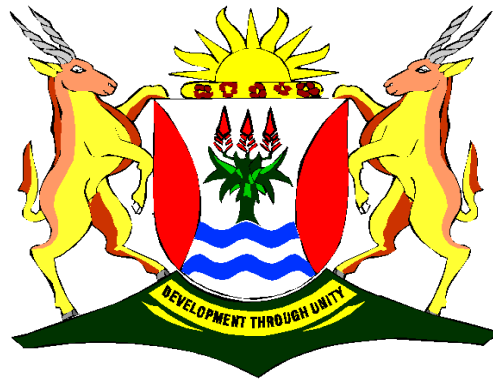


EASTERN CAPE PROVINCE

PROVINCIAL TREASURY



PROVINCIAL TENDER BULLETIN

PTB No. 41

10 February 2023

Eastern Cape Provincial Tender Bulletin No. 41 22/23 FY 10 February 2023

This publication is available on <https://www.ectreasury.gov.za/TenderBulletin>

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NOTICE TO ALL SUPPLIERS!

- **Suppliers need to be aware of the phishing scams!**

“National Treasury will **NEVER** ask you to click on a link to provide your **CSD USERNAME** and **PASSWORD**. Please be vigilant when online.”

- **Suppliers must also note:**

“More details of the bid notices and conditions are available on the National Treasury website (E-portal) on www.e-tenders.gov.za”

ERRATUM(S) / ADDENDUM(S)

| DEPARTMENT/ INSITUATION | PTB NO | BID NUMBER & PROJECT DESCRIPTION | CONTACT PERSON |
|---|---|--|---|
| DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM | PTB NO. 40 Dated 03 February 2023 | SCMU8-22/23-0090B: Supply and delivery of Zebu cattle breeds. <u>REASONS FOR ERRATUM</u> Bid number incorrectly captured as SCMU8-22/23-0090B instead of SCMU8-22/23-0090C | <u>SCM SPECIFIC ENQUIRIES</u> Nomapha Mfunda 0713318622 Nomapha.Mfunda@drdar.gov.za |

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BID NOTICE(S)

| DEPARTMENT/ INSITUATION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|----------------------------|---|---|---|--|
| DEPT OF HEALTH | SCMU3-22/23-0718- HO BBBEE 80/20 | <p>Request for an accredited service provider to conduct rate based training on Occupational Health and Safety, Safety Health Representative and Fire Fighting in ECDoh facilities for a period of 36 months.</p> <p><u>BRIEFING SESSION</u> A Compulsory briefing session will be held on the 22 February 2023 @ 11H00, Unathi House Boardroom, Unathi House, Bisho.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Supply Chain Management Unit, Department of Health, Ground Floor, Global Life Building, Bisho, from 08h00 on 13 February 2023 @ a non-refundable deposit of R100.00 per document or download bid document: www.echealth.gov.za.</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Mr M Magula Tel: 0605579601 Email Address: Mzuhleli.magula@echealth.gov.za Maqulamzuhleli@gmail.com</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Ms A Makali Tel: 071 094 9834 Email Address: Andilemakali.am@gmail.com</p> | <p>@11H00 on the 10 March 2023</p> <p><u>BID BOX</u> Bid Box, Main Security Gate, SCMU, Global Life, Bisho.</p> |

