



quotes@uthukelawater.co.za

Enquiries: SCM Administrator Linda Mcambi at 034 328 5000

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COMPANY DETAILS

CSD Supplier Number	
Enterprise Type	
Legal Name	
Trading Name	
Company's Local Municipality where your business operates	
Company registration number	
VAT Number	
Income Tax Number (Attach a Tax Clearance Certificate)	

CONTACT INFORMATION

Telephone number	
Email Account	
Fax number	
Postal Address	
Physical Address	
Contact Person for placing orders	
Email of contact person for placing orders	

SUPPLIER INFORMATION

BANKING INFORMATION

Name of Bank	
Name of the Account holder	
Account Number	
Branch Code	
Type of Account	
PLEASE ATTACH BANK STAMPED PROOF OR COPY OF CANCELLED CHEQUE	

DIRECTORS

TITLE	NAME AND SURNAME

COMMODITIES AS PER THE SUPPLIER NATIONAL TREASURY REGISTRATION

Commodities	Tick	Commodities	Tick
Chlorine installation equipment maintenance		Industrial cleaning material suppliers	
Lime plant repairs and spares		Contractors for emergency and repair work	
Load Testing and fitting equipment certification		TLB and Plant Hire	
New electrical motor suppliers		Cathodic protection repairs	
New pump supplier s		Supply new and refurbished mechanical seals	
New valve suppliers		Vehicle repairs	
Pepper spray security system		Strip and Repair pumps	
Pipe and Pipe fittings		Hardware retailers	
Repairs to TLB, Bobcat and forklift		Electrical and mechanical spares and repairs to chlorine system	
Stationery suppliers		Supply spares and repairs to chlorine system	
Strip and repair on electrical motor		Telemetry and Scada system suppliers	
Other please specify below		Electronic flow meters	

DECLARATION OF INTEREST

MBD 4

1. No bid will be accepted from persons in the service of the state
2. Any person, having a kinship with person in the service of the state, including a blood relationship, may make an offer or offers of this invitation of bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to person connected with or related to person 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 _____

Item	Question	Yes	No
3.6	Are you presently in the service of the state?		
3.6.1	If so, furnish particulars		
3.7	Have you been in the service of the state of the past twelve months?		
3.7.1	If so, furnish particulars		
3.8	Do you, have any relationship (family, friend, other) with person in the service of the state and who may be involved with the evaluation and or adjudication of this bid?		
3.8.1	If so, furnish particulars		
3.9	Are you, aware of any relationship (family, friend, other) between a bidder and any person 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?		
3.10.1	If so, furnish particulars		
3.11	Are any spouse, child or parent of the company's directors, managers, principal shareholders in service of the state?		
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

TERMS AND CONDITIONS

PLEASE READ AND UNDERSTAND UTHUKELA WATER TERMS AND CONDITIONS

1.1 Invoices

- All invoices must be addressed to creditors Department, uThukela Water, Private Bag X 6644 and posted or delivered to uThukela Water 79 Harding Street, Newcastle 2940.
- All invoices must have UTW, **VAT Number 4270212725**

1.2 Banking Details

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

1.3 Company name change

- Supplier must notify UTW should the company name change and submit the company change form to the SCM Manager
- The ONUS lies with supplier to ensure that UTW 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.

UTHUKELA WATER OBLIGATION

1.1 Payments Terms

- UTW pays suppliers **30 days** from the date of receipt of the correct invoice or statement.

1.2 Performance Rating

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

1.3 Validation of information

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

1.4 Suspending a supplier

- UTW may suspend a supplier from UTW database for the following reasons
 - Non performance
 - Supplier that has committed a serious offence such as misrepresentation, fraud, corruption and putting UTW into disrepute.

GENERAL

1.1 All documentation submitted to UTW must be clearly addressed

1.2 Supplier are invited to visit UTW website to keep informed of any other information relevant to them

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

I agree with the Terms and Conditions: NAME _____ SIGNATURE _____
