

**ENTERPRISE DECLARATION AFFIDAVIT
(Database Application Form)**

NOTES TO SUPPLIERS:

1. The application should be completed by all suppliers seeking registration as an approved supplier. This however does not guarantee business with Rand Water.
2. The application form must be completed in full, signed and attested by the Commissioner of Oath. Failure to complete this section will result in your application not being considered.
3. All the required supporting documentation must be submitted together with the Supplier Application Form.
4. Rand Water reserves the right to reject any incomplete application form accompanied by insufficient information.
5. Rand Water reserves the right to accept or reject any application.
6. All supplier information will be treated with strict confidentiality.
7. The completion of Declaration of Interest Form under Section 4 is compulsory. Failure to complete this section will result in your application not being considered.
8. Rand Water reserves the right to validate the accuracy of information presented. If called upon, arrangements must be made for officials of Rand Water to conduct due diligence before the prospective supplier is accepted to the database.
9. Rand Water conducts various checks, including forensic verification on all new suppliers before such supplier is placed on Rand Water's database. Kindly ensure that the attached MIE form, section is completed in full and signed by all the registered directors.
10. When completed, this form should be forwarded to the Supply Chain Management Division:

**Rand Water
P.O. Box 1127
Johannesburg
2000
Tel. No: 011 682 0911**

Faxed documents will not be accepted.

INFORMATION REQUESTED	PLEASE TICK / COMPLETE
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SECTION 1: SUPPLIER INFORMATION

Registered Name of Enterprise	
Enterprise Registration Number: (Mandatory)	
Trading Name	
VAT No / Tax No	
Contact Person (Initials and Surname)	
Telephone Number (including dialing code)	
Fax Number	
E-mail Address	

Street Address	
	Postal Code:

Postal Address (all correspondences will be sent to)	
	Postal Code:

Are you registered for VAT with SARS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IRP 30 (Labour Brokers)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you ISO 9001 certified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you OHSAS 18001 certified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you ISO 14001 certified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CAIA RESPONSIBLE CARE SIGNATORY <small>(chemical suppliers) Hazchem Drivers</small>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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OTHER e.g. NOSA, IRCA etc.	
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CIDB GRADING (Construction Enterprises only)	
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B-BBEE Rating (Attach B-BBEE Certificate)	
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SETA Accreditation No: (Training Solutions Enterprises only)	
NQF Level: (Training Solutions Enterprises only)	

Turnover (Attach recent Financial Statements)	
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SECTION 2: OWNERSHIP STRUCTURE OF THE ENTERPRISE

List below all proprietors/partners/shareholders/members of the enterprise

Initials and Surname	RSA ID Number	Citizenship	Race *(A / C / I / W)	Gender ** (M / F)	Youth (upto 35 years of age) (Yes/No)	Disability Yes/No	% Owned

Attach separate list if necessary.

* (A/C/I/W) means African, Coloured, Indian, White | ** (M/F) means Male, Female

MANAGEMENT STRUCTURE OF THE ENTERPRISE

Individuals responsible for daily management and business decisions (Top and Senior Management)

Name	Race *(A / C / I / W)	Gender ** (M / F)	Youth (upto 35 years of age) (Yes/No)	Designation	Length of service

Attach separate list if necessary.

* (A/C/I/W) means African, Coloured, Indian, White | ** (M/F) means Male, Female

SECTION 3: SERVICES AND PRODUCTS OFFERED

List up to a maximum of five services/products offered by your enterprise. Refer to service/product list below

No.	Code	Description of Service/Product
1.		
2.		
3.		
4.		
5.		

