

# SERVICE PROVIDER'S DATABASE FORM

## PANEL OF CONSULTANTS



### EXPRESSION OF INTEREST

**Company Name :** \_\_\_\_\_

**Consulting Field:** \_\_\_\_\_

**These forms must be completed and returned to the following address:**

**Umjindi Municipality  
Hospital Street  
Main Stores Building, Supply Chain Management Offices**

Consultants submitting an expression of interest to be registered in the Umjindi Local Municipality's Data Base of Panel of Professional Service Providers for more than one (1) consulting field are required to submit a separate form for each consulting field

# **EXPRESSION OF INTEREST**

**The following information to be submitted along with this form:**

- 1. Company Profile,**
- 2. Affirmative Action Policy,**
- 3. Organizational Structure,**
- 4. CV & Copies of Qualification of Key Personnel,**
- 5. Proof of Registration by a Relevant Professional Body,**
- 6. Professional Indemnity Documentation,**
- 7. And / or Any other Document deemed important by the Consultant**

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# Umjindi Municipality

PLEASE CHOOSE ONE BUSINESS OPERATION:

|                                                                                 |  |
|---------------------------------------------------------------------------------|--|
| Panel of Consulting Engineers (Civil, Mechanical, Roads, Building & Electrical) |  |
| Panel of Architects                                                             |  |
| Panel of Environmental Consultant                                               |  |
| Panel of Town Planners, Surveyors, Valuers and related field                    |  |
| Panel of Legal Consultants and related field                                    |  |
| Panel of Business, Finance, HR and related field                                |  |
| Other:                                                                          |  |

## DETAILS OF COMPANY

1. NAME OF THE CONSULTING FIRM : \_\_\_\_\_  
\_\_\_\_\_
- 1.1 Date of establishment of local Company \_\_\_\_\_
2. PHYSICAL ADDRESS OF LOCAL OFFICE : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. TELEPHONE NUMBER OF COMPANY : \_\_\_\_\_  
FAX NUMBER OF COMPANY : \_\_\_\_\_
5. e-MAIL ADDRESS OF COMPANY : \_\_\_\_\_
6. PERSON IN CHARGE OF LOCAL OFFICE IN \_\_\_\_\_
7. CELL PHONE NUMBER OF PERSON IN CHARGE \_\_\_\_\_
8. QUALIFICATION OF PERSON IN CHARGE (Attach certified copy) \_\_\_\_\_

**9. NAMES, POSITIONS AND QUALIFICATIONS OF ALL TECHNICAL PERSONNEL  
(Attach certified copies)**

| NO  | NAME | POSITION | QUALIFICATION | STREET HOME ADDRESS or STAND NUMBER |
|-----|------|----------|---------------|-------------------------------------|
| 9.1 |      |          |               |                                     |
| 9.2 |      |          |               |                                     |
| 9.3 |      |          |               |                                     |
| 9.4 |      |          |               |                                     |
| 9.5 |      |          |               |                                     |
| 9.6 |      |          |               |                                     |
| 9.7 |      |          |               |                                     |
| 9.8 |      |          |               |                                     |

**10. NAMES, POSITIONS AND QUALIFICATIONS OF NON-TECHNICAL PERSONNEL  
(Attach certified copies)**

| NO   | NAME | POSITION | QUALIFICATION | STREET HOME ADDRESS or STAND NUMBER |
|------|------|----------|---------------|-------------------------------------|
| 10.1 |      |          |               |                                     |
| 10.2 |      |          |               |                                     |
| 10.3 |      |          |               |                                     |
| 10.4 |      |          |               |                                     |
| 10.5 |      |          |               |                                     |
| 10.6 |      |          |               |                                     |
| 10.7 |      |          |               |                                     |
| 10.8 |      |          |               |                                     |

**11. RATES AND TAXES PAID TO LOCAL MUNICIPALITY**

11.1 Which Local Municipality : \_\_\_\_\_

11.2 Account Number of Company : \_\_\_\_\_  
\*Accounts will be checked

**12. LEVIES PAID TO UMJINDI MUNICIPALITY**

12.1 District Municipality Registration No : **IGNORE** \_\_\_\_\_  
\*Accounts will be checked

**13. PROFESSIONAL ASSOCIATION MEMBERSHIP**

**13.1 Membership Name and Number:** \_\_\_\_\_

**13.2 Date of Registration :** \_\_\_\_\_

**13.3 Name of Company Registered :** \_\_\_\_\_

**14. MEMBERSHIP OF TECHNICAL PERSONNEL (Number will be checked)**

| NO   | NAME | MEMBERSHIP NO | DATE OF REGISTRATION |
|------|------|---------------|----------------------|
| 14.1 |      |               |                      |
| 14.2 |      |               |                      |
| 14.3 |      |               |                      |
| 14.4 |      |               |                      |
| 14.5 |      |               |                      |
| 14.6 |      |               |                      |
| 14.7 |      |               |                      |
| 14.8 |      |               |                      |

**15. EMPOWERMENT COMPANIES LINKED TO YOUR COMPANY**

| NAME OF COMPANY | STREET ADDRESS | DIRECTORS AND QUALIFICATIONS | MANAGING DIRECTOR AND QUALIFICATIONS |
|-----------------|----------------|------------------------------|--------------------------------------|
|                 |                |                              |                                      |
|                 |                |                              |                                      |
|                 |                |                              |                                      |

