



*'Water for Growth and Sustainable Development'*

<b>Corporate Services Division</b>	
<b>Supplier database registration form</b>	
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### 1. ORGANISATIONAL DETAILS (ATTACH BLANK LETTERHEAD)

Name of Company	
Physical Address	
Postal Address	
Contact Person	
Telephone Number & Cellphone	
Fax Number	
e- mail address	
Company Registration number	
VAT Registration number	
Average annual turnover	
Core Business	

### 2. BANKING DETAILS

Name of Bank:	Type of Account:
Branch Name and Code:	Current:
Account Number:	Trans:
Account Opened On:	Cheque:

### 3. BBBEE RATING DETAILS

Which sector does your company belong to?	
Has your the company been rated as per BBBEE by an accredited agency? <i>If YES, attach a BBBEE Certificate.</i>	
Is the company an EME (Exempted Micro Enterprise) or QSE (Qualified Small Enterprise) or (Large enterprise) <i>Submit a letter from your accountants/bookkeeper.</i>	

**Submit to: 310 Burger Street, Pietermaritzburg  
P O Box 9, Pietermaritzburg, 3200  
Tel: 033-3411008/0866 444 202(fax)  
For Attention: Mrs Pearl Dlamini  
Supply Chain Management**

**4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001**

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

<b>Ownership</b>	<b>Percentage owned</b>
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

.....

**\*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.

**List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant**

Name	Date/ Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

\*Indicate YES or NO

## 5. SHAREHOLDERS OWNERSHIP

Legal ownership and economic benefit accruing to the shareholding.  
Please provide information on your company's shareholding:  
(Black is defined as African, Coloured and Indian)

Name	Percentage shares held by black people	Percentage shares held by black women

### Additional Documentation to be Attached:

- Shareholders Agreement(s)
- Certificate(s) of Ownership and Share register(s)

## 6. OWNERSHIP STRUCTURE

Please tick the relevant one:

Traditional white company	
Black Company (75.1 – 100 % black owned)	
Black Company (50.1% - 75% black owned)	
Black empowered company (25.1% - 50% black owned)	
Black influenced companies (5% - 25%)	
Engendered company (30% owned and managed by black women)	

## 7. BOARD MEMBERS

Please indicate percentage BEE control at board level if any.

**Additional Documentation to be Attached:**

- List of Directors (CM 29)
- Copy of ID documents

Full name	Designation	Exec/ Non Exec	Race	Gender

**8. CURRENT EMPLOYED PORTFOLIO  
(EMPLOYMENT EQUITY)**

Occupational level of permanent employees.

Organisational Structure Organisational Structure	Senior Management		Middle Management		Junior Management		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Black								
Coloured								
Indian								
White								
Other								
"Black" Disabled								
Total permanent employed								

**Additional Documentation to be Attached:**

- Employment Equity Plan

## 9. SKILLS DEVELOPMENT

	Item	Amount /Number	Percentage Score	No. Female	No. Male
1.	Skills Development spend on learning programmes for <b>Black</b> employees as a percentage of leviabale amount.				
2.	Skills Development spend on learning programmes for <b>Black</b> employees with <b>disabilities</b> as a percentage of leviabale amount.				
3.	<b>Learnerships:</b> Number of black employees participating in in-service training programmes as a percentage of total employees.				

What is the total number of employees in the organisation? \_\_\_\_\_

What percentage of your company's total payroll goes to the National Skills Fund p.a? \_\_\_\_\_

How much is the leviabale amount? (SDL) R\_\_\_\_\_

### Additional Documentation to be Attached:

- Workplace Skills Plan

**10. PREFERENTIAL PROCUREMENT (Past financial year)**

<b>Criteria</b>	<b>Total measured Procurement spend</b>	<b>Total BEE Spend</b>	<b>Percentage BEE spend</b>
BEE procurement spend from all suppliers based on the BEE procurement recognition levels as a percentage of total measured procurement spend.			
BEE procurement spend from QSE's or EME's based on the applicable BEE procurement recognition levels as a percentage of total measured procurement spend..			
BEE procurement spend from suppliers that are more than 50% Black-owned regardless of their BEE procurement recognition level			
BEE Procurement spend from suppliers that are more than 30% Black Women-owned regardless of their BEE procurement recognition level			

**11. ENTERPRISE DEVELOPMENT**

<b>Average annual value of all qualifying contributions made by the measured entity as a percentage of net profit after tax</b>	<b>Company Name</b>	<b>Black Shareholding of Company (%)</b>	<b>Details of Investment</b>

**12. SOCIO-ECONOMIC DEVELOPMENT OR CSI**

SED/CSI is the investment in the disadvantaged sectors and or communities taking the form of HIV Aids education, black women and disabled people etc.