1. CONSTRUCTION	2. SERVICES	4. PROFESSIONAL SERVICES
C1 Automatic Hanger Doors C2 Automatic Sliding Doors C3 Automatic Sprinkler/Fire Pro C4 Brickwork/Masonry C5 Cabinet/Furniture Making C6 Cabling C7 Carpentry C8 Carpeting/Tiling/Floor covering C9 Ceiling/Partitioning & Shopfittings C10 Cladding Contractors C11 Cleaning of Tanks & Digesters C12 Compressor Air Installations C13 Concrete Works C14 Constructions C15 Consulting Civils C16 Consulting Engineers Electrical C17 Consulting Engineers Mechanical C18 Consulting Engineers Multidisciplinary C19 Consulting Structural C20 Crane Hire C21 Demolition C22 Diesel and Petrol Engine C23 Electrical C24 Electrical Contracts C25 Elevators C26 Evacuation Systems C27 Excavator C28 Fire Extinguishing C29 Garden Services C30 Handyman C31 Fencing C32 General Building C33 Fire Detection C34 Fire Protection C35 Floor Covering C36 Fabrication Services C37 General Electrical Work C38 Glazing C39 Hot Water Installation C40 Horticultural Services C41 HV Fault Finding/Joint & Termination C42 Incinerators C43 Industrial C44 Land Surveyors C45 Landscaping/Earthworks C46 Mechanical Contracts C47 Metalwork & Security Measure C48 Mining C49 Painting C50 Paving C51 Pest Removal C52 Pesticides C53 Pumping Installation C54 Quantity Surveyors C56 Renovations & Alteration C57 Road Marking / Signage C58 Roadworks C59 Roadworks & Site clearing C60 Roofing & Waterproofing C61 Security & Access Control C62 Security Companies C63 Servicing HV & LV Switchgear C64 Sewage Installations C65 Solid Waste Disposal C66 Specialist contractors C67 Steam Installations C68 Steel Erection C69 Steel Fabrication C70 Storm Water Drainage C71 Substation C72 Tarring C73 Temperature & Pressure C74 Transformers C75 Tree Felling C76 Water Installations C77 Water Reticulations C78 Water Tankers Services C79 Welding C99 Other	S1 Accommodation S2 Accounts S3 Advertising S4 Agricultural Services S5 Ambulance S6 Auctioning Services S7 Breakdown Services S8 Catering S9 Calibration Services S10 Carpet Cleaning S11 Cleaning Services S12 Computer Services S13 Conference Facilities S14 Dry Cleaning/Laundry services S15 Educational Services S16 Fleet Management S17 Food & Beverage S18 Funeral Services S19 Health Care Services S20 Interior Decoration/Design S21 Municipal Services S22 Panelbeaters S23 Photography S24 Refrigeration S25 Removals S26 Real Estate S27 Site Clearing S28 Telecommunications S29 Transport Hire S30 Vending S99 Other	P1 Debt Collectionz P2 Employee Benefits P3 Environmental Health & Safety Services P4 Financial Advisory P5 Forensics P6 Graphic Design P7 Human Resource Specialists P8 Insurances P9 Labour Hire P10 Consulting P11 Medical Practitioners P12 Personnel Services P13 Pharmacies P14 Printing P15 Professional Associations/Institutes P16 Project Managers P17 Promotional Items P18 Public Relations P20 Recruitment P21 Research P22 Road Marking/Signage P23 Safety & Security P24 Teachers P25 Town Planners P26 Training Providers P27 Travel Agencies P28 Valuers P29 Verification & Supplier Services P99 Other
	<p style="text-align: center;">3. WHOLESALE / SUPPLIES</p> W1 Ancillary Equipment W2 Automatic Parts W3 Bearing Supplies W4 Building Materials W5 Bulk Chemicals W6 Chemical Supplies W7 Cleaning Supplies W8 Clothing W9 Computer Supplies W10 Conveyer Belts Scrapers W11 Cooking Related Systems W12 Curtains W13 Domestic Appliances W14 Electric Motors W15 Electrical Equipments W16 Electrical Supplies W17 Fire Extinguishers W18 Flanges W19 Florists W20 Food Supplies W21 Fuel Supplies W22 Furniture W23 General Trading W24 Generating Sets W25 Hardware Materials W26 Hauling/Heavy Equipment W27 Industrial Catering Equipment W28 Interior Decoration Industrial W29 Lubricants W30 Medical Supplies W31 Medicines W32 Office Equipment W33 Office Supplies/Stationery W34 Paint Supplies W35 Protective Clothing W36 Recreational Supplies W37 Safety Equipment W38 Software / Computer Equipment W39 Steel W40 Valves W41 Vehicles W42 Workshop Equipment W99 Other	

