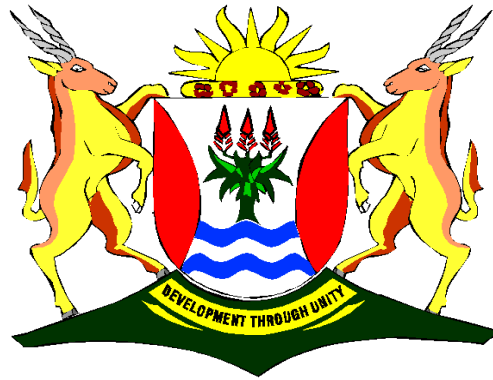


EASTERN CAPE PROVINCE

PROVINCIAL TREASURY



TENDER BULLETIN

PTB No.06

10 May 2019

Eastern Cape Provincial Tender Bulletin No. 06

19/20 FY

10 May 2019

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AWARDS			
	N/A	N/A	N/A
CANCELLATION			
	N/A	N/A	N/A

NOTICE TO ALL SUPPLIERS!

**Suppliers are urged to regularly update their CSD Profile.
(I.e. Demographic, Bank Details etc.)**

SUPPLIERS MUST ALSO NOTE:

- **More details of the bid notices and conditions are available on E-portal on this website:**

www.e-tenders.gov.za / ADVERTISED

ERRATUM

DEPARTMENT/ INSITUTION	PTB NO	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
EASTERN CAPE DEPARTMENT OF TRANSPORT	PTB NO.05	<ol style="list-style-type: none"> 1. SCMU10-18/19-0005 - Supply and delivery of non- flushable mobile toilets for all In-House Construction projects 2. SCMU10-18/19-0006- Environmental control, waste management and disposal for all IHC projects, offices, Mechanical workshops and Laboratories for a period of 36 months 3. SCMU10-18/19-0007 - Supply and delivery of fencing material for Departmental In-House Construction teams for a period of 36 months. 4. SCMU10-18/19-0008 - Provision of occupational Medical surveillance for all In-House Construction unit projects for a period of 36 months. 5. SCMU10-18/19-0009 - Provision of accommodation for Cofimvaba Construction site personnel for a period of 12 months. 6. SCMU10-18/19-0010 - Provision of support for site establishment to the Departments in In-House Construction Unit for the upgrading of Canzibe hospital road for a period not exceeding 36 months. 7. SCMU10-18/19-0011 - Provision of support for site establishment to the Departments In-House Construction Unit for the upgrading of Cofimvaba – Askeaton for a period not Exceeding 36 months. 8. SCMU10-18/19-0012 - Supply and delivery of concrete works material for In-House Construction Unit for a period of 36 months. <p><u>REASONS FOR ERRATUM</u> Wrong financial year used on the SCMU no's.</p> <p><u>NEW SCMU NO'S:</u></p> <ol style="list-style-type: none"> 1. SCMU10-19/20-0005 -Supply and delivery of non- flushable mobile toilets for all In-House Construction projects 2. SCMU10-19/20-0006 - Environmental control, waste management and disposal for all IHC projects, offices, Mechanical workshops and Laboratories for a period of 36 months 3. SCMU10-19/20-0007 - Supply and delivery of fencing material for Departmental In-House Construction teams for a period of 36 months. 	<p><u>SCM SPECIFIC ENQUIRIES</u> Thando Wopa Tel: 049 807 4054 Email:</p> <p><u>TECHNICAL SPECIFIC</u> Zukile Ngala Email:zukile.ngala@dot.ecprov.gov.za</p>

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		<ol style="list-style-type: none"> 4. SCMU10-19/20-0008 - Provision of occupational Medical surveillance for all In-House Construction unit projects for a period of 36 months. 5. SCMU10-19/20-0009 - Provision of accommodation for Cofimvaba Construction site personnel for a period of 12 months. 6. SCMU10-19/20-0010 - Provision of support for site establishment to the Departments in In-House Construction Unit for the upgrading of Canzibe hospital road for a period not exceeding 36 months. 7. SCMU10-19/20-0011 - Provision of support for site establishment to the Departments In-House Construction Unit for the upgrading of Cofimvaba – Askeaton for a period not Exceeding 36 months. 8. SCMU10-19/20-0012 - Supply and delivery of concrete works material for In-House Construction Unit for a period of 36 months. 	
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BID NOTICES