**16. PROFESSIONAL ASSOCIATION MEMBERSHIP (Empowerment Company)**

| NAME OF COMPANY | PROFESSIONAL ASSOCIATION MEMBERSHIP NAME AND NUMBER | DATE OF REGISTRATION |
|-----------------|-----------------------------------------------------|----------------------|
|                 |                                                     |                      |
|                 |                                                     |                      |
|                 |                                                     |                      |

**17. OTHER COMPANIES LINK TO YOUR COMPANY**

| <b>NAME OF COMPANY</b> | <b>STREET ADDRESS</b> | <b>DIRECTORS AND QUALIFICATIONS</b> | <b>MANAGING DIRECTOR AND QUALIFICATIONS</b> |
|------------------------|-----------------------|-------------------------------------|---------------------------------------------|
|                        |                       |                                     |                                             |
|                        |                       |                                     |                                             |
|                        |                       |                                     |                                             |
|                        |                       |                                     |                                             |

**18. PROFESSIONAL ASSOCIATION MEMBERSHIP (Other Companies)**

| <b>NAME OF COMPANY</b> | <b>PROFESSIONAL ASSOCIATION MEMBERSHIP NAME AND NUMBER</b> | <b>DATE OF REGISTRATION</b> |
|------------------------|------------------------------------------------------------|-----------------------------|
|                        |                                                            |                             |
|                        |                                                            |                             |
|                        |                                                            |                             |
|                        |                                                            |                             |

## RELEVANT FIELD OF EXPERTISE

(Please choose if only applicable to your Firm – mark/tick)

**1. Fields of Expertise – Panel of Environmental Consultants**

| DESCRIPTION                                            | LOCAL | NATIONAL | INTERNATIONAL |
|--------------------------------------------------------|-------|----------|---------------|
| Environmental Impact Assessment (EIAs)                 |       |          |               |
| Waste Management Assessment                            |       |          |               |
| Environmental Scoping Studies and Auditing             |       |          |               |
| Environmental Management Plans (EMPs)                  |       |          |               |
| Environmental Management Programme Reports (EMPRs)     |       |          |               |
| Water quality, Sanitation and Waste Management Studies |       |          |               |
| Environmental Capacity Building                        |       |          |               |
| Compilation and Management of Project Database         |       |          |               |

**2. FIELDS of Expertise – Panel of Civil, Mechanical, Building, Roads & Electrical Consultant**

| DESCRIPTION                        | LOCAL | NATIONAL | INTERNATIONAL |
|------------------------------------|-------|----------|---------------|
| Water Reticulation                 |       |          |               |
| Water Reservoirs                   |       |          |               |
| Water Purification                 |       |          |               |
| Bulk Water                         |       |          |               |
| Sewage Purification                |       |          |               |
| Bulk Sewage                        |       |          |               |
| Sewer Reticulation                 |       |          |               |
| Structures, Buildings, Bridges etc |       |          |               |
| Transport (Traffic Studies)        |       |          |               |
| Roads and Storm Water              |       |          |               |
| Project Management                 |       |          |               |
| Contract Administration            |       |          |               |
| Solid Waste                        |       |          |               |
| Environmental                      |       |          |               |
| Geo-technical                      |       |          |               |
| Electrical                         |       |          |               |
| Mechanical                         |       |          |               |

3. Fields of Expertise – Panel of Architectures

| DESCRIPTION        | LOCAL | NATIONAL | INTERNATIONAL |
|--------------------|-------|----------|---------------|
| Architectural Work |       |          |               |
| Project Management |       |          |               |
|                    |       |          |               |
|                    |       |          |               |

4. Fields of Expertise Panel of Town Planners

| DESCRIPTION           | LOCAL | NATIONAL | INTERNATIONAL |
|-----------------------|-------|----------|---------------|
| LDO/IDP               |       |          |               |
| Structure Plans       |       |          |               |
| Township Applications |       |          |               |
| Rezoning              |       |          |               |
| Feasibility Study     |       |          |               |
| DFA Applications      |       |          |               |
| Project Management    |       |          |               |
| Subdivisions          |       |          |               |
| Environmental         |       |          |               |
| Housing Projects      |       |          |               |
| Tenure Upgrading      |       |          |               |
| Other (Specify)       |       |          |               |
|                       |       |          |               |
|                       |       |          |               |
|                       |       |          |               |

5. Fields of Expertise - Social Consultants

| DESCRIPTION                                        | LOCAL | NATIONAL | INTERNATIONAL |
|----------------------------------------------------|-------|----------|---------------|
| Setting up Steering Committees                     |       |          |               |
| Liaison between community and other legal entities |       |          |               |
| Organize & call meetings                           |       |          |               |
| Administration regarding meetings                  |       |          |               |
| Presentations                                      |       |          |               |
| Facilitation skills                                |       |          |               |
| Conducting feasibility studies                     |       |          |               |
| Conflict resolution                                |       |          |               |
| Compilation of terms of reference                  |       |          |               |
| Training technical/ social / managers              |       |          |               |
| Research                                           |       |          |               |
| Marketing & Publicity                              |       |          |               |
| Tourism Promotion                                  |       |          |               |
| Communication                                      |       |          |               |
| Established Legal Entity                           |       |          |               |