| DEPARTMENT/ INSITUATION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|----------------------------|---|---|---|--|
| DEPT OF HEALTH | SCMU3-22/23-0097- HO BBBEE 80/20 | <p>Request for service provider to conduct rate based training on Occupationally Directed Education Training and Development Practice (ODETDP) qualification and related different skills programmes for Eastern Cape Department of Health (ECDoH) employees over a period of 36 months.</p> <p><u>BRIEFING SESSION</u> A compulsory briefing session will be held on the 22 February 2023 @ 11H00, Unathi House Boardroom, Unathi House, Bisho.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Supply Chain Management Unit, Department of Health, Ground Floor, Global Life Building, Bisho, from 08h00 on 13 February 2023 @ a non-refundable deposit of R100.00 per document or download bid document: www.ehealth.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Mr M Magula Tel: 060 5579601 Email Address: Mzuhleli.magula@ehealth.gov.za Magulamzuhleli@gmail.com</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr M Pinca Tel: 063 433 1354 Email Address: Mzwandile.pinca@ehealth.gov.za</p> | <p>@11H00 on the 10 March 2023</p> <p><u>BID BOX</u> Bid Box, Main Security Gate, SCMU, Global Life, Bisho.</p> |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|---------------------------|---|---|---|--|
| DEPT OF HEALTH | SCMU3-22/23-0715- HO BBBEE 80/20 | <p>Invitation to bid for repairs, maintenance and calibration of medical equipment for the Eastern Cape department of Health Facilities for a period of thirty-six (36) months.</p> <p><u>BRIEFING SESSION</u> A compulsory briefing session will be held on the 21 February 2023 @ 11H00, Clinical Engineering Lecture Room, Frere Hospital, Amalinda Road, East London.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Supply Chain Management Unit, Department of Health, Ground Floor, Global Life Building, Bisho, from 08h00 on 13 February 2023 @ a non-refundable deposit of R100.00 per document or download bid document: www.ehealth.gov.za.</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Mr M Magula Tel: 060 5579601 Email Address: Mzuhleli.magula@ehealth.gov.za Magulamzuhleli@gmail.com</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr T Smayile Tel: 071 897 6772 Email Address: Thobani.smayile@ehealth.gov.za</p> | <p>@11H00 on the 10 March 2023</p> <p><u>BID BOX</u> Bid Box, Main Security Gate, SCMU, Global Life, Bisho.</p> |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|--|---|---|--|
| EASTERN CAPE DEVELOPMENT CORPORATION (ECDC) | <p>Bid No: ECDC/INFRA/08/0220 23</p> <p>Preferential point system: 80/20</p> <p><u>CIDB GRADING :</u> 3ME OR HIGHER</p> | <p>Request for proposals for a turnkey solution for the refurbishment of ECDC head office heating, ventilation and air conditioning system.</p> <p><u>COMPULSORY BRIEFING SESSION</u> A compulsory briefing meeting will be held on the 23rd of February 2023 starting at 11.00Hrs at ECDC Head offices (Coordinates Lat: 33° 0'40.08"S & Lon: 27°55'4.29"E.</p> <p>Failure to attend the compulsory briefing will result to a bidder not being considered for evaluation. Bidders must sign attendance registers on the briefing as proof of attendance.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Tender documents will be available for downloading from 13 February 2023 on ECDC website at www.ecdc.co.za</p> | <p><u>ALL ENQUIRIES:</u> Ms. Z Madzidzela zmadzidzela@ecdc.co.za</p> | <p>13 March 2023 at 12H00</p> <p><u>BID BOX</u> ECDC Head Office, ECDC House, Ocean Terrace Park, Moore Street Quigney, East London (Ground floor) Access during office hours.</p> |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|---|--|--|--|
| EASTERN CAPE PARKS & TOURISM AGENCY | RFP NO.:05/22/23 <u>CRITERIA</u> Stage 1: Compliance with bid requirements Stage 2: Functionality Stage 3: Price and Specific Goals 80/20 | The appointment of a service provider to operationalise Cape Morgan Nature Reserve's restaurant. <u>BRIEFING SESSION</u> Date: 10 March 2023 @ 11h00 am. Venue: Cape Morgan. GPS Co- ordinates: Latitude - 32 42' 00.32" S Longitude - 28 21' 33.47'E Bidders may request directions via email and are advised to use a high clearance vehicle. <u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za | <u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871 <u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892 All queries and clarifications must be in writing and submitted by the 31st March 2023. | Date: 18 April 2023 Time: 11H00 a.m. <u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London. |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|---|---|---|--|
| EASTERN CAPE PARKS & TOURISM AGENCY | RFP NO.:06/22/23 <u>CRITERIA</u> Stage 1: Compliance with bid requirements Stage 2: Functionality Stage 3: Price and Specific Goals 80/20 | <p>The appointment of a service provider to operationalise Cape Morgan Nature Reserve's accommodation and conference facilities.</p> <p><u>BRIEFING SESSION</u> Date: 10 March 2023 @ 11h00 am. Venue: Cape Morgan. GPS Co- ordinates: Latitude - 32 42' 00.32" S Longitude - 28 21' 33.47'E Bidders may request directions via email and are advised to use a high clearance vehicle.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871.</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892</p> <p>All queries and clarifications must be in writing and submitted by the 31st March 2023.</p> | <p>Date: 18 April 2023 Time: 11H00 a.m.</p> <p><u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London.</p> |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|---|--|--|---|
| EASTERN CAPE PARKS & TOURISM AGENCY | RFP NO.:07/22/23 <u>CRITERIA</u> Stage 1: Compliance with bid requirements Stage 2: Functionality Stage 3: Price and Specific Goals 80/20 | <p>The appointment of private operator to offer nature-based experiences Mkhambathi Nature Reserve for a period of 5 years with an option to renew for a further period of 2 years.</p> <p><u>BRIEFING SESSION</u> Date: 14 March 2023 @ 11h00 am. Venue: Mkhambathi Nature Reserve. GPS Co- ordinates: Latitude - 31°28'26.37"S Longitude - 29°95'22.58"E Bidders may request directions via email and are advised to use a high clearance vehicle.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871.</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892</p> <p>All queries and clarifications must be in writing and submitted by the 31st March 2023.</p> | <p>Date: 18 APRIL 2023 Time: 11H00 a.m.</p> <p><u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London.</p> |