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0041	Supply, delivery and erection of Vermin Proof Stock Fences for Toleni Maize Project at Mnquma Local Municipality in Amathole District.	<u>SCM SPECIFIC ENQUIRIES</u> Debra McGregor Tel: 043 7068771 Email: debra.mcgregor@drdar.gov.za	10 June 2019 at 11:00 am <u>BID BOX</u> Phillip Frame Road, Waverly Park Complex, SARS Building – 2 nd Floor, East London
	P/BEE: 80/20 3SQ <u>LOCAL CONTENT</u> Steel Products and Components 100%			

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0117	Construction of Mafini and Zithathele Shearing Facilities at Libode, OR Tambo.	<p><u>SCM SPECIFIC ENQUIRIES</u> Ms S Solontsi Tel: 047 502 7771/7835 Email:</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr M Khondlo Tel: 083 265 3437/ 047 502 7704 Email:</p>	<p><u>BID BOX</u> 3rd Floor Foyer, Bota Sigcau Building, Cnr Leeds & Owen Street, Mthatha</p>
	P/BEE: 80/20 4GB/CE <u>LOCAL CONTENT</u> Steel Products and Components 100%	<p><u>COMPULSORY BRIEFING SESSION</u> 20 May 2019 at 10h00, Main Boardroom, Libode Office, Department of Rural Development and Agrarian Reform, Libode.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Dept of Rural Development and Agrarian Reform, Room 17, 4th Floor, Bota Sigcau Building from 08h00 – 16h00 on 14 May 2019 at a non-refundable deposit of R250.83 per document.</p>		

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DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0025	Construction of Gurha and Manzodidi Shearing Facilities at Qumbu, OR Tambo. <u>COMPULSORY BRIEFING SESSION</u> 21 May 2019 at 10h00, Main Boardroom, Qumbu Office, Department of Rural Development and Agrarian Reform, Qumbu. <u>AVAILABILITY OF DOCUMENT</u> Dept of Rural Development and Agrarian Reform, Room 17, 4 th Floor, Bota Sigcau Building from 08h00 – 16h00 on 14 May 2019 at a non-refundable deposit of R250.83 per document.	<u>SCM SPECIFIC ENQUIRIES</u> Ms S Solontsi Tel: 047 502 7771/7835 Email: <u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr M Khondlo Tel: 083 265 3437/ 047 502 7704 Email:	10 June 2019 at 11:00 am <u>BID BOX</u> 3 rd Floor Foyer, Bota Sigcau Building, Cnr Leeds & Owen Street, Mthatha
	P/BEE: 80/20 4GB/CE <u>LOCAL CONTENT</u> Steel Products and Components 100%			

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0026	Construction of Lucingweni and Ntshiqo Shearing Facilities at Libode, OR Tambo.	<p><u>SCM SPECIFIC ENQUIRIES</u> Ms S Solontsi Tel: 047 502 7771/7835 Email:</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr M Khondlo Tel: 083 265 3437/ 047 502 7704 Email:</p>	<p><u>BID BOX</u> 3rd Floor Foyer, Bota Sigcau Building, Cnr Leeds & Owen Street, Mthatha</p>
	P/BEE: 80/20 4GB/CE <u>LOCAL CONTENT</u> Steel Products and Components 100%	<p><u>COMPULSORY BRIEFING SESSION</u> 22 May 2019 at 10h00, Main Boardroom, Tsolo Office, Department of Rural Development and Agrarian Reform, Tsolo.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Dept of Rural Development and Agrarian Reform, Room 17, 4th Floor, Bota Sigcau Building from 08h00 – 16h00 on 14 May 2019 at a non-refundable deposit of R250.83 per document.</p>		

