



NOTICE: SUPPLY CHAIN MANAGEMENT

INVITATION TO ALL PROSPECTIVE PROVIDERS OF GOODS AND SERVICES TO REGISTER AND OR UPDATE RECORDS AS SUPPLIERS ON THE ACCREDITED SUPPLIERS' DATABASE OF OVERSTRAND MUNICIPALITY

In compliance with the Overstrand Municipality Supply Chain Management Policy, all prospective providers of goods and services to Overstrand Municipality must be registered on the accredited suppliers' database. For more information on the legislative requirements and Overstrand Municipality's Supply Chain Management Policy visit our website: www.overstrand.gov.za

Registration forms, in English are obtainable from the Supply Chain Management unit at No.1 Magnolia Street, Hermanus, as well as from Gansbaai, Stanford and Kleinmond Administration Offices. Alternatively, the application form can be downloaded from our website at: www.overstrand.gov.za

Service/product providers must submit their applications on the prescribed form and be accompanied by the following documentation:

- Proof of company/close corporation registration (CIPC)
- The proof of the Municipal account not older than 3 months of the company and the owner (s)/director(s)/member(s)/shareholder(s)/partners
- Certified ID copy(ies) of the owner(s)/director(s)/member(s)/shareholder(s)/partners of the company
- A valid Tax Compliance Status (TCS) Pin
- The owner/company's bank confirmation letter/cancelled cheque or a copy thereof if the Credit Order Instruction on the form is not stamped by the bank
- Proof of VAT registration, where applicable
- Certificate of Acceptability for Food Premises, where applicable
- Proof of registration at the Construction Industry Development Board (CIDB), where applicable
- Accreditation certificate if selling IT equipment
- An **originally certified copy** of a valid B-BBEE status level verification certificate. Exempted Micro Enterprises (EME's) and Qualifying Small Enterprises (QSE's) may submit an **originally certified** Sworn Affidavit as per their sector codes

All current accredited suppliers are required to ensure that they update their details and submit a valid Tax Compliance (TCS) Pin on expiry of the currently housed Tax Compliance (TCS) Pin in order to maintain their verified status on Overstrand Municipality's supplier database, thereby ensuring their eligibility to conduct business with this Municipality. **Please note that as an accredited supplier, it is your responsibility to inform Overstrand Municipality's Supply Chain Management unit in writing of any change(s) that relates to the company information including your company's banking details, contact details, declaration of interest, etc.**

All suppliers are encouraged to register on the National Treasury Central Supplier Database (CSD), as there is no integration between the two databases.

Any enquiries regarding registration on Overstrand Municipality's accredited supplier database can be directed to the Administrator: Supply Chain Management **Ms. N Ngqoshana, telephone number: 028 313 5072.**

Applications must be directed to:

Overstrand Municipality
For attention: Ms. N Ngqoshana
Supply Chain Management Unit
P.O. Box 20
Hermanus
7200

1 Magnolia Street
Hermanus
7200

Or via e-mail to: nngqoshana@overstrand.gov.za

C LE ROUX

DEPUTY DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT