



APPLICATION FOR REGISTRATION

**KOUGA DEVELOPMENT AGENCY
SUPPLIER DATABASE (KDASD)**

THE COMPLETED APPLICATION FORM MUST EITHER BE DELIVERED TO:

**116 DA GAMMA ROAD
SHOP 2 and 4
SEVOS CENTRE
JEFFREYS BAY**

OR POSTED TO:

**KOUGA DEVELOPMENT AGENCY
PO BOX 3465
JEFFREYS BAY
6330**

ENQUIRIES:

TELEPHONE: (042) 293 2274 / (042) 293 3337

FOR OFFICIAL USE

NAME OF SUPPLIER: _____

REGISTRATION NUMBER: _____

INTRODUCTION

This supplier database is being populated to enable the effective implementation of the Kouga Development Agency (KDA) Preferential Procurement Policy. This policy is in line with the Preferential Procurement Policy Frame Work Act (PPPFA) No. 5 of 2000, and the National Government Regulations pertaining to that Act. In terms of this Act, preferences are given to Historically Disadvantaged Individual HDI shareholders who are actively involved in the daily operations and management of an organisation, defined according the Preferential Procurement Regulations 2001, an "an activity inclusive of control and performed on a daily basis."

" Historically Disadvantaged Individual (HDI) means a SA Citizen -

- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the RSA (Act No. 110 of 1983) or the constitution of the RSA, 1993 (Act No 2000 of 1993) (" the interim Constitution") and /or
- (2) who is a female; and/or
- (3) who has a disability:

Provided that a person, who obtained SA citizenship on or after the coming effect of the interim Constitution is deemed not to be an HDI".

GUIDELINES FOR COMPLETING THE KDASD REGISTRATION FORM

- **Required documentation** - Please refer to the attached table (following page) to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached if a field is not applicable to your business type clearly mark it as N/A and supply applicable documentation, or proof of exemption.
- **Completion of Questions** - Clearly state Yes, No or N/A to questions asked. Do not leave any fields blank.
- **An original valid Tax Clearance Certificate to be submitted.** This is to be updated on expiry and submitted for inclusion in the KDASD Supplier Database.
- **Copies of Documents** - Please keep copies of the registration form and all supporting documentation submitted, for your own records, and to ensure that all data is maintained and up to date on a continual basis.
- **Owners, Shareholders** - Please ensure that the percentages of ownership of the individual shareholders amount to 100%. That is, provide details of all shareholders, and ensure that all fields are completed for each. Proof of the individual shareholding is to be submitted.
- **Certification of Correctness** - Please ensure that the Certification of Correctness is signed and dated.
- **Processing of registration** - Your completed registration will be processed, and, once verified, will be approved and you will be issued with a Supplier Database Registration Code to be used in all future communication with the KDA. A letter of verification will be dispatched upon registration, provided that all the requirements are met. Please note that this administration process of COMPLETED registration forms will take a minimum of 5 workings days. Once your registration has been included on the KDA Supplier Database your details will be accessible to the KDA Supply Chain Management Unit.

- **Business opportunities** - Please note that registration on the KDA Supplier Database does not guarantee business opportunities.
- **Amendments** - Please notify the KDA immediately of any changes to the verified information submitted. Submit a Certification of Correctness with the amended data.
- **Queries** - Should you have any queries or if you require assistance completing the registration form, please contact Kouga Development Agency.