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0027	Construction of Baziya-Mputi Shearing Facility at Mthatha, OR Tambo.		10 June 2019 at 11:00 am
	P/BEE: 80/20 3GB/CE <u>LOCAL CONTENT</u> Steel Products and Components 100%	<u>COMPULSORY BRIEFING SESSION</u> 23 May 2019 at 10h00, Boardroom 3-113, 3 rd Floor, Bota Sigcau Building, Department of Rural Development and Agrarian Reform, Mthatha. <u>AVAILABILITY OF DOCUMENT</u> Dept of Rural Development and Agrarian Reform, Room 17, 4 th Floor, Bota Sigcau Building from 08h00 – 16h00 on 14 May 2019 at a non-refundable deposit of R125.41 per document.	<u>SCM SPECIFIC ENQUIRIES</u> Ms S Solontsi Tel: 047 502 7771/7835 Email: <u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr M Khondlo Tel: 083 265 3437/ 047 502 7704 Email:	<u>BID BOX</u> 3 rd Floor Foyer, Bota Sigcau Building, Cnr Leeds & Owen Street, Mthatha

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0028	Construction of Vukuzenzele-Kroza Shearing Facility at Mqanduli, OR Tambo.		10 June 2019 at 11:00 am
	<p>P/BEE: 80/20</p> <p>3GB/CE</p> <p><u>LOCAL CONTENT</u> Steel Products and Components 100%</p>	<p><u>COMPULSORY BRIEFING SESSION</u> 23 May 2019 at 10h00, Boardroom 3-113, 3rd Floor, Bota Sigcau Building, Department of Rural Development and Agrarian Reform, Mthatha.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Dept of Rural Development and Agrarian Reform, Room 17, 4th Floor, Bota Sigcau Building from 08h00 – 16h00 on 14 May 2019 at a non-refundable deposit of R125.41 per document</p>	<p><u>SCM SPECIFIC ENQUIRIES</u> Ms S Solontsi Tel: 047 502 7771/7835 Email:</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr M Khondlo Tel: 083 265 3437/ 047 502 7704 Email:</p>	<p><u>BID BOX</u> 3rd Floor Foyer, Bota Sigcau Building, Cnr Leeds & Owen Street, Mthatha</p>

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DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-19/20- 0053	Construction of Mkhonjana Cattle Dip in the Enoch Mgijima Municipality of the Chris Hani District.	<p><u>SCM SPECIFIC ENQUIRIES</u> N.Mquqwana Tel: 073 434 6177/ 045 807 7007 Email:</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr DCJ de Villiers Tel: 045 807 8003 Email:</p>	<p><u>BID BOX</u> Block H Komani office Park Queenstown</p>
	<p>P/BEE: 80/20</p> <p>2CE</p> <p><u>LOCAL CONTENT</u> Steel Products and Components 100%</p>	<p><u>COMPULSORY CLARIFICATION SESSION</u> 22 May 2019 at 10:00 am at the Department of Rural Development & Agrarian Reform Offices.</p> <p><u>AVAILABILITY OF DOCUMENT</u> 13 May 2019 at 10:00 am at the DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, at Finance office (Revenue) non-refundable R125 per set.</p>		

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF PUBLIC WORKS	SCMU5-19/20- 0001	Repairs and renovations of the Office of the Premier: DG Office, EX ECDC building		20 June 2019 at 11:00 am
	<p>P/BEE: 80/20</p> <p>7GB OR HIGHER</p> <p><u>LOCAL CONTENT</u> Steel Products and Components 100%</p>	<p><u>COMPULSORY BRIEFING SESSION</u> 28 May 2019 at 11H00, office of the DG: EX ECDC building , Bhisho</p> <p><u>AVAILABILITY OF DOCUMENT</u> Tender documents are downloadable for free of charge from national treasury's e-tender portal: (http://www.etenders.gov.za/content/advetisedtenders) or the department of public works website (http://www.ecdpw.gov.za/tenders) or can be collected alternatively from the offices of the Department of Public Works, Room 3-46, from 08h00 on 13 May 2019 @ a non-refundable deposit of R700.00 per document.</p>	<p><u>SCM SPECIFIC ENQUIRIES</u> Ms N Mkiva Tel: 040 602 4740 Email:</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Ms P. Nqadolo Tel: 040 602 4208 Email:</p>	<p><u>BID BOX</u> Department of Public Works Front Corner of Qhasana Building Facing FNB Labelled as Tender Bhisho</p>

