



Ekurhuleni Housing Company

Germiston Phase 2 Housing Company
t/a Ekurhuleni Housing Company (Pty) Ltd

Co. Reg. Number: 2000/007936/07

REF NO: EHC/SD/2025

SUPPLIER REGISTRATION FORM

(2025-2026)

Enquiries	:SCM Dolly
Telephone	:0118250158
Fax	:0118250148

GENERAL CONTRACTUAL UNDERTAKINGS

QUALITY OF GOODS

Notwithstanding anything to the contrary in this agreement:

- 1.1 The goods to be supplied under the contract are to be, in all aspects, of the best description and according to the sample and specifications provided.
- 1.2 In every case the goods shall be subject to the inspection and approval of the CEO or his duly authorised representative, who shall be at liberty to reject them and in cases of such rejection, the Bidder agrees to be bound by the rejection of the CEO or his duly authorised representative.
- 1.3 In the event of the approval of the goods by the said CEO or his duly authorised representative and if it is later discovered that the goods are in any way defective, the CEO may reject same, in spite of such approval by s CEO or his duly authorised representative.
- 1.4 Tests and analyses may be made as deemed necessary and the cost thereof shall be borne by the EHC provided that the goods are of the stipulated quality, failing which cost shall be defrayed by the Bidder; the EHC to have the right to deduct such cost from payments due to the Bidder, or otherwise to recover the same from him.
- 1.5 No second-hand/refurbished materials/parts will be used in the final goods to be delivered by the Bidder, only new materials/parts bearing the SASS mark of quality will be considered.

2 INDEMNITY

- 2.1 Without prejudice to any of the rights of the EHC arising from any of the provisions of this agreement, the Bidder indemnifies and holds the EHC harmless against all loss, liability, damage, claim, proceeding or expense of any nature whatever (including without limiting the generality of the foregoing all party and party and attorney and client costs incurred by the EHC) which the EHC may suffer as a result of or which may:

2.1.1 be attributable to-

2.1.1.1 Any liability of the Bidder, whether actual or contingent;

2.1.1.2 Any liability of the Bidder for taxation, for which purpose the terms "taxation" shall include:

2.1.1.2.1 Normal taxation;

2.1.1.2.2 Value added tax;

2.1.1.2.3 Minimum or secondary taxation on companies;

2.1.1.2.5 All other forms of levies or taxation.

2.1.1.2.6 Any penalties or interest as a result thereof.

- 2.2 Arise out of or in the course of or by reason of the Bidders performance in terms of this agreement;
- 2.3 The Bidder undertakes to indemnify the EHC in respect of all actions, prosecutions or claims of any nature that might be brought in any manner against the Bidder as a consequence of the negligence of the bidder, its employees, members or any persons under its control;
- 2.4 The Bidder shall not be liable for such liability, loss, damage, claim, proceeding or expense where same was due to any act or neglect of the EHC or any person for whose actions the EHC is legally liable.

3 POWERS OF THE EHC IN THE EVENT OF GOODS BEING DEFECTIVE

- 3.1 In the event of the goods being defective in quantity or quality, it is agreed that, either-
 - 3.1.1 the CEO shall have power to purchase other goods or make good the deficiency in any manner he may deem fit, and any excess costs so incurred over the contract price, together with all charges and expenses attending the purchase, shall be recoverable from the Bidder; or,
 - 3.1.2 if the EHC so determines, the Bidder shall, at his own expense, replace the affected goods or make good the deficiency at once, or within such period or at such time as the EHC may fix.
- 3.2 Nothing contained in this clause or with regard to delivery conditions, shall prejudice the power of the EHC in terms of the dispute resolution provisions of this agreement.

4 DELIVERY OF GOODS

- 4.1 The goods shall be delivered, at the Bidder's risk and expense, to:

Angus Street and Victoria Street Germiston (next to Fire
Station)
,
Germiston; or,

Such other place in the Municipal Area of the EHC as may be specified and at the time/s and in the manner appointed by the CEO;

Contact person:-----Cell phone:()-----

PART 2: BANK DETAILS (Mandatory)

Name of account _____

Name of Bank _____

Name of Branch _____

Branch code _____

Account number _____

Account type : Current/Savings, transmission/Other (specify)

NB: Please request your Bank to certify the above as correct. Your application may otherwise be disqualified.