BUSINESS TYPE									
DOCUMENTS REQUIRED	Sole Proprietary	Close Corporation & Private Company	Partnerships	Public Company	Business Trust	Non Profit Organisation	Where to get documents	Address	Telephone Number
Company Registration (CERTIFIED COPIES)	N/A	Certificate of Incorporation CK1 / CK2	Partnership Agreement	Certificate of Incorporation CM3	Trust Agreement	Certificate of Incorporation Section 21	Registrar of Close Corporations & Companies		
Proof of Ownership (CERTIFIED COPIES)	N/A	Shareholding CK1 / CK2	Partnership Agreement	Shareholding CM3	Trustee details: Letter of Authority	Auditor's letter – No shareholding	Registrar of Close Corporations & Companies		
Billing Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	Relevant Local Authority		
RSC Levy Clearance Certificate	Yes	Yes	Yes	Yes	Yes	Yes	NMMM (Levies Section)	Auto & General Towers 7 th floor Govan Mbeki Ave	041 – 506 1522 041 – 506 1299 082 781 7051
Proof of Banking	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Bank Statement/ Cancelled cheque	Branch of Bank where account is held		
Income Tax	For the owner or the business	For the company/cc	For the Partnership	For the Company	For the Trust	For the NPO	Receiver of Revenue	St Mary Terrence c/o White Road & Govan Mbeki Ave Port Elizabeth	041 – 505 7500
Tax Clearance Certificate	For the owner or the business	For the company/cc	For the Partnership	For the Company	For the Trust	For the NPO	Receiver of Revenue	As above	041 – 505 7500
P.A.Y.E.	N/A Unless staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Receiver of Revenue	As above	041 – 505 7500
VAT Registration	If exempt from VAT, please provide a certified copy of the VAT exemption document						Receiver of Revenue	As above	041 – 505 7500
	Yes	Yes	Yes	Yes	Yes	Yes			
UIF Certificate	Yes If staff remuneration	Yes	Yes	Yes	Yes	Yes	Department of Labour	Laboria House 16 Grace Street Port Elizabeth	041 – 506 5000
Workman's Compensation	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Yes If staff remuneration	Department of Labour	As above	041 – 506 5000
Security Officer's Board	If applicable (for security industry)	If applicable (for security industry)	If applicable (for security industry)	If applicable (for security industry)	If applicable (for security industry)	If applicable (for security industry)			
Proof of Disability	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled	If owner is disabled			

APPLICATION FOR REGISTRATION ON KOUGA DEVELOPMENT AGENCY'S SUPPLIERS DATABASE (KDASD)

(The following information must be filled in by the applicant. Failure to submit ALL the required information may lead to non-registration of the applicant business)

1. BUSINESS PARTICULARS:

1.1 Name of Business as registered with the Registrar of Companies/Close Corporations

1.2 Name of business used for TRADING purposes, if different from 1.1 or name of business if business is not registered with the Registrar

1.3 Registration Number as registered with the Registrar of companies/close corporations (if applicable):

1.4 Postal address

Postal Code: _____

Physical address

Telephone no. : (_____) _____ Fax no.: (_____) _____

Cell. no. : _____

E-mail address (if available):

1.5 Contact person :

1.6 Physical location of Head Office (if applicable)

1.7 Registration Details (where applicable)

	Registration Number	Certificates Attached Yes / Not applicable
Company/CC Registration		
Proof of Shareholding/Ownership		
Billing Clearance Certificate		
RSC Levy Clearance Certificate		
Proof of banking		
Income Tax		
Tax Clearance Certificate*		
P.A.Y.E.		
VAT		
UIF		
Compensation Commissioner		
Security Officers Board		
Disability Documents		

* An original Tax Clearance Certificate must be supplied.

2. BANKING DETAILS

2.1 Name of banking institution: _____

2.2 Branch Name: _____

2.3 Branch Code: _____

2.4 Town/City: _____

2.5 Banking account number: _____

2.6 Account Type: _____

2.7 Account Holder (Name under which account is operated):

N. B. A COPY OR ORIGINAL BANK STATEMENT NOT OLDER THAN 60 DAYS, OR A CANCELLED CHEQUE MUST BE SUPPLIED. ALSO THE ACCOUNT HOLDER MUST MATCH THE TRADING NAME OF THE ORGANISATION.

3. TYPE OF BUSINESS

3. Tick whichever block is applicable to your business or firm and attach the relevant certified copy.

Public Company Ltd		Certified copy of Certificate of Incorporation (CM 3)
Private Company (Pty) Ltd		Certified copy of Certificate of Incorporation (CM 3)
Close Corporation cc		Copy of CK 1 Document and CK 2 if applicable
Sole Proprietor		Certified copy of I.D. document
Partnership		Certified copy of Partnership Agreement
Trust		Certified copy of Trust Document
Co-operative		Certified copy of Proof of Registration with the Directorate Co-operatives
Voluntary Associations		Certified copy of Constitution
Other (specify)		

