

# **WILD COAST SUN** **MANCO**

## **SUPPLIER DATABASE REGISTRATION FORM**

**Company registered name:**  
(In block letters)

**Core Business:**  
(Select one only)

*OFFICE USE ONLY*  
**Supplier no.**

**Delivery address:**

Wild Coast Sun Casino  
Shukushukuma House  
Main Road R61  
Mzamba Beach  
Bizana  
4800

P.O. Box 23  
Port Edward  
4295

## **SUPPLIER / VENDOR DATABASE REGISTRATION FORM TO BE COMPLETED BY ALL BUSINESSES SEEKING TO CONDUCT BUSINESS WITH WILD COAST SUN MANCO (“MANCO”)**

**The following important notes should be read carefully before the completion of this form**

1. It should be noted that MANCO reserves the right to accept or reject any application without being obliged to give any reasons in this respect. Suppliers that have been registered onto the Suppliers Database may have the opportunity to bid or quote on MANCO's acquisition requirements. Registration onto the Supplier Database does not guarantee business opportunities.
2. This form must be completed in full and signed by the duly authorised signatory.
3. Full signatures are required when alterations are made in this document.
4. If the information required is not applicable to your business, clearly insert the symbol “N/A” in the appropriate space.
5. Mark the appropriate square with a “ ✓ ” where it is applicable to you.
6. If the space provided is left blank, your registration form will be regarded as incomplete and your business will not be registered on the database.
7. Suppliers must comply with all the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
8. No faxed or e-mailed applications will be accepted. Only original and signed copies of application will be accepted. Suppliers may not alter the Application Form in any way.
9. A company profile may accompany the registration form but will not be accepted as substitute for this application form – all fields on application form must be completed by applicant.
10. Applicants will be contacted via fax or e-mail and must therefore submit an operating fax number/e-mail address – failure to comply will result in excluding the supplier from the database.
11. Suppliers that have registered onto the Supplier Database should ensure that they furnish MANCO with any change to the status of the information initially provided, as and when the information changes.
12. Suppliers are to ensure that MANCO is always in possession of an Original Valid Tax Clearance Certificate and Valid BEE certificate. **Suppliers whose tax clearance certificates have expired will be blocked from the trust's database until such time as valid documents are submitted.**
13. **Suppliers whose BEE certificates have expired or who have not submitted proof from accountants with regard to annual turnover less than R5m, will be deemed to be zero.**
14. Suppliers are to attach an original certified copy of the relevant industry accreditation certificate, where applicable.
15. Suppliers that have registered onto the Supplier Database will be continuously monitored for their performance on work awarded to them by MANCO. This continuous monitoring process will form the basis to evaluate supplier performance which will have an impact on future opportunities with MANCO.

16. **The front page of the form must be clearly marked “Supplier Database Registration”. The envelope must be hand delivered or posted via registered mail to the following address:**

**Physical Address:**

Wild Coast Sun Casino  
Shukushukuma House  
Main Road R61  
Mzamba Beach  
Bizana  
4800

**Postal Address:**

Supplier Database Registration,  
Wild Coast Sun MANCO:  
P.O. Box 23  
Port Edward  
4295

17. Please mark the back of the envelope with Sender (*Business Name*), Contact Person and Telephone Number.
18. **I have read and understood the important notes on pages 2 and 3**

\_\_\_\_\_  
Authorised signatory

**1. Business Profile** (Please complete or tick where applicable)

Registered Company Name: \_\_\_\_\_

Trading Name (if different): \_\_\_\_\_

Business Type:

- |   |   |
|---|---|
| <input type="checkbox"/> Sole Trader            | <input type="checkbox"/> Partnership                  |
| <input type="checkbox"/> Close Corporation      | <input type="checkbox"/> Company (Private/Public)     |
| <input type="checkbox"/> Government Institution | <input type="checkbox"/> Other (please specify) _____ |

Business Registration Number: 

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*(please attach certified copy of proof of registration)*

Income Tax Number: 

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Vat Number: 

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PAYE Number: 

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UIF number: 

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Skills Development number: 

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Compensation for Occupational Injuries and Diseases (COID) number: 

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Original Tax Clearance Certificate Attached 

YES	NO
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Expiry Date: 

Y	Y	Y	Y	/	M	M	/	D	D
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Valid BEE Certificate Attached 

YES	NO
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Expiry Date: 

Y	Y	Y	Y	/	M	M	/	D	D
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Enterprise Profile Attached 

YES	NO
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Share certificates / Cipro documents attached 

YES	NO
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Number of Years in Business 

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Postal Address: _____	Physical Address: _____
_____	_____
_____	_____

Postal Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Web Address: \_\_\_\_\_

## CONTACT PERSONS

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Documentation to be attached to this application form

Item No	Documentation required	Included	If not included provide reason
1	Original certified copy of company registration forms		
2	<b>Original</b> valid tax clearance certificate		
3	Original certified copies of shareholder certificates / CIPRO documents		
4	Original certified copies of shareholders / directors / owners / members identity documents.		
5	Original certified copy of accreditation certificate for relevant industry		
6	<b>Current</b> BBBEE Certificate issued by SANAS accredited rating agency or letter from auditor/accountant confirming annual turn-over		
7	Company Profile		
8	<b>Original</b> Cancelled cheque or <b>Original</b> bank stamped letter confirming bank details		

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by MANCO, or persons having a kinship with persons employed by MANCO, 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 MANCO, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by MANCO; 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 please state whether any directors / trustees / shareholders / members are related to employees of MANCO or its DIRECTORS.**

Full details of directors / trustees / members / shareholders and their relationship with employees or directors

Full Name	Identity Number	Relationship with Employee or Director

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 ABOVE IS CORRECT.  
I ACCEPT THAT MANCO MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Enterprise

Please mark clearly with a “✓” the entity’s **Core Business** below (select one) and write the selection on the cover page of this application form.

Other services / goods offered by the entity may be indicated with an “X” but will be for information purposes only.

**CORE BUSINESS:**

	Catering
	Supply of Consumables
	Supply of office furniture
	Construction
	Maintenance services including painting, plumbing & building refurbishments