Name of bank official Signature

PART 3: PRODUCTS OFFERED (Mandatory)

3.1 Did you supply the product(s) to EHC in the past? Y/N If so,

please state particulars as follows:

Name of product: - - - - -

Name of Client: - - - - -

Contact person: - - - - -

Telephone number: - - - - -

3.3 Please indicate(X) the geographical areas where your business has

offices/local associates

Province	Mark (X)	Province	Mark (X)
Pretoria		Northern Cape	
Gauteng		Limpopo	
Kwa-Zulu Natal		Mpumalanga	
Eastern Cape		North West	
Western Cape		Free State	

PART 4: SERVICES OFFERED

4.1 Are you registered with a professional body for the services that you provide? Y/N If so, please

state particulars as follows:

Name of Organization	Contact person	Telephone Number	Membership number	Date of membership

Please furnish particulars of specific expertise and experience available in your business, as follows:

Field (e.g. Local Government Finance)	Expertise (e.g. Municipal Billing Systems)	Name of consultant	Educational qualifications of consultant	Previous work/projects completed

PART 6: SMME INDICATOR

6.1 Standard Industrial classification

Sector/Sub-Sector

Total Full-time Equivalent of paid Employees

Total Annual Turnover

Total Gross Asset Value*

Size or Class (Medium, Small, Very Small, Micro) _____

*Excluding fixed property

PART 7: DECLARATION OF INTEREST

Do you or any person connected with your business have any relationship (family, friend or other) with a person employed by EHC who may be involved with the Register of Suppliers, the invitation of price quotations/bids and/or the award of contracts?

YES/NO

If so, please furnish particulars of the relationship (*mandatory*)

PART 8: CONDITIONS

8.1 Applications that are incomplete or which are not accompanied by the documents required in Part 1 of this form will be disqualified.

8.2 Completed application forms should be posted to or delivered by hand at the following address, for the attention of the Supply Chain Management

EKURHULENI HOUSING COMPANY
Angus Street and Victoria Street
Germiston (next to Fire Station)

8.3 However, EHC reserves the right to consider applications received at any point after the closing date, if this is deemed in the interest of the EHC.

8.4 EHC Supplier/Consultant's Database Register, when established, will be used mainly for the purpose of identifying businesses that can be approached when price quotations for goods and services are to be invited. The fact that a business has been registered as a supplier does not constitute any contractual relationship between that business and the EHC.

8.5 For procurement above the financial limit applicable to price quotations, as determined from time to time by the National Treasury, EHC will normally invite competitive bids by means of advertisements

In the Government Tender Bulletin and the media (press). The onus is on businesses to ensure that they obtain copies of the bidding documents that are available at EHC when bids are being advertised.

8.6 It is the responsibility of a registered supplier to inform EHC immediately in writing of any change in the particulars as stated in the application, especially changes in respect of the HOI equity ownership and the SMME status of the business. Should a contract be awarded to a business as a result of Incorrect particulars on the HDIISMME status of that business, EHC shall have the right to, in Addition to any other remedy that it may have in terms of the Preferential Procurement Regulations, cancel the contract and to claim damages.

8.7 Registration of a business in EHC Supplier/Consultant's Database Register is valid for a period of twelve months only and should be renewed every twelve months on submission of newly written confirmation by the relevant business and that the registered particulars remain unchanged unless otherwise. and such confirmation must be accompanied By a new original tax clearance certificate issued by SARS. Company details. Entails: physical or postal address. Telephone number. Bank details. Business profile and members personal information: ID copy and initial every page (which is also valid for twelve months only). Every supplier is compelled to attach the necessary documentation as required by EHC. Failing which the supplier information is considered incomplete and Invalid according to EHC. Note. Tax Clearance is only valid for one (1) year from date of approval by SARS

8.8 EHC reserves the right to enter into term contracts with suppliers (instead of inviting price quotations as and when required) where the frequency of procurement of goods or services warrants such an arrangement.