4. BUSINESS INFORMATION

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 ACT 102 OF 1996. SELECT THE SECTOR AND TICK THE APPROPRIATE BLOCKS IN COLUMN 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		MORE THAN R 5 m		MORE THAN R 5 m	
	LESS THAN 100		LESS THAN R 5 m		LESS THAN R 5 m	
Mining and Quarrying	MORE THAN 200		MORE THAN R 39 m		MORE THAN R 23 m	
	LESS THAN 200		LESS THAN R 39 m		LESS THAN R 23 m	
Manufacturing	MORE THAN 200		MORE THAN R 51 m		MORE THAN R 19 m	
	LESS THAN 200		LESS THAN R 51 m		LESS THAN R 19 m	
Electricity, Gas and Water	MORE THAN 200		MORE THAN R 51 m		MORE THAN R 19 m	
	LESS THAN 200		LESS THAN R 51 m		LESS THAN R 19 m	
Construction	MORE THAN 200		MORE THAN R 26 m		MORE THAN R 5 m	
	LESS THAN 200		LESS THAN R 26 m		LESS THAN R 5 m	
Retail, Motor Trade and Repair Services	MORE THAN 100		MORE THAN R 39 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 39 m		LESS THAN R 6 m	
Wholesale Trade, Commercial Agents & Allied Services	MORE THAN 100		MORE THAN R 64 m		MORE THAN R 10 m	
	LESS THAN 100		LESS THAN R 64 m		LESS THAN R 10 m	
Catering, accommodation & other Trade	MORE THAN 100		MORE THAN R 13 m		MORE THAN R 3 m	
	LESS THAN 100		LESS THAN R 13 m		LESS THAN R 3 m	
Transport, Storage and Communications	MORE THAN 100		MORE THAN R 26 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 26 m		LESS THAN R 6 m	
Finance and Business Services	MORE THAN 100		MORE THAN R 26 m		MORE THAN R 5 m	
	LESS THAN 100		LESS THAN R 26 m		LESS THAN R 5 m	
Community, Social & Personal Services	MORE THAN 100		MORE THAN R 13 m		MORE THAN R 6 m	
	LESS THAN 100		LESS THAN R 13 m		LESS THAN R 6 m	

6.BLACK ECONOMIC EMPOWERMENT (BEE) AND HDI PROGRAMS

- 6.1 Does the organisation have an employment equity programme? YES/NO
- 6.2 Number of HDI people (as per the definition of the Preferential Procurement Regulations, 2001) _____
- 6.3 Total number of people in workforce. _____
- 6.4 Skills development expenditure for the last 12 months. R_____
- 6.5 Total payroll expenditure for the last 12 months. R_____
- 6.6 Number of HDI employees engaged in a management/professional capacity. _____
- 6.7 Total number of employees engaged in a management/professional. _____
- 6.8 Is the organisation currently classified as a BEE company? YES/NO
- 6.9 If YES, who has provided this BEE classification for the organisation?

Government	
Parastatals	
Listed Companies	
Other	

Specify: _____

Please attach proof of classification (if applicable).

7.BRANCHES, SALES AND ACCOUNTS DEPARTMENTS

7.1 Sales Department

Contact Name: _____
Cell Number: _____
Email Address: _____
Telephone: (_____) _____

7.2 Accounts Department

Contact Name: _____
Cell Number: _____
Email Address: _____
Telephone: (_____) _____

7.3 Branches in Eastern Cape

Branch Name: _____
Area/Town/City: _____
Physical Address: _____

Telephone: (_____) _____

Branch Name: _____
 Area/Town/City: _____
 Physical Address: _____

Telephone: (_____) _____

Branch Name: _____
 Area/Town/City: _____
 Physical Address: _____

Telephone: (_____) _____

8. PREVIOUS EXPERIENCE (IF APPLICABLE)

List at least the last 4 contracts awarded to you (the supplier) or other previous experience related to your core business.

EMPLOYER/DEPARTMENT	CONTACT PERSON	CONTACT TELEPHONE	CONTRACT VALUE R	COMPLETED SUCCESSFULLY YES/NO	YEAR

8.1 Have you or your organisation during the last five years failed to perform satisfactory on a previous contract with this Municipality or any other organ of state. YES/NO

I yes, please supply details

9.COMMODITIES AND SERVICES PROVIDED

In order to identify your organization as a potential service provider, types of commodities or services rendered have to be classified.

