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## INVITATION TO REGISTER AS PROSPECTIVE SUPPLIERS ON THE DATABASE OF PREFERRED SUPPLIERS FOR SWELLENDAM MUNICIPALITY

The Swellendam Municipality hereby extends an invitation to all prospective service providers to register on its Database of Prospective Suppliers. Application forms, in English, are obtainable at the office of the Supply Chain Management Unit, Swellendam Municipal Stores, 11 Lind Street, Swellendam – 6740, as well as at the offices in Barrydale, Suurbraak and Buffeljagsrivier. Alternatively, the application form can be downloaded from our website at: [www.swellendam.gov.za](http://www.swellendam.gov.za) or can be requested via email: [theodore@swellendam.gov.za](mailto:theodore@swellendam.gov.za)

Service providers are requested to ensure that all mandatory supporting documents are submitted with their supplier registration forms.

### ACCREDITATION REQUIREMENTS:

- Proof of company / close corporation registration documents,
- Proof of business address (Latest Municipal account) or Lease Agreement.
- Certified Copy of Identity Document of all owners, partners or members in your company,
- Proof of Banking (Copy of Statement, cancelled cheque or a bank confirmation letter )
- Valid Tax Compliance Status Pin,
- Proof of Disability (Doctor's letter to state permanent disability),
- Security Regulatory Authority (PSIRA) Certificate,
- B-BBEE Sworn Affidavit/ CIPC BEE Sworn affidavit/ BEE Certificate,
- Construction Industry Development Board Certificate (CIDB),
- Non-Profit Organisation Certificate (NPO)
- All other relevant accreditations registered for.

As per instruction in terms of National Treasury MFMA Circular No 81, from 01 July 2016 municipalities are required to include the CSD registration of Prospective Suppliers as part of the listing requirements in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations.

The CSD integrates with the South African Revenue Service (SARS) to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD furthermore verifies supplier information with the register for tender defaulters and database of restricted suppliers.

As the CSD is a self-service portal, prospective suppliers must self-register on the CSD website at [www.csd.gov.za](http://www.csd.gov.za). To assist prospective suppliers to register, Swellendam Municipality will conduct a ROADSHOW in Barrydale, Suurbraak, Buffeljagsrivier and Swellendam. The dates, venues and time will be distributed at a later stage due to the current surge of infections in our area.

For further information, please contact Mr. R. Theodore via E-mail [theodore@swellendam.gov.za](mailto:theodore@swellendam.gov.za) or Tel: 028 – 514 8540.

**Applications must be sent to:**

For attention: The Supply Chain Manager  
Swellendam Municipality  
PO Box 20  
SWELLENDAM  
6740

A. VORSTER  
MUNICIPAL MANAGER  
P.O. BOX 20, SWELLENDAM, 6740

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