARLOUR
H545	LOCKSMITH SERVICES
H546	REFUSE BAGS
H547	SUPERMAKERTS & FOOD SUPPLIES
H548	SUPERMAKERTS AND TAKE AWAYS
H549	EVENTS MANAGEMENT
H550	GRASS CUTTING
H551	TRANSPORT SERVICES-BUSSES
H552	KITCHEN SUPPLIES
H553	TOILETRIES
H554	ACCOMODATION AND LODGING
H555	REFUSE BAGS
H556	SUPERMAKERTS & FOOD SUPPLIES
H557	SUPERMAKERTS AND TAKE AWAYS
H558	EVENTS MANAGEMENT
H559	GRASS CUTTING
H560	TRANSPORT SERVICES-BUSSES
H561	KITCHEN SUPPLIES
H562	PLANT HIRE
H563	BOOKSELLERS
H564	BRANDING
H565	TREE FELLING AND PRUNING
H566	ARTISTS
H600	OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES
H601	COMPUTER EQUIPMENT, NETWORKS AND SOFTWARE
H602	CONSUMABLES
H603	CORPORATE GIFTS
H604	DOMESTIC, INDUSTRIAL AND CLEANING EQUIPMENT AND SUPPLIES
H605	ELECTRONIC EQUIPMENT, INCLUDING AUDIO - VISUAL EQUIPMENT
H606	FLOWERS AND PLANTS
H607	FOOD AND REFRESHMENT
H608	HOUSE FURNITURE, APPLIANCES AND GOODS
H609	OFFICE FURNITURE AND EQUIPMENT
H610	OFFICE SUPPLIES AND STATIONERY
H611	PRINTING, COPYING AND PHOTOGRAPHIC EQUIPMENT
H612	PRINT, COPY AND PHOTOGRAPHIC EQUIPMEN
H613	BOOK AND PRESENTATION BINDERS
H614	OFFICE FURNITURE
H615	COMPUTER NETWORK
H700	MISCELLANEOUS GOODS AND SUPPLIES
H701	ENVIRONMENTAL CLEANSING EQUIPMENT, GOODS AND SUPPLIES
H702	FIRE PROTECTION EQUIPMENT, GOODS AND SUPPLIES
H703	GARDEN SERVICES AND TOOLS (IRRIGATION SYSTEMS, INSTANT LAWN)
H704	MATERIAL AND WAREHOUSE MACHINERY, EQUIPMENT AND GOODS
H705	MEASURING, TESTING AND OBSERVATION EQUIPMENT
H706	PROTECTIVE CLOTHING AND UNIFORMS

H707	SECURITY EQUIPMENT, GOODS AND SERVICES
H708	SECURITY ALARMS AND TWO WAY RADIOS
H709	SPORT AND RECREATIONAL EQUIPMENT AND GOODS
H710	SOUND SYSTEM AND THEATRE EQUIPMENT
H711	MEDICAL SUPPLIES
H712	SWIMMING POOL CHEMICALS
H800	VEHICLE SUPPLY AND TRANSPORTATION SERVICES
H801	ALARM AND TRACKING SYSTEMS
H802	BATTERIES
H803	ENGINE OVERHAULS
H804	FUEL, OILS AND LUBRICATIONS
H805	HYDRAULICS
H806	PANEL BEATING
H807	RADIATOR REPAIRS
H808	SPARES AND PARTS-MOTOR VEHICLES
H809	TOWING SERVICES
H810	TRANSMISSION
H811	TYRES AND TUBES
H812	UPHOLSTERY
H813	VEHICLE FLEET MANAGEMENT
H814	VEHICLE SUPPLY
H815	WINDSCREEN
H816	GEARBOX SPECIALIST
H817	AUTO ELECTRONICS
H818	CLUTCH AND BRAKES SPECIALIST
H819	SERVICE -TRUCKS
H820	SERVICE AND REPAIRS
H821	SPARES AND PARTS-TRACTORS
H822	ELECTRICAL REPAIRS-MOTOR VEHICLES
H823	OILS AND LUBRICANTS
H824	CALIBRATION AND REPAIRS FOR SPEED TIMMING MACHINES
H825	CALIBRATION AND REPAIRS TO WEIGHNRIDGE MACHINES
H826	CALIBRATION AND REPAIRS TO C.O.R TESTING EQUIPMENT
H827	TRAFFIC FINE NOTICE BOOKS AND DLTC STATIONERY