APPLICATION FOR LISTING AS A NDLAMBE LOCAL MUNICIPALITY SUPPLIER FOR THE PERIOD 01 OCTOBER 2026 – 31 DECEMBER 2026

THE APPLICATION MUST BE COMPLETED BY THE PROSPECTIVE SERVICE PROVIDER

NAME OF SUPPLIER:	
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER:	MAAA_____ *(Proof of CSD Registration to be attached)*
CONTACT NAME:	
EMAIL ADDRESS:	
CONTACT NUMBER:	

THE COMPLETED ORIGINAL DECLARATION OF INTEREST FORM MUST BE MAILED OR DELIVERED TO THE FOLLOWING ADDRESS, FOR THE ATTENTION OF THE SCM UNIT:

POSTAL ADDRESS	PHYSICAL ADDRESS
PO BOX 13	44 CAMPBELL STREET
PORT ALFRED	PORT ALFRED
6170	6170

ENQUIRIES:

TELEPHONE: (046) 604 5500

FOR OFFICIAL USE

CREDITOR NUMBER: _____

CSD NO. CONFIRMED: _____ DATE: _____

NDLAMBE LOCAL MUNICIPALITY
Port Alfred

1. No bid will be accepted from persons in the service of the state[1].

1. 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.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:……..

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):……..

3.4 Company Registration Number: …….

3.5 Tax Reference Number:…….

3.6 VAT Registration Number: …….

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. …….

……..

[1]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.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 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**

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders:

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

…… ……
Capacity **Name of Bidder**

NOTE:

1. SHOULD ADDITIONAL SPACE BE REQUIRED FOR ANY OF THE ABOVE REQUIRED INFORMATION, PLEASE COMPLETE (WITH REFERENCE) ON A SEPARATE PAGE/S.

2. THIS DECLARATION FORM AND CONTENTS WITHIN WILL BE VALID FROM DATE OF RECEIPT BY THE SCM UNIT TILL **31 DECEMBER 2026**.

3. IN THE EVENT THAT ANY INFORMATION CONTAINED IN THIS DECLARATION CHANGES DURING THE PERIOD FROM SUBMISSION TILL **31 DECEMBER 2026**, IT IS THE RESPONSIBILITY OF THE SUPPLIER TO SUBMIT AN UPDATED DECLARATION TO THE NDLAMBE LOCAL MUNICIPALITY. FAILURE TO DO SO, WILL RESULT IN THE INVALIDATION OF THE CONTENTS OF THIS DECLARATION AND THE MUNICIPALITY MAY INVOKE REMEDIES AS PER THE APPROVED SCM POLICY OF THE MUNICIPALITY.