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**KOMATI BASIN WATER AUTHORITY
KOBWA GUIDELINES AND SUPPLIER APPLICATION FORM**


SUPPLIER APPLICATION GUIDELINES

KINDLY NOTE THAT THESE GUIDELINES AND THE *KOBWA SUPPLIER APPLICATION FORM* IS NOT AN INVITATION BY KOBWA TO THE APPLICANT TO DO BUSINESS WITH KOBWA, NOR A PROMISE OR COMMITMENT BY KOBWA TO THE APPLICANT THAT KOBWA WILL OFFER OR PROVIDE BUSINESS TO THE APPLICANT IN FUTURE (OR THAT AN EXISTING CONTRACT WILL BE RENEWED OR EXTENDED BY KOBWA). THE PURPOSE OF OBTAINING INFORMATION FROM THE APPLICANT IS TO POPULATE KOBWA'S DATA BASIS ON POTENTIAL SUPPLIERS.

An application to become a potential KOBWA supplier will be considered *inter alia* in accordance with the following requirements:

1. The applicant provides KOBWA with its detailed company profile describing its core business and capabilities. The applicant's profile must include the full details of its owner/shareholders and directors;
2. The company registration documents;
3. Whether the applicant has been disqualified or de-listed as a potential supplier by any KOBWA Business Unit and the reasons therefore;
4. The applicant has never been in breach of contract of any previous/current contract it had/has with any KOBWA company;
5. Only fully completed applications (as signed by the authorized representative of the applicant) will be considered;
6. ALL the required documentation must accompany the *KOBWA Supplier Application Form* (for more detail refer to Annexure A3 of the KOBWA Supplier Application Form). Applications will be rejected should any of the required supporting documentation as listed below not be attached to the *KOBWA Supplier Application Form*:
 - Certified copy of Company Registration Forms
 - Original Proof of Banking details
 - Certified copy Tax Clearance Certificate
 - Certified copy VAT 103 Registration (if a VAT Vendor)
 - Certified copy of ID for each director / owner
 - Certified copy Compensation for Occupational Injuries and Diseases Certificate (where applicable)
 - Certified copy Valid BBEE Certificate
 - Company Profile describing Core Business and Capabilities of Entity
 - Certified copy of the applicant's Certificate of Incorporation
 - Certified copy of the resolution authorizing the signatory of the *KOBWA Supplier Application Form* to sign the *KOBWA Supplier Application Form*

Applications will *inter alia* be considered based on full compliance with the above requirements, as well as KOBWA's business requirements from time to time.

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- The applicant agrees that a completed and compliant *KOBWA Supplier Application Form* does not automatically guarantee registration of the applicant as a potential supplier on the KOBWA Supplier List nor that any business will be awarded or allocated by KOBWA to the applicant.
- The applicant also agrees that the acceptance or receipt of the *KOBWA Supplier Application Form* by KOBWA does NOT constitute any offer or request by KOBWA to the applicant (or an acceptance by KOBWA) to do any business generally or specifically with the applicant.
- The applicant warrants and represents that the *KOBWA Supplier Application Form* as well as all information, and documents as submitted by the applicant to KOBWA (including any updates thereof), are in all respects correct and truthful.

I, the undersigned (print name)

.....

..... Identity number:

.....

In my capacity as (designation).....of


..... (Hereinafter the company)

Hereby acknowledges that I have read and fully understand and comply with the above guidelines.

Signature (On behalf of company)

On the day of..... year

At..... (Venue)

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KOBWA Return Address

DRIEKOPPES DAM: Supplier Management P.O. Box 518 Malelane 1320	Physical Address: Driekoppies Dam Schoemansdal	Contact Details: Tel: 013 781 0317 Tel: 013 781 0317 Fax: 013 781 0320
MAGUGA DAM: Supplier Management P.O. Box 678 Pigg's Peak H108	Physical Address: Maguga Dam	Contact Details: Tel: +268 2437 1463/4 Fax: +268 2437 1463/4

1. Information

Registered Name of Legal Entity	
Trading Name	
Registered Number of Legal Entity	
Previous Registration Name	

2. Type of Legal Entity (Please mark applicable entity hereunder)

Sole Proprietor	Partnership	Closed Corporation	(Pty) Ltd Company	Ltd Company	NP Trust
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Address

