



Improving quality of Life and Enhancing Sustainable Economic Development

FINANCE DIVISION	
SUPPLIER DATABASE REGISTRATION FORM	Rev: 12
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COMPANY NAME: _____

The completed supplier database registration form must be submitted
by email to the following address:

Supplier.management@umgeni.co.za

No hand Delivery will be accepted

Enquiries - Head Office: 033 341 1008 or 033 341 1581
Richards Bay Regional Office: 035 902 1051

uMngeni-UThukela Water uses its external whistle-blowing hotline service managed by an external service provider as means of fraud detection. This 24 hour - 365 day facility provides an anonymous and confidential communication channel for all stakeholders to report suspicions of fraud or otherwise unethical conduct.

Toll Free Number: 0800 864 463
Email: umgeniwater@whistleblowing.co.za
Toll Free Fax: 0800 212 689
Postal: Freepost KZN665, Musgrave, 4062
SMS: 33490
Online: www.whistleblowing.co.za

IMPORTANT NOTES

Kindly read carefully before completion

- 1 Form to be completed in full (Incomplete documents will not be considered)
- 2 Please complete, scan and email with supporting documents.

CHECKLIST	Submitted	
	YES	NO
Company Registration Certificate		
CSD-MAAA Number (DO NOT ATTACH THE CSD REPORT)		
VAT registration Number/Certificate (if applicable)		
Letter from the bank		
Certified copy of a B-BBEE rating certificate OR original Sworn affidavit if you are an EME/QSE		
Supplier Disclosure		

3. PLEASE NOTE

- 3.1 The document must be completed in full. Non submission of valid pre-requisite documents and incomplete forms will not be considered.
- 3.2 Only registered suppliers will be notified in writing of the status of their application



TERMS AND CONDITIONS

(PLEASE READ & UNDERSTAND THE UMNGENI-UTHUKELA WATER'S TERMS & CONDITIONS BEFORE COMPLETING THE FORM.)

1. **BBBEE Certificates**

It is the responsibility of a supplier to ensure that UMNGENI-UTHUKELA WATER is in a possession of a valid BBBEE Certificate.

2. **Banking Details**

Suppliers must notify UMNGENI-UTHUKELA WATER if the banking details have changed. A cancelled cheque/ letter from the bank approved by one of the company's Directors will be required prior to changing the information.

a. Company Name Change

Suppliers must notify UMNGENI-UTHUKELA WATER should the company name change, a certificate of Name Change from CIPC, Tax Clearance Certificates of the old and new companies and a completed form must be submitted to UMNGENI-UTHUKELA WATER for the attention of SMS prior to changes being effected on the UMNGENI-UTHUKELA WATER system.

b. Contact Details (Addresses and Telephone Number)

The **ONUS LIES** with suppliers to ensure that UMNGENI-UTHUKELA WATER has updated details at all times. A request to make any amendments to the above information must be submitted to supplier.management@umgeni.co.za

3. **Invoices**

All invoices must be addressed **Creditors Department, UMNGENI-UTHUKELA WATER, P. O Box 9, Pietermaritzburg, 3201** or and delivered to UMNGENI-UTHUKELA WATER, **310 Burger Street, Pietermaritzburg, 3201** for the attention of **Creditor's Department**.

4. **UMNGENI-UTHUKELA WATER OBLIGATIONS**

4.1 **Payment Terms**

UMNGENI-UTHUKELA WATER pays suppliers 30 days from the date of a correct statement issued on a monthly basis.

4.2 **Performance Rating**

UMNGENI-UTHUKELA WATER will review supplier's performance on delivery, quality, service, administration, problem resolution, technical ability, on going progress reports, administration and any other aspect periodically.

4.3 **Validation of Information.**

- UMNGENI-UTHUKELA WATER reserves the right to use other institutions/bodies to validate information submitted by a supplier. UMNGENI-UTHUKELA WATER may from time to time conduct a physical verification of the information submitted by the suppliers. The truthfulness of the information provided by suppliers.

4.4 **Suspending a Supplier**

- UMNGENI-UTHUKELA WATER may suspend a supplier from its supplier database for the following reasons:
 - Supplier that has committed a serious offence such as misrepresentation, fraud, corruption and putting the organisation into disrepute
 - Non-performance
- UMNGENI-UTHUKELA WATER will also not transact with any owners or directors of companies listed as defaulters in the National Treasury who have formed a new company so as to do business with the organization in the new company name.

5. **GENERAL**

- All documentation submitted to UMNGENI-UTHUKELA WATER must be clearly addressed.
- Suppliers are invited to visit the UMNGENI-UTHUKELA WATER website to keep informed of any other information relevant to them.



