



**MARK WITH "X" THE CATEGORY OF COMMODITIES / SERVICES YOU CAN SUPPLY**

CODE	MAIN COMMODITY	X
<b>10000</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>	
10010	Air conditioning and temperature control equipment	
10020	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)	
10030	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)	
10040	Ceiling boards, skirtings, etc	
10050	Construction machinery	
10060	Doors and windows	
10070	Electrical systems, lighting, components accessories and supplies	
10080	Flooring materials (carpets, tiles, etc)	
10090	Plumbing ware and materials	
10100	Roofing materials	
10110	Sanitation ware and equipment	
<b>20000</b>	<b>CONSTRUCTION SERVICES</b>	
20010	Burglar proofing and systems	
20030	Concrete manufacture and works	
20040	Construction-related transport	
20050	Demolition services	
20060	Earthworks, drilling and landscaping	
20070	Electrical installation	
20080	Fencing	
20090	General building work	
20100	Glazing	
20110	Mechanical contracts	
20120	Metalwork	
20130	Painting	
20140	Paving	
20150	Plumbing	
20160	Pre-cast concrete manufacture	
20170	Pump installation	
20180	Road works	
20190	Sewerage systems and construction	
20200	Water works and pipelines	
<b>30000</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>	
30010	Bearing supplies	
30020	Bolts, nuts and fasteners	
30030	Electric cables	
30040	Electrical component supplies	
30050	Electrical equipment repairs	
30060	Hardware supplies	
30070	Lifting equipment	
30080	Mechanical seals and packing	
30090	Pipe and irrigation supplies	
30100	Power generation and distribution machinery and accessories	
30110	Pump spares	
30120	Small tools	
30130	Transformer services	
30140	Valves, couplings	
30150	Water meters, pipes, fittings, PVC, polyethylene, etcetera	
<b>40000</b>	<b>GENERAL SERVICES</b>	
40010	Accommodation and lodging	
40020	Advertising, communication, design, editorial, publication and marketing services	
40030	Auctioneering services	
40040	Bookkeeping and accounting services	
40050	Catering and refreshments	
40060	Cleaning services	
40070	Conferencing facilities and facilitation	
40080	Contract administration	
40090	Courier services	
40100	Education and training	
40110	Environmental impact studies	
40120	Freight forwarding and cleaning services	
40130	General maintenance services	
40140	Health care	
40150	Horticulture	
40160	Infrastructural maintenance	
40170	Inspection services	
40180	Insurance	
40190	IT, broadcasting and telecommunication services	
40200	Interior decorating, refurbishment and upholstery	
40210	Land valuation services	
40220	Laundry and dry-cleaning services	
40230	Locksmith services	
40240	Mailing services	
40250	Management services	
40260	Miscellaneous equipment and goods hiring	
40270	Personnel services	
40280	Pest control and removal services	
40290	Photographic and graphic design services	

CODE	MAIN COMMODITY	X
40300	Picture framing	X
40310	Printing	
40320	Procurement services	
40330	Real estate services	
40340	Research services	
40350	Security and safety services	
40360	Site cleaning	
40370	Social Facilitating	
40380	Storage	
40390	Translation and interpreting services	
40400	Transport services, general	
40410	Travel services	
40420	Vehicle hire	
40430	Vending services	
<b>50000</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>	
50010	Computer equipment, networks and software	
50020	Consumables	
50030	Corporate gifts	
50040	Domestic, industrial and cleaning equipment and supplies	
50050	Electronic equipment, including audio-visual equipment	
50060	Fire protection equipment	
50070	Flowers and plants	
50080	Food and refreshments	
50090	Household furniture, appliances and goods	
50100	Office furniture and equipment	
50110	Office supplies and stationery	
50120	Printing, copying and photographic equipment and supplies	
<b>60000</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>	
60010	Environmental cleansing equipment, goods and supplies	
60020	Fire protection equipment, goods and supplies	
60030	Garden tools	
60040	Material and warehousing machinery, equipment and goods	
60050	Measuring, testing and observation equipment	
60060	Protective clothing and uniforms	
60070	Security equipment, goods and services	
60080	Sports and recreational equipment and goods	
<b>70000</b>	<b>PROFESSIONAL SERVICES</b>	
70010	Accounting, auditing and management services	
70020	Architectural services	
70030	Consulting engineering-Electrical	
70040	Consulting engineering-Environmental	
70050	Consulting engineering-Other	
70060	Consulting engineering-Project management	
70070	Consulting engineering-Roads and Storm water	
70080	Consulting engineering-Sewerage systems	
70090	Consulting engineering-Structures, Buildings, Bridges, etc	
70100	Consulting engineering-Water systems	
70110	Consulting engineering-Geo-technical	
70120	Consulting engineering-Solid waste	
70130	Engineering services	
70140	Financial services	
70150	Land surveying	
70160	Legal services-contracts	
70170	Legal services-conveyancing	
70180	Legal services-litigation	
70190	Legal services -other	
70200	Consulting engineering-Mechanical	
70210	Medical services	
70220	Project management	
70230	Quantity surveying	
70240	Town and regional planning	
<b>80000</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>	
80010	Alarm and tracking systems	
80020	Batteries	
80030	Engine overhauls	
80040	Fuel, oils and lubrications	
80050	Hydraulics	
80060	Panel beating	
80070	Radiator repairs	
80080	Spares and parts	
80090	Towing services	
80100	Transmissions	
80110	Tyres and tubes	
80120	Upholstery	
80130	Vehicle fleet management	
80140	Vehicle supply	
80150	Windscreens	