3.1 Head Office - Physical Address


Street Name and Number	
City and Region	
Postal Code	

3.2 Head Office - Postal

P. O. Box		Private Bag	
City		Postal Code	

3.3 Regional Office - Physical (If Applicable)

Street Name and Number	
City and Region	
Postal Code	

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3.4 Regional Office - Postal

P. O. Box		Private Bag	
City		Postal Code	

4. Contact information

Name of Managing Director/Member/CEO			
Telephone Number		Fax Number	
E-mail Address			
Telephone Number		Fax Number	
E-mail Address			

5. Accounting Information

Name of Accounting Officer			
Telephone Number		Fax Number	
E-mail Address			

See Annexure 1 for details regarding submitting bank institution details / information
See Annexure 1 for proof of signature

Preferred Method of Invoicing

Manual Invoice Matching		Automatic Invoice Generation	
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6. Please provide details of the core business of the Legal Entity

(Please attach Legal Entity profile)


7. Value added by your Legal Entity

(give details of three orders/contracts you/the Legal Entity have successfully completed)

Legal Entity	
Contact	
Type of Product/Service	
Month/Year	
Amount Paid	
Legal Entity	
Contact	

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Type of Product/Service			
Month/Year			
Amount Paid			
Legal Entity			
Contact			
Type of Product/Service			
Month/Year			
Amount Paid			
8. Additional Information			
Have any of the directors of the Legal Entity been declared insolvent previously?	YES	NO	
If yes, provide the following details:			
Name of Director/Owner			
Date			
Name of Legal Entity			
Do any of the owners or directors have relatives employed by KOBWA?			
Name of KOBWA employee			
Please disclose the nature of the relationship with the identified KOBWA employee			
Has the Legal Entity previously performed work for KOBWA?	YES	NO	
Name of KOBWA office			
Contact person at KOBWA			
How many permanent employees are employed by your legal entity?			
Provide details of the nature of the work / contract previously done for KOBWA			

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Annexure A1

BANKING DETAILS (Providing the correct details are paramount)

As a result of increased fraudulent activities and the limitation of R5 000 000.00 on cheque payments KOBWA will only effect electronic transfer payments directly into your bank account subject to satisfactory proof of bank details.

Hence, in order to register or amend your banking details on the KOBWA system, the provision of the following information to KOBWA is **compulsory**.


1. An original signed and stamped letter from the bank of your Legal Entity confirming the following information:
 - Account holder name;
 - Account number;
 - Bank name;
 - Branch name; and
 - Branch code.

Foreign Bank Information (Only applicable to foreign suppliers)

 - IBAN number;
 - Swift code;
 - Bank key; and
 - Country in which Bank account has been opened.
2. An original supplier letterhead signed by a managing member/director/owner/partner or any of the appointed signatories requesting KOBWA to register or amend the banking details according to the letter from the bank.
3. An original signed supplier signatory validation form/s attached (Annexure 2).

Take note:

Under no circumstances will faxes, scanned copies, or e-mails be accepted by KOBWA. Only original documentation will be accepted.

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Annexure A2

KOMATI BASIN WATER AUTHORITY SUPPLIER SIGNATORY VALIDATION FORM	
Banking detail request for KOBWA suppliers: This document will be used by KOBWA to verify the authenticity of any request to change/amend Amend any banking detail information of the entity. Any change of signatories shall be approved by The original signatories as submitted to KOBWA during application ONLY.	
Approved signatories (Managing Member e.g. Directors, Owners, Partners or nay other appointed Signatory) need to be captured on this document.	
Registered name of Legal Entity	
First signatory (Managing Member/Director/Owner/Partner)	
Full name and surname	
ID number	
Designation	
Direct telephone number	
E-mail address	

First signatory -
Signature 1

First signatory -
Signature 2

Second signatory (Managing Member/Director/Owner/Partner)	
Full name and surname	
ID number	
Designation	
Direct telephone number	
E-mail address	

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First signatory - Signature 1 Official entity stamp	First signatory - Signature 2 Certification by Commissioner of Oath
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Note:

1. If more than two signatories, copy this form and complete accordingly for all signatories.
2. If signatories should change, the onus is on the supplier to inform KOBWA accordingly.