



**INVITATION REGISTER ON SUPPLIER DATABASE
FOR 2016/17 FINANCIAL YEAR**

All current and prospective vendors/ suppliers are hereby invited to register as an approved vendor on the supplier database of Makana Municipality. The purpose of this database is to give all prospective suppliers equal access to the Municipality Procurement System, and the opportunity to develop and grow

An invitation is extended to suppliers and service providers to apply for registration in any **five (05)** of the following categories: solicited

1. Construction and equipment supplies
2. Construction services
3. Electrical and mechanical equipment services and supplies
4. General services
5. Office and facilities equipment and supplies
6. Miscellaneous goods and supplies
7. Professional services
8. Vehicle supply and transportation services

The following mandatory documents shall accompany a fully completed and signed supplier database form for further consideration by Makana Local Municipality.

1. Original and Valid Tax Clearance Certificate Issued by SARS
2. Certified Copy of CIPC (previously known as CIPRO) registration certificate or Trust document
3. Comprehensive company profile
4. Municipal billing clearance certificate or statement of municipal accounts
5. Cancelled cheque / confirmation letter from the bank
6. BBBEE certificate (Original or certified copy)
7. Certified copies of shareholders / directors / owners / members identity documents.

NOTE

1. Blacklisted companies appearing on the National Treasury database and that are prohibited from conducting business with public entities, shall not be considered.
2. The completion and submission of this registration form does not guarantee that a supplier will be awarded quotations or contracts; however preference will be given to those contracted on submission of proof thereof.
3. Suppliers who have not chosen commodities or have chosen more than 05 will only be restricted to 05 commodities.

Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly secure and healthy environment, which promotes social and economic growth for all.

...a great place to be

4. Registration forms must be collected at Makana Local Municipality: Finance department in Grahamstown and can also be downloaded from municipal website www.makana.gov.za .
5. For completion of database forms please contact Ms. Elessandra Wessels or Ms. Nadia Appolis @ 046 603 6016 - Supply Chain Office at Finance Department. and for general enquiries please contact the Acting Manager Supply Chain Management : Ms. Colleen Mani @ 046 603 6015 or colleenmani@makana.gov.za
6. Please note that Original **application forms** must be completed in full, signed and submitted with the required documents otherwise you cannot be registered on the data base.
7. Completed forms must be submitted in a sealed envelope marked "Supplier Database Registration" to SCM Unit, Makana Local Municipality Offices: Finance Department. Faxed or emailed forms shall NOT be accepted.
8. It is the responsibility of the Supplier to ensure that the documents gets to the Municipality before the closing date, this is in respect of the documents sent by courier.
9. A workshop will be held on 22th July 2016 at 10h00 at Makana Town hall for all prospective suppliers and service providers to assist you in registering on Municipality data-base and on CSD.
10. Suppliers are able to self-register on the CSD website www.csd.gov.za in preparation for the utilization of supplier data through procurement and financial systems used by all organs of state from 1 July 2016.
11. **ALL Suppliers that are registered with Makana Municipality must also register with the National Treasury Central Data Base.**
12. Closing date for submission of forms is Friday the 12th of August 2016 at 15h00 **ONLY REGISTERED SUPPLIERS WILL BE USED AFTER THE CLOSING DATE.**

Issued by office of the Acting Municipal Manager: Ms. MJ Meiring,
Tel.: (046) 603 6138 & Fax: (046) 622 2464


Ms. M J MEIRING
ACTING MUNICIPAL MANAGER