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF TRANSPORT – GOVERNMENT FLEET MANAGEMENT SERVICES	SCMU 10-GFMS- 19/20-0002	Performance of actuarial valuation on self- insurance fund, valuation of future vehicle replacement, maintenance, repairs and tyre replacement for Government Fleet Management Services for a period of 3 years.		31 May 2019 at 11:00 am
	P/BEE: 80/20			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF TRANSPORT – GOVERNMENT FLEET MANAGEMENT SERVICES	SCMU 10-GFMS- 19/20-0003 P/BEE: 80/20	<p>Provision, Implementation and Training on Pastel Evolution.</p> <p><u>NON- COMPULSORY BRIEFING SESSION</u> Will be held at East London Government Garage, No.9 Cotton Road, West Bank on the 07 June 2019 at 10h00.</p> <p><u>AVAILABILITY OF DOCUMENT</u> From 08h00-16h30 (Mondays -Thursdays) and 08h00 -16h00 (Fridays) at Office Number 5, Supply Chain Offices,No.9 Cotton Road, West Bank, East London from 14 May 2019 at a non-refundable deposit of R50.00 , payable into the Department of Transport – GFMS Trading Entity bank account number: ECPG Dept of Transport Government Fleet Trading Entity, Bank Name: Standard Bank, Account Number:273021834, Branch Code:050419, Branch Name: King Williams Town.</p>	<p><u>SCM SPECIFIC ENQUIRIES</u> L Majavu /S Jakavula Tel: 043 731 1140 Email: gfms- scmbids@dot.ecprov.gov.za</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Ms. N Mzana Tel: 063 257 0615 Email: gfms- scmbids@dot.ecprov.gov.za</p>	<p>14 June 2019 at 11:00 am</p> <p><u>BID BOX</u> Ground floor, Department of Transport: Government Fleet Management Services, N0.9 Cotton Road, West Bank, East London</p>

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
KSD TVET COLLEGE	KSDTVET- 2019/004	Supply, delivery and installation of eight (8) photocopy machines for all College Campuses.	<p><u>SCM SPECIFIC ENQUIRIES</u> Mr M Mahlunqulu Tel: 047 505 1041 Email: mmahlunqulu@ksdcollege.edu.za</p> <p><u>TECHNICAL SPECIFIC ENQUIRES</u> Mr S Joseph Tel: 047 505 1008 Email: sjoseph@ksdcollege.edu.za</p>	30 May 2019 at 11:00 am
	P/BEE: 80/20	<p><u>AVAILABILITY OF DOCUMENT</u> KSD TVET College at R61 Queenstown Road, Cicira Village in Mthatha, SCM Office from 10 May 2019 @ non-refundable deposit of R150 per document.</p> <p>Banking details First National Bank: KSD TVET College Branch Code : 210521 Account No. : 62034925836 Account Type : Cheque Ref No : Tender no and Company name</p>		