<b>Average annual value of all qualifying contributions made by the measured entity as a percentage of net profit after tax</b>	<b>Company Name</b>	<b>Details of Investment</b>	<b>Contact details</b>

**13. SUPPLIER'S DECLARATION OF INTEREST**

1. Any legal person, including persons employed by Umgeni Water, or persons who act on behalf of Umgeni Water or persons having a kinship with persons employed by Umgeni Water, including a blood relationship, may make an offer. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Umgeni Water, or to persons who act on behalf of Umgeni Water, or to persons connected with or related to them, it is required that suppliers or their authorized representatives shall declare their position vis-à-vis their registration on Umgeni Water database, evaluating authority and/or take an oath declaring their interest, where

1.1 the supplier is employed by Umgeni Water or acts on behalf of Umgeni Water; and/or

1.2 the legal person on whose behalf the bid document is signed, has a relationship with a person/persons who are involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for whom or on whose behalf the declarant acts and persons who are involved with the evaluation of Umgeni Waters tenders.

**IN ORDER TO GIVE EFFECT TO THE ABOVE, THE FOLLOWING QUESTIONNAIRE SHALL BE COMPLETED:**

2. Are you or any person connected with Umgeni Water? **YES / NO**

2.1 If "YES", state particulars

.....  
.....  
.....

3. Do you or any person have a relationship (family, friend, other) with a person employed by Umgeni Water, concerned with any Bid Committee or Supply Chain Management Unit, and who may be involved with the registration of supplier, evaluation or adjudication of tenders. **YES / NO**

3.1 If "YES", state particulars

.....  
.....  
.....

4. Are you aware of any relationship (family, friend, other) between another supplier and any person employed by Umgeni Water, concerned with any Committee or Supply Chain Management Unit, who may be involved with supplier registration, evaluation or adjudication of tenders? **YES / NO**

4.1 If "YES", state particulars

.....  
.....  
.....

**DECLARATION**

*I hereby declare that the above information is true and correct.*

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**14. KINDLY FORWARD THE FOLLOWING WITH YOUR QUESTIONNAIRE:**

<b>Pre-requisite Documents</b>	<b>Submitted (Y/N)</b>
Company Registration Certificate	
VAT registration Certificate	
ORIGINAL Income Tax Clearance Certificate(NO COPIES)	
Full detail company profile	
Copy of a cancelled cheque or original bank letter with bank stamp or statement with bank stamp	
B-BBEE rating certificate & summary	
If the company is an EME – provide letter from bookkeeper/accountant confirming company’s turnover	
Copies of Identity Documents for all members	

**Please submit all statutory documents related to your industry.**

*The Supply Chain Section is the ONLY section authorised to commit Umgeni 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 Umgeni 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 Umgeni 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 Umgeni 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 supplier at ..... on the ..... day of .....

Full name and surname:.....

Capacity: .....

Signature: .....

# KINDLY ENSURE YOU HAVE READ AND UNDERSTOOD THESE TERMS

## For your records(do not return)

### 1. DEFINITIONS

<b>UW</b>	Umgeni Water
<b>SMS</b>	Supplier Management Specialist
<b>SCM</b>	Supply Chain Management

### 2. SUPPLIER'S OBLIGATIONS

#### 2.1 Tax Clearance Certificate

- It is the responsibility of a supplier to ensure that UW with is in possession of a valid tax clearance certificates.
- Tax clearance certificates are renewable on a 12 month basis, and it is the supplier's responsibility to furnish a valid certificate to Umgeni Water as and when the submitted certificate expires. .
- For sole proprietors, a tax clearance certificate in the owner's personal capacity is required.

#### 2.2 Banking Details

- Suppliers must notify UW if the banking details have changed. A cancelled cheque/original letter from the bank and a letter/ form approved by one the company's Directors will be required prior changing the information.

#### 2.3 Company Name Change

- Suppliers must notify UW should the company name change, a certificate of Name Change from DTI, Tax Clearance Certificates of the old and new companies and letter/form approved shall be submitted to UW for the attention of SMS prior to changes being effected on the UW system.

#### 2.4 Company Ownership

- Company registration document/share Certificate and letter/form approved by the company's directors must be submitted to UW for the attention of SMS prior to changes being effected on the UW system.

#### 2.5 Contact Details (Addresses and telephone Number)

- The onus lies with suppliers to ensure that UW has the updated details on the system. A request to make any amendments to the above information must be submitted on a company's letter head.

#### 2.6 Invoices

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

### 3. UW OBLIGATIONS

#### 3.1 Payment Terms

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

#### 3.2 Performance Rating

- UW will review supplier's performance on delivery, quality, service, administration, problem resolution,

technical ability, on going progress reports, administration and any other aspect periodically.

#### 3.2 Validation of Information.

- UW reserves the right to use other institutions/bodies to validate information submitted by a supplier.

#### 3.4 Suspending a Supplier

- UW may suspend a supplier from UW's database for the following reasons:
  - Failure to submit a valid tax clearance certificate
  - Supplier that has committed a serious offence such as misrepresentation, fraud, corruption and putting UW into disrepute
  - Non-performance
- UW 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 UW in the new company name.
- UW will not do business with suppliers who are on the National Treasury's defaulters list.

### 4. GENERAL

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

**Umgeni Water's web site:** [www.umgeni.co.za/Sustainable Development/Supply Chain Management](http://www.umgeni.co.za/SustainableDevelopment/SupplyChainManagement)

