



## **UMZIMVUBU**

— LOCAL MUNICIPALITY —

### **PROVINCE OF THE EASTERN CAPE**

#### **INVITATION REGISTER ON SUPPLIER DATABASE**

#### **FOR THE 2<sup>nd</sup> QUARTER OF 2015/16 FINANCIAL YEAR**

Umzimvubu Local Municipality hereby invites all current and prospective suppliers and service providers to apply for registration on its database, this is to ensure competitive processes for the 2015/16 financial year.

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

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 Umzimvubu Local Municipality.

1. Original and Valid Tax Clearance Certificate Issued by SARS
2. Certified Copy of CIPC (previously known as CIPRO) registration certificate
3. Comprehensive company profile
4. Original Certified copies shareholders / Directors / ID
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.
8. Municipal billing clearance certificate or statement of municipal accounts

#### **NOTE**

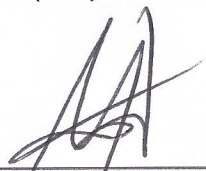
1. Blacklisted companies appearing on the National Treasury database and that are prohibited from conducting business with public entities, shall not be considered.
2. By responding to this invitation does not mean an automatic registration with Umzimvubu Local Municipality.

813 Main Street, Mount Frere  
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3. Successful registration to the database does not guarantee any business opportunities.
4. Suppliers will who have not chosen commodities or have chosen more than 05 will only be restricted to 05 commodities.
5. The Supplier database will only be updated again in the second quarter i.e December 2015 and thereafter every quarter meaning that after the closing date, new applicants will on be considered in December 2015, March 2016 and June 2016.
6. Registration forms must be collected at Umzimvubu Local Municipality in Mt Frere and Mt Ayliff offices and can also be downloaded from [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za) .
7. Enquiries can be directed to Mr N. Zibi or Mrs N.F Siwahla - Mgedezi on 039 255 8500; or via e-mail on [Zibi.Ndoda@Umzimvubu.gov.za](mailto:Zibi.Ndoda@Umzimvubu.gov.za) [Siwahla.Nontobeko@Umzimvubu.gov.za](mailto:Siwahla.Nontobeko@Umzimvubu.gov.za)
8. Only ORIGINAL registration forms will be accepted.
9. Documents to be filled with black ink.
10. Completed forms must be submitted in a sealed envelope marked "Supplier Database Registration" to SCM Unit, Umzimvubu Local Municipality Offices, ERF 813 Main Street, Mt Frere, 5090. Faxed or emailed forms shall NOT be accepted.
11. 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.
12. There will be a briefing meeting to brief current and prospective service providers on the supplier registration process as well as all the SCM processes applicable at Umzimvubu Local Municipality. The meeting is scheduled to take place at Mt Frere Town Hall on Friday 2<sup>nd</sup> October 2015 at 10 am.
13. Closing date for submission of forms is Friday the 30<sup>th</sup> of October 2015 at 15h00; ONLY REGISTERED SUPPLIERS WILL BE USED AFTER THE CLOSING DATE.

Issued by office of the Municipal Manager: Mr. G.P.T. Nota, 813 Main Street, Mt Frere, 5090  
Tel.: (039) 255 8500; Fax: (039) 255 1893 / 0167.



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**G P T NOTA**  
**MUNICIPAL MANAGER**