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DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF TRANSPORT	SCMU10-19/20- 0003	Upgrading to surfaced standard of a portion of road DR08046, a portion of The Wild Coast Meander, from Willowvale to Msengeni Junction [+/- 15KM] <u>COMPULSORY BRIEFING SESSION</u> A compulsory clarification or briefing meeting with representatives of the Department will take place at the Willowvale Town Hall in Willowvale on the 21st May 2019 starting at 10:00am. <u>AVAILABILITY OF DOCUMENT</u> Tender documents will be available as at 09h00 on Friday, 10 th May 2019 from the offices of Department of Transport Room C1, Stellenbosch Park building, 32 Cowan Close, Flemming Street, King William's town upon payment of a non-refundable deposit of R 1000,00 per tender document. Cash, EFT, or Bank certified cheques must be made payable to "Department of Transport".	<u>SCM SPECIFIC ENQUIRIES</u> Mr. MG Baleni Tel: 043 604 7544 Cell: 083 579 3994 Email: mziwakhe.baleni@ectransport.gov.za / mziwakhe.baleni@gmail.com <u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr. M Luthuli Cell: 071 537 7828 Email: msiziwork11@gmail.com Mr. CN Boshoff Cell: 082 854 3795 Email: clive.boshoff@ectransport.gov.za	10 June 2019 at 11:00 am <u>BID BOX</u> Department of Transport, C Block Foyer, Stellenbosch Park Building, 32 Cowan Close, Flemming Street, King William's town
	P/BEE: 90/10 9 CE <u>LOCAL CONTENT</u> Steel Products and Components 100%			

DEPARTMENT/ INSITUION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF TRANSPORT	SCMU10-19/20- 0002	Upgrading of DR08125 from the N2 to Siphetu Hospital [Phase 4] +/- 14 km between km 10 and km 24	<p><u>SCM SPECIFIC ENQUIRIES</u> Mr. MG Baleni Tel: 043 604 7544 Cell: 083 579 3994 Email:mziwakhe.baleni@ectransport.gov.za / mziwakhe.baleni@gmail.com</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr. P Shazi Cell: 0643258145 Email: Ozzyphilani@gmail.com</p> <p>Mr. CN Boshoff Cell: 0828543795 Email:clive.boshoff@ectransport.gov.za</p>	10 June 2019 at 11:00 am <u>BID BOX</u> Department of Transport, C Block Foyer, Stellenbosch Park Building, 32 Cowan Close, Flemming Street, King William's town
	P/BEE: 90/10 9 CE <u>LOCAL CONTENT</u> Steel Products and Components 100%	<p><u>COMPULSORY BRIEFING SESSION</u> A compulsory clarification or briefing meeting with representatives of the Department will take place at Siphetu Hospital Boardroom 20th May 2019 starting at 12:00.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Tender documents will be available as at 09h00 on Friday, 10th May 2019 from the offices of Department of Transport Room C1, Stellenbosch Park building, 32 Cowan Close, Flemming Street, King William's town upon payment of a non-refundable deposit of R 1000,00 per tender document. Cash, EFT, or Bank certified cheques must be made payable to "Department of Transport".</p>		

DEPARTMENT/ INSITUION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
EASTERN CAPE DEPARTMENT OF TRANSPORT	SCMU10-19/20- 0001	Upgrading of the road from R61 at st Barnabas Hospital to Hluleka Nature Reserve Part DR08329; 08308 and 08309 16 km (Phase 1)	<p><u>SCM SPECIFIC ENQUIRIES</u> Mr. MG Baleni Tel: 043 604 7544 Email:mziwakhe.baleni@ectransport.gov.za / mziwakhe.baleni@gmail.com</p> <p><u>TECHNICAL SPECIFIC ENQUIRIES</u> Mr. S Dlanjwa Cell: 0711878675 Email: dlanjwass@gmail.com</p> <p>Mr. CN Boshoff Cell: 0828543795 Email:clive.boshoff@ectransport.gov.za</p> <p>Mr. U Dyubula Cell: 0793441736 Email:Unathi.dyubula@ectransport.gov.za</p>	10 June 2019 at 11:00 am <u>BID BOX</u> Department of Transport, C Block Foyer, Stellenbosch Park Building, 32 Cowan Close, Flemming Street, King William's town
	<p>P/BEE: 90/10</p> <p>9 CE</p> <p><u>LOCAL CONTENT</u> Steel Products and Components 100%</p>	<p><u>COMPULSORY BRIEFING SESSION</u> A compulsory clarification or briefing meeting with representatives of the Department will take place at the offices of the Nyandeni Local Municipal offices in Libode Town on the 17 May 2019 starting at 11:00.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Tender documents will be available as at 09h00 on Friday, 10th May 2019 from the offices of Department of Transport Room C1, Stellenbosch Park building, 32 Cowan Close, Flemming Street, King William's town upon payment of a non-refundable deposit of R 1000,00 per tender document. Cash, EFT, or Bank certified cheques must be made payable to "Department of Transport".</p>		