SECTION 4: SBD 4 - DECLARATION OF INTEREST

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the supplier or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the supplier is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of supplier or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, shareholder etc):

2.4 Company Registration Number:

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:

* "State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the supplier presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the supplier, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the supplier, aware of any relationship (family, friend, other) between the supplier and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

2.11.1 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

SECTION 5: SWORN STATEMENT

I/We, The undersigned and duly authorized to do so, on behalf of the enterprise, certify that the information furnished is true and correct. If there are any changes to the information supplied on this form I/We will inform Rand Water's Supply Chain Management Division immediately.

Name of Enterprise: _____

Name of Authorized Signatory: _____

Designation of Authorized Signatory: _____

Signature: _____

Commissioner of Oath:

Name: _____

Signature: _____

Date: _____



SECTION 6: CHECKLIST FOR DOCUMENTS TO BE PROVIDED

Company Name: _____

Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	COMPANY:	Company Registration Documents from CIPC
<input type="checkbox"/>	<input type="checkbox"/>		Shareholding: Share certificate (where applicable), Certified Copy of ID for individual Shareholders
<input type="checkbox"/>	<input type="checkbox"/>		Original or originally certified B-BBEE certificate / sworn affidavit (in accordance with legislation)
<input type="checkbox"/>	<input type="checkbox"/>	CSD	Comprehensive CSD Report
<input type="checkbox"/>	<input type="checkbox"/>	TRUST:	Trust deed/Agreement, letter of authority
<input type="checkbox"/>	<input type="checkbox"/>		Beneficiaries and Trustees
<input type="checkbox"/>	<input type="checkbox"/>		Confirmation of voting right/share
<input type="checkbox"/>	<input type="checkbox"/>	SARS:	SARS Tax no. doc (IT14)
<input type="checkbox"/>	<input type="checkbox"/>		VAT 103
<input type="checkbox"/>	<input type="checkbox"/>		Proof of Tax compliance (Tax PIN)
<input type="checkbox"/>	<input type="checkbox"/>		IRP 30 (Labor Hire)
<input type="checkbox"/>	<input type="checkbox"/>	CIDB:	Grading/registration
<input type="checkbox"/>	<input type="checkbox"/>	COIDA:	Certificate of Good Standing
<input type="checkbox"/>	<input type="checkbox"/>	BANKING DETAILS:	Supplier Banking Details Form (RW PROC 00004 F) OR Confirmation of bank details (Original Letter from the bank)
<input type="checkbox"/>	<input type="checkbox"/>	FINANCIAL STATEMENTS:	Most Recent Financial Statements/confirmation of annual turnover
<input type="checkbox"/>	<input type="checkbox"/>	EMPOWERMENT INITIATIVE	Supporting documentation
<input type="checkbox"/>	<input type="checkbox"/>	CORPORATE STRUCTURE:	Organogram
<input type="checkbox"/>	<input type="checkbox"/>	DISABILITY	Affidavit confirming disability
<input type="checkbox"/>	<input type="checkbox"/>	PERSONAL CREDENTIAL DISCLOSURE	MIE Form

FOR OFFICE USE ONLY — RAND WATER	
Checked and Approved By:	
Initials and Surname	
Designation	
Date checked	
Signature	
Capturer:	SAP SUPPLIER NO:
Initials and Surname	
Designation	
Date captured	
Signature	
Confirmer:	
Initials and Surname	
Designation	
Date confirmed	
Signature	