Please tick the appropriate commodity or service that your organization provides as well as the area of supply.

Details	Area of Supply			
	Jeffreys Bay	Centres within the Eastern Cape (specify Town/s)		
1. COMMODITIES				
Audio Visual Aids & Equipment				
Bags Conference / Travel / Promotional				
Food: Beverages & Alcohol				
Food: Prepared Meals				
Food: Perishables				
Blinds, Awnings				
Building Materials & Hardware				
Cartridges				
Catering Equipment & Equipment Hire				
Cleaning Chemicals				
Clothing General/Protective & Uniforms				
Computer Components				
Computer Consumables				
Computer Hardware & Printers				
Computer Networking				
Computer Software				
Conference Accessories				
Conferencing Systems				
Corporate Gifts & Products				
Crockery & Cutlery				
Curtaining, Rails & Accessories				
Food: Dairy & Related Products				
Electrical Appliances				
Electrical Components & Equipment				
Electronic Appliances				
Electronic Components & Equipment				
Fire Extinguishing				
Furniture				
Gifts Promotional				
Logo : Printing				
Logo : Embroidery Services				
Logo : Engraving				
Medical Equipment And Consumables				
Medical Supplies				
Office Consumables				
Office Equipment				
Office Furniture				

Details	Area of Supply			
	Jeffreys Bay	Centres within the Eastern Cape (specify Town/s)		
Paint Supplies				
Perishables Suppliers				
Photography Equipment				
Printing Consumables				
Recreational Supplies				
Refrigeration & Air Conditioning				
Sanitaryware				
Security & Access Control Equipment				
Sound & Music Systems/Equipment				
Stationery Office Basic				
Storage Systems (Document & Computer)				
Telecommunication Equipment				
Training Materials & Software				
Vehicles				
Vehicles - Accessories And Parts				
Other : Specify				
2. SERVICES BY TYPE				
Assurance Companies				
Banks & Financial Institutions				
Brokers Finance				
Brokers Insurance				
Computer Repairs				
Brokers Labour				
Colleges				
Conference Centres & Facilities				
Catering				
Entertainment Facilities				
Estate Agencies & Consultants				
Vehicle - Repair				
Exhibition Centres				
Florists				
Government Services				
Guesthouse & Lodges				
Hotels				
Institutes				
Libraries				
Medical Practitioners				
Pharmaceuticals				
Publications				
Publishers				
Quantity Surveyers				
Recruitment Agents				
Restaurants				

Details	Area of Supply			
	Jeffreys Bay	Centres within the Eastern Cape (specify Town/s)		
Teachers & Educators				
Technikons				
Tours And Tourism				
Universities				
Document Binding Services				
Document Duplicating Services				
Draughting Services				
Dry Cleaning Services				
Editing Services				
Entertainment Services (Tourists)				
Environmental Services				
Framing Services				
Freight Services (Air, Land, Sea)				
Furniture Removals (Office Furniture)				
Gardening Services				
Graphic Design Services				
Imaging Services				
Import & Export Services				
Information Services				
Inspection Services				
Valuators				
Labels & Labeling Services				
Legal Services				
Manufacturing Service				
Medical Equipment Maintenance & Repairs				
Pest Control Services				
Photography Service				
Plotting Services				
Printing & Design Services				
Programming				
Recycling Services				
Removal Services Furniture				
Renovation Services				
Security & Access Control Systems				
Shuttle Services				
Telecommunications Systems				
Transport Services (Goods)				
Vehicle Hiring				
Waste Disposal				
Web Pages & Design				
Web Solutions Design & Maintenance				
Workshop Facilitations				
Air Conditioning Systems				
Blasting Contractors				
Boilers				
Building Contractors				
Cabinet Makers				

