

# SUPPLY CHAIN DATABASE 2016/17 REGISTRATION



## TOKOLOGO LOCAL MUNICIPALITY INVITES PROSPECTIVE SERVICES PROVIDERS TO APPLY FOR LISTING IN ITS SUPPLIER DATABASE FOR 2016/17 FINANCIAL YEAR.

Registration forms are available from the Supply Chain Management office and can also be downloaded from the municipal website: [www.tokologo.gov.za](http://www.tokologo.gov.za). The completed registration form should be posted to or hand delivered at Corner Market Square and Voortrekker Street, Boshof, 8340 for the attention of Ms. Crystal Geweldt.

A supplier database form must be completed and returned with the following mandatory documents:

1	Tax Clearance Certificate (Mandatory)
2	Company Registration certificate (Mandatory)
3	Certified Detailed Banking Details (Mandatory)
4	Certified ID copies of all owners / Shareholders (Mandatory)
5	Certified Security Officer's Board Registration (Only applicable to security companies)
6	Certified Electrical Contractors Board Registration (Only applicable to Electrical Companies)
7	Municipal Account not older than Three Months OR proof of residence (mandatory)
8	CIDB Registration (Applicable to construction service providers)
9	B- BBEE sworn affidavit (Mandatory)

Failure to submit the abovementioned documents will invalidate the application.

Criteria for inclusion include areas of specialization, expertise, experience, resources, and costs involved. Service providers are urged not to generalize when submitting their applications.

In line with regulation 14(1) of the Municipal Supply Chain Management Regulations and supply chain management reforms introduced by government, all prospective service providers of goods and services and infrastructure procurement are required to apply on **Central Supplier Database** in order to do business with all organs of state in the Republic of South Africa at <https://secured.csd.gov.za/>

The municipality further invites all prospective service providers within the jurisdiction of the Tokologo Local Municipality who do not have the capacity to register on the Central Supplier Database to visit the municipal SCM Office for assistance with registrations. Upon registration on the CSD, your company will be issued with a unique CSD number, which will be used as a reference and must be stated on all quotations and tenders in the financial year 2016/17.

Failure to register will result in Tokologo Local Municipality not being able to conduct business with your company/entity. For more information contact Ms. Crystal Geweldt on 053 5410 014 during working hours.

Please take note of the following:

A once off non-refundable fee of **R 200.00** for registration and administration cost is prerequisite. Service providers are invited to apply for registration throughout the financial year i.e. July 2016 – June 2017.

**MR. K J MOTLHALE**  
**MUNICIPAL MANAGER**