PROVINCIAL TREASURY

The Eastern Cape Provincial Treasury urges all suppliers, who have not as yet registered on the National Treasury Central Supplier Database (CSD) to do so as a matter of urgency. The CSD is a self-registration process, which can be completed online at www.csd.gov.za.

Contracted suppliers will not be able to receive orders or payments unless registered on the CSD.

Suppliers are encouraged to check their banking details verification after registering on the CSD and ensure that the banking details are appearing on the CSD report as validated.

Suppliers are similarly encouraged to register and/or update their information on CSD.

Suppliers are welcome to visit the Provincial Treasury Helpdesk for assistance with registration, especially those that do not have access to a computer and/or internet.

Enquiries must be directed to:

Xoliswa Mzimkulu at 040 1010421; xoliswa.mzimkulu@ectreasury.gov.za;

Abongile Makala at 040 1010 571; abongile.makala@ectreasury.gov.za

Odwa Kalimashe at 040 1010 574; odwa.kalimashe@ectreasury.gov.za;

Khanyiso Nqinileyo at 040 1010 407; khanyiso.nqinileyo@ectreasury.gov.za



QUICK REFERENCE USER GUIDE CENTRALISED SUPPLIERS DATABASE (CSD)

INTRODUCTION

This guide serves to assist users of the new Centralized Suppliers Database (CSD). By following the steps in this quick reference guide access to the CSD and registration of suppliers will be possible.

STEP 1

- Prospective users will have register as users on the CSD website and follow the following actions;

1. Enter www.csd.gov.za in web browser
<ul style="list-style-type: none">• The user is navigated to the CSD Home Page
2. Click on Register on the menu bar on the CSD Home Page
3. Enter your:
<ul style="list-style-type: none">• E-mail address• Name• Surname• Cellphone number
4. Select an identification type in the identification type dropdown
5. Enter identification number
 If a foreign passport number or foreign ID number is entered then a work permit number must also be entered
6. Enter a password
 A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number and a special character
7. Confirm password
8. Select and complete 3 security questions
9. Check the I am not a robot Captcha
10. Check the I accept the terms and conditions
11. Click on the Register button
<ul style="list-style-type: none">• The following message will be displayed: <i>'Thank you for registering. An account activation e-mail has been Sent to you'. In order for you to use your account, you will have to click the link in the e-mail to activate your account.</i>

- The account then needs to be activated. Please follow the following steps;

1. Open the CSD activation e-mail and click on the **Activate Account** link



A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration screen

2. Enter the OTP in the Account Activation screen

3. Click on the **Submit** button

- The following message will be displayed: *Account activated.*
- The message will have a **Log In** link

STEP 2

- Once the account has been activated then suppliers can start to be captured onto the CSD.
- By going to add supplier and clicking on each tab, supplier information is captured onto the CSD by category.
- Information entered is verified automatically through National Treasury, via the CSD linkages to various organizations.
- The last tab, Overview, gives detail on the progress of the application. Use it to reference if any information has been omitted.
- Once no outstanding tasks are flagged in the Overview, the application can be submitted by clicking SUBMIT.
- The supplier number and security code will then be generated for the supplier. Both are extremely important and need to be recorded for safekeeping.
- The supplier is now registered on the CSD.

STEP 3

CONTINUED USE OF THE CSD

Should you at any time require any assistance with the CSD, please contact (012) 406 9222 or csd@treasury.gov.za or abongile.makala@ectreasury.gov.za or by 040 1010 571.