PART 8: CONDITIONS (Cont.) (Mandatory)

8.9 EHC furthermore reserves the right to cancel the registration of a business if that business has given incorrect or false information in the application form or any correspondence relating to the application; failed to inform EHC of any change in the particulars as furnished in the application, Failed to comply with the conditions of any contract that might have been awarded to the business; failed to respond to requests for price quotations; or if the business has acted in an improper, fraudulent or corrupt manner.

8.9 It is compulsory to attach the required documents on your application as indicated on section 8.7 (or letter from SARS indicating intention of vat registration).

1/we the undersigned in my/our capacity as -----

Of the Applicant hereby declare that the particulars furnished in this application are true and correct. 1/we also accept that EHC may act against me/us in terms of the relevant provisions of the Preferential Procurement Regulations should my/our business be registered and/or awarded contracts by EHC as a result of incorrect information furnished by me/us, to EHC. 1/we furthermore Understand and accept the above conditions subject to which 1/we have submitted this application.

Signed by:

Name:-----'Signature:-----

Name:-----'Signature:-----

Witnesses:

Name:-----'Signature:-----

Name:-----'Signature:-----

INDEX:

<p>EKURHULENI HOUSING COMPANY</p> <p>GOODS AND SERVICE PROVIDERS REGISTRATION FORM</p>
--

***NB THIS FIELD IS MANDATORY PLEASE NOTE THAT YOU MUST MARK A MAXIMUM OF 3 JOBS NOT MORE THAN THAT**

Tick inside the block with an X for goods and services you are providing

	SERVICE TYPE	BLOCK		SERVICE TYPE	BLOCK
	A			H	
1	ACCOUNTING AND AUDITING		67	HARDWARE AND BUILDERS SUPPLIERS	
2	AUDITING AND COMPUTER CONSULTANT		68	HYGIENE SERVICES	
3	ACCOUNTING AND AUDITING DEVELOPERS		69		I
4	ADVERTISING,PROMOTIONS AND BRANDING		70	INDUSTRIAL TOOLS	
5	AIRCONDITIONING		71	IT SUPPLIERS	
6	ARCHITECTS		72	IT DEVELOPERS	
7	ALARM SYSTEM		73	INSURANCE SERVICES	
8	ASSET MANAGEMENT SYSTEM BARCODES		74	INTERIOR DECORATORS	
9	AUCTIONEERS		75		J
10	AUDIO VISUAL EQUIPMENT/HIRE		76		K

<u>62</u> GARDENING AND CLEANING SERVICES	<u>128</u> UNIFORMS	
<u>63</u> GARDENING AND CLEANING EQUIPMENT		<u>129</u>
<u>64</u> GATES AND FENCES	<u>130</u> VALUATION SERVICE	
<u>65</u> GLAZING	<u>131</u> VEHICLE MAINTENANCE SPARES	
<u>66</u> GOVERNMENT SERVICES		

X
Y
Z

V

MANDATORY REQUIREMENTS PLEASE ATTACH THE FOLLOWING

1. SUPPLIER REGISTRATION FORM
2. COMPANY REGISTRATION {CK1} {CK2}
3. VALID ORIGINAL TAX CLEARANCE or PIN {NOT EXPIRED}
4. BANK DETAILS {STATEMENT OR CANCELLED CHEQUES}
5. COMPANY PROFILE
6. ID COPIES OF MEMBER {CERTIFIED COPIES}
7. MUNICIAPL ACCOUNT/LEASE

MBD 4

DECLARATION OF INTEREST

- 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 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 and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....

.....

* 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.

3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

.....
.....

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

YES / NO

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....

.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....

.....

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.

.....

Signature

Date

.....

.....

Position

Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

Enterprises located in the Ekurhuleni municipal area		5		
Enterprises with at least 50% ownership historically disadvantaged people		10		
Bidders with at least 50% disability ownership		2		
Bidders with at least 50% women ownership		3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after

the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. 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).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder 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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