Details	Area of Supply			
	Jeffreys Bay	Centres within the Eastern Cape (specify Town/s)		
Carpenters * Carpentry				
Ceiling Contractors				
Concrete Products				
Construction Contractors				
Cupboards Built In				
Electrical Contractors				
Elevators & Conveyors				
Evacuation Systems				
Glazing Contractors				
Hardware & Building Supplies				
Consultants : Financial				
Consultants : Engineering				
Irrigation Contractors				
Landscaping / Earthworking				
Lighting Contractors				
Loaders & Lifts				
Locksmiths				
Painting Contractors				
Partitioning Contractors				
Paving Contractors				
Plumbing Contractors				
Power Tools				
Road Construction				
Roofing Contractors				
Tiling Contractors				
Water Installations / Reticulations				
Water Pumps				
Waterproofing Contractors				
Window Fittings & Glass				
Workshop Equipment				
Training Centres				
Actuaries & Remuneration Service				
Chemical Engineers				
Civil Engineering				
Community Services				
Computer Programming/Software				
Computer System & Solutions				
Conference & Events				
Construction Engineers				
Design Services				
Economics				
Eco-Tourism				
Electrical Engineers				
Electronics Engineers				
Employee Benefit & Empowerment				
Engineers Instrumentation				
Financial Administration				

Details	Area of Supply			
	Jeffreys Bay	Centres within the Eastern Cape (specify Town/s)		
It Consulting				
Health Care				
Human Resources				
Information Management				
Marketing & Advertising				
Project Management				
Other : Specify				

10. CERTIFICATION 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 ANNEXURE/S WITH ADDITIONAL INFORMATION, 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 KDA may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular tender/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the KDA as a result of breach of the contract;
 - (iii) Cancel the contract and claim any damages which the KDA may suffer by having to make less favourable arrangements after such cancellation; and/or
 - (iv) De-register the supplier registered on the Supplier Database.

SIGNED ON THIS _____ DAY OF _____ 20_____ AT _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME IN BLOCK LETTERS

IN HIS/HER CAPACITY AS

ON BEHALF OF THE (SUPPLIER'S NAME): _____

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

(the 'Supplier')
vis a vis the
KOUGA DEVELOPMENT AGENCY
('KDA')

Whereas:

- (a) the Supplier delivers goods or renders services to KDA; or is in the process of tendering to deliver goods or services to KDA;
- (b) the KDA may not, in terms of this Supply Chain Management Policy, make any award to a person
 - (i) who is in the service of the state
 - (ii) If that person is not a natural person, of which any director, manager principal shareholder or stakeholder is a person in the service of the state; or
 - (iii) who is an advisor or consultant contracted with the KDA; and
- (c) the MFMA Supply Chain Management Regulations contain, inter alia, the following disclosure requirements in terms of Regulation 45.

Now therefore:

- 1. The Supplier declares, in terms of Regulation 44 of the MFMA Supply Chain Management Regulations, that he or she is not -
 - 1.1. in the service of the state;
 - 1.2. a director, manager, principal shareholder or stakeholder of legal person in the service of the state; or
 - 1.3. an advisor or consultant contracted with the KDA.
- 2. If an award is made to a person to the value of more than R2000; and that person is either -
 - 2.1. a spouse, child or parent of a person in the service of the state, or
 - 2.2. has been in the service of the state in the previous twelve months;

the Supplier must, in terms of Regulation 45 of the MFMA Supply Chain Management Regulations, disclose the following particulars:

the name of that person: _____

the capacity in which that person is in the service of the state _____

the particulars of the award:

the amount of the award R _____

thus done and signed by the Supplier at on _____ 20__.

Signature

Witness

Full name and surname of the above signatory

Undertaking

by

(the ' Supplier ')

vis a vis the

Kouga Development Agency
('KDA')

Whereas:

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

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, municipal service charges, RSC levies or any other indebtedness owed by the Supplier to the relevant Local Authority; which is /are due:
 - 1.1 the Supplier shall make satisfactory and reasonable written settlement arrangements with the KDA or relevant Local Authority for the payment thereof; and
 - 1.2 failing which, the KDA may set-off any such due indebtedness owed by the Supplier to the KDA, from any amount owed by the KDA to the Supplier;
2. To co-operate with the KDA 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 KDA 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 anyway be regarded as a waiver of the KDA'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 KDA.

Thus done and signed by the Supplier at..... on _____20__.

(The Supplier) duly authorised

Witness