



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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ADVERTISEMENT

REQUEST FOR SERVICE PROVIDERS TO REGISTER ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE

Harry Gwala District Municipality hereby invites suitable qualified, experienced and Accredited Service providers interested in doing business with the municipality to register on supplier's database. This is done in compliance with the Municipal Finance Management Act No. 56 of 2003 and section 14 of Municipal Supply Chain Management policy list of accredited prospective suppliers that is kept and maintained through registration of suppliers onto the database. An invitation is extended to suppliers and service providers nationally to apply for registration on database for the following but not limited to:

1. Advertising
2. Assets Maintenance and Repair Service
3. Construction related services
4. Corporate Clothing & Corporate Gifts
5. Document Services
6. Human resources and related services
7. IT & Related Services
8. Logistics Household Items Services
9. Maintenance and Related Services(electrical, mechanical, general building)
10. Printing and Related Services
11. Professional Services: Forensic Investigations
12. Professional Service: Travel Agent
13. Rental / Hire (Equipment/ Transport)
14. Professional Services: Engineering
15. Professional Services: other
16. Security
17. Storage, Records Management & Related Services
18. Catering Services
19. Supply of Chemicals
20. Events Related Services
21. Supply of furniture & equipment
22. Branding and Marketing services
23. Cleaning services
24. Material Supply Services
25. Other (Specify)

A maximum of SIX (6) commodities can be applied for by one supplier or service provider. The following mandatory documents shall be affixed to a fully completed vendor registration form for further consideration by the municipality:

1. Fully Completed and Initialed registration (Note Commissioner's stamp is required)
2. An original and Valid Tax Clearance Certificate or a SARS pin Issued by SARS
3. A certified Copy of CIPC (previously known as CIPRO) registration certificate
4. A Company Profile
5. Original certified copies of shareholders / directors / owners / members Identity documents.
6. A cancelled cheque / confirmation letter from the bank (Bank stamp is required on the form.
7. An original BBBEE Certificate or an originally certified copy of the BBBEE certificate.
8. Copy of the National Supplier Database Registration.

Harry Gwala District Municipality is committed to the provisions of the Preferential Procurement Policy Framework Act 5 of 2000; the Municipal Finance Management Act 56 of 2003; the Supply Chain Management Framework Act of 2005; the broad based black economic empowerment Act 53 of 2003 and section 217 of the constitution of the republic of South Africa.

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. By responding to this invitation does not mean an automatic registration with the Central Supplier Database therefore services providers are required to register with the national central supplier database as well.
3. Only ORIGINAL registration forms will be accepted.

Vendor registration forms must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"VENDOR REGISTRATION FORMS"** on the outside of the envelopes addressed to **The Municipal Manager**.

Vendor registration forms can be obtained for the Harry Gwala district Municipality website www.harrygwalam.gov.za and the main office municipal reception area.

Vendor registration forms must be dropped off at Harry Gwala District Municipality, 40 Main Street, Ixopo, at the Supply Chain Management Unit in the Budget and Treasury Office during working hours. Faxed and emailed vendor documents will not be accepted.

REGISTRATION ENQUIRIES

All registration enquiries and all other matters shall be directed in writing to **Miss. T. Dandala** on 039 834 8700 during working hours

Mrs A.N Dlamini
Municipal Manager