**FOR FULL SUPPLIER ACCREDITATION ALL PARTS MUST BE COMPLETED AND SIGNED:**

**DECLARATION BY SUPPLIER**

- 1. This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state\*.
- 2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
  - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
  - (ii) been convicted for fraud or corruption during the past five years;
  - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
  - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
  - (v) 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).

**In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.**

- 3.
  - 3.1 Print full Name: .....
  - 3.2 ID Number: .....
  - 3.3 Are you presently in the service of the state? \* **YES / NO**
  - 3.3.1 If so, furnish particulars.  
.....
  - 3.4 Have you been in the service of the state for the past twelve months? **YES / NO**
  - 3.4.1 If so, furnish particulars.  
.....
  - 3.5 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 any prospective bid? **YES / NO**
  - 3.5.1 If so, furnish particulars.  
.....
  - 3.6 Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of any bid? **YES / NO**
  - 3.6.1 If so, furnish particulars.  
.....
  - 3.7 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
  - 3.7.1 If so, furnish particulars.  
.....
  - 3.8 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
  - 3.8.1 If so, furnish particulars.  
.....
  - 3.9 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **YES / NO**

3.9.1 If so, furnish particulars.

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3.10 Is the supplier 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)? **YES / NO**

3.10.1 If so, furnish particulars.

.....

3.11 Was the supplier 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? **YES / NO**

3.11.1 If so, furnish particulars.

.....

3.12 Does the supplier 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? **YES / NO**

3.12.1 If so, furnish particulars.

.....

3.13 Was any contract between the supplier 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? **YES / NO**

3.13.1 If so, furnish particulars.

.....

**CERTIFICATION**

I, THE UNDERSIGNED, ..... 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**

.....  
**Position**

.....  
**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 an employee of Parliament or a provincial legislature.

**Commissioner of Oaths**

Signed and sworn to before me at .....  
on this the ..... day of ..... 20 ... by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her 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:

Position: .....

Address: .....

Tel: .....

**Apply official stamp of authority on this page:**

# Undertaking

by

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(the 'Supplier')

vis a vis the

Blue Crane Route Local Municipality (BCRM)

Whereas:

- a) The Supplier delivers or renders services to the Blue Crane Route Local Municipality;
- b) Blue Crane Route Local Municipality is liable to pay the Supplier for goods delivered or services rendered; and
- c) The Supplier is liable to pay Blue Crane Route Local Municipality or relevant Local Authority and due municipal rates and taxes or municipal service charges and any other indebtedness owed by the Supplier to the Blue Crane Route Local Municipality 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 or any other indebtedness owed by the Supplier to the relevant Local Authority; which is/are due:
  - a. the Supplier shall make satisfactory and reasonable written settlement arrangements with the BCRM or relevant Local Authority for the payment thereof; and
  - b. failing which, the Blue Crane Route Local Municipality may set-off any such due indebtedness owed by the supplier to the Blue Crane Route Local Municipality, from any amount owed by the Blue Crane Route Local Municipality to the supplier;
2. To co-operate with the Blue Crane Route Local Municipality and to do all things and sign all such documents (and / or produce 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 Blue Crane Route Local Municipality 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 the municipality'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 Blue Crane Route Local Municipality.

Thus done and signed by the Supplier at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_\_.

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(The Supplier) duly authorised

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Witness

# **CHECKLIST – RETURNABLE DOCUMENTS**

Please tick in the relevant box:

	Y	N	N/A	OFFICE USE
1. CSD Registration Summary Report				
2. Catering Certificate issued by BCRM				
3.				
4. Accreditation documents for Registration as Training Provider/Consultant				
5. Original Municipal Billing Clearance				
6. Original / certified copy of B-BBEE certificate				
7. Declaration by supplier completed and signed by Commissioner of Oaths and dated				
8. Bank details verified with Bank Stamp and dated or Original Proof of Banking ≤ 3months				
9. CIDB CRS no				
10. Security Officers Board				

## ***FOR OFFICE USE ONLY***

	YES	NO	DATE	NAME	SIGN
VERIFIED					
AUTHORISED					
NOT ACCEPTED					