SUPPLIER DATABASE REGISTRATION FORM
(PLEASE COMPLETE ALL THE FOLLOWING PAGES 4-10)

1. COMPANY DETAILS

Company Name of Business as registered with the Registrar of Companies			
Trading As			
Company Registration number			
VAT Registration number (if applicable)			
CSD Number (Do not attach the CSD report)			
Company's Local Municipality where your business operates.			
Postal Address			
	Code:		
Physical Address			
	Code:		
Contact Person:			
Telephone No:			
Cellular No:			
Fax Number			
E- mail address			
After Hours numbers			
Core Business (e.g construction ,catering, supply of cleaning material) Please note uMngeni-uThukela Water only accepts one core business per supplier.			
CIDB Grading/s if your corebusiness is construction		CRS Number	

2. BANKING DETAILS

NB: Attach original cancelled cheque/ Original letter from bank confirming account (not older than 3months)

Name of Bank:	Type of Account:
Branch Name and Code:	Account Number:

3. TYPE OF BUSINESS (PLEASE TICK ONE (1))

TYPE OF BUSINESS	'X'	DOCUMENTS REQUIRED
A. Sole Proprietor (One-Person Business)		ID Copy
B. Public Company LTD		Copy of certificate of Incorporation (CM 1)
C. Private Company (PTY) Ltd		ID Copies & Company Registration Certificate(CM 1)
D. Close Co-operation		ID Copies & Company Registration Certificate(CK 1 and CK 2)
E. Incorporated		Copy of certificate of Incorporation (CM 1 andCM 19)
F. Partnership		Partnership Agreement, ID Copies and TaxCertificates of members
G. Co-operatives		Co-operative Registration Certificate, ID Copies & Constitution
H. Joint Venture/Consortium		JV Agreement, Member's ID Copies & TaxCertificates
I. Trust		Copy of Trust Document
J. Section 21 Company e.g NGO's		Registration certificates with CIPRO, a validconstitution
K. Parastatal/Government		Registration certificates if registered
L. Military Veterans		Confirmation of listing on the Military Veterans'Database Of The Department Of Military Veterans.

4. OWNERSHIP GROUPS

4.1 uMngeni-uThukela Water is committed to develop and provide people from the historically disadvantaged groups with business opportunities. Please indicate the number of shares held by people from the historically disadvantaged individuals.

	PERCENTAGE OF TOTAL SHARES OWNED BY EACH OF THE FOLLOWING GROUPS					
	Group (this must add-up to 100% of ownership)	Percentage	Group	Percentage	Group	Percentage
BEE EQUITY OWNERSHIP	African Ownership of the whole company	%	African Female	%	African Disabled	%
	Colored Ownership of the whole company	%	Colored Female	%	Colored Disabled	%
	Indian Ownership of the whole company	%	Indian Female	%	Indian Disabled	%
	White Ownership of the whole company	%	White Female	%	White Disabled	%
	Foreign Ownership of the whole company	%	Foreign Female	%	Foreign Disabled	%

4.2 EQUITY OWNERSHIP CLAIMED IN TERMS OF HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI). POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN BELOW TABLE

Ownership	Percentage owned
Equity ownership by HDI*	%
Equity ownership by women	%
Equity ownership by disabled persons*	%

*for disabled persons, indicate nature of impairment and attach a Doctor’s certificate or any other proof of disability document

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***Historically Disadvantaged Individual (HDI)**” means a South African 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 Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 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 South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

* **Disability** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

5. BOARD MEMBERS IF ANY

Please indicate percentage BEE control at board level if any.

Additional Documentation to be attached

Full name	Designation	Exec/ NonExec	Race	ID Number

IMPORTANT NOTICE

The Supply Chain Section is the ONLY section authorised to commit uMngeni-uThukela Water to any expenditure for goods and services. Suppliers, who accept orders and supply goods without receiving a valid purchase order number, should note that there is no legal binding contract, and therefore, no obligation on behalf of uMngeni-uThukela Water to pay for goods or services provided. Suppliers who do not obtain a valid order number will be prejudiced through delays in clearing payments.

To protect yourselves, DO NOT DELIVER any goods/services to uMngeni-uThukela Water unless you are advised of the official order number.

You are strongly advised not to allow any goods to be COLLECTED from your premises unless the person collecting the goods can hand you an ORIGINAL uMngeni-uThukela Water purchase order.

CONFIRMATION

I hereby warrant that I,..... am duly authorised to submit information on my company, and certify to the best of my Company knowledge, that the information detailed above is correct.

Signed..... on behalf of the company at on theday of20.....



6. SUPPLIER'S DISCLOSURE (COMPULSORY)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may be registered on uMngeni-uThukela Water's supplier database. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the supplier to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the registration process.

2. SUPPLIER'S DECLARATION

2.1 Is the Supplier, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise.
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the supplier, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.3 Does the supplier or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise registered on uMngeni-uThukela Water database? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying document, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the registration form will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The supplier has arrived at the supplier registration process independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the registration form.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the supplier with any official of the procuring institution in relation to this procurement process prior to and during the registration process except to provide clarification on the form submitted where so required by the institution.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to registration process, forms that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE REGISTRATION FORM OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

.....
Date

.....
Position

.....
Name of the supplier