| DEPARTMENT/ INSITUTION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|---|---|---|---|
| EASTERN CAPE PARKS & TOURISM AGENCY | RFP NO.:08/22/23 <u>CRITERIA</u> Stage 1: Compliance with bid requirements Stage 2: Functionality Stage 3: Price and Specific Goals 80/20 | <p>The appointment of private operator to offer nature-based experiences at Oviston Nature Reserve for a period of 5 years with an option to renew for a further period of 2 years.</p> <p><u>BRIEFING SESSION</u> Date: 15 March 2023 @ 14h00 pm. Venue: Oviston Nature Reserve. GPS Co- ordinates: Latitude - 30°70'01.76"S Longitude - 25°76'59.71"E Bidders may request directions via email and are advised to use a high clearance vehicle.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871.</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892.</p> <p>All queries and clarifications must be in writing and submitted by the 31st March 2023.</p> | <p>Date: 18 APRIL 2023 Time: 11H00 a.m.</p> <p><u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London.</p> |

| DEPARTMENT/ INSITUATION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|---|--|---|---|
| EASTERN CAPE PARKS & TOURISM AGENCY | RFP NO.:09/22/23 <u>CRITERIA</u> Stage 1: Compliance with bid requirements Stage 2: Functionality Stage 3: Price and Specific Goals 80/20 | <p>The appointment of private operator to offer nature-based experiences at Great Fish Nature Reserve for a period of 5 years with an option to renew for a further period of 2 years.</p> <p><u>BRIEFING SESSION</u> Date: 16 March 2023 @ 11h00 am. Venue: Great Fish Nature Reserve (Double Drift). GPS Co- ordinates: Latitude - 32°99'23.6"S Longitude - 26°83'81.2"E Bidders may request directions via email and are advised to use a high clearance vehicle.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871.</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892.</p> <p>All queries and clarifications must be in writing and submitted by the 31st March 2023.</p> | <p>Date: 18 APRIL 2023 Time: 11H00 a.m.</p> <p><u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London.</p> |

| DEPARTMENT/ INSITUATION | BID NUMBER / CRITERIA & ACCREDITATION | PROJECT DESCRIPTION | CONTACT PERSON | CLOSING DATE, TIME AND VENUE |
|--|--|---|---|---|
| EASTERN CAPE PARKS & TOURISM AGENCY | <p>RFP NO.:10/22/23</p> <p><u>CRITERIA</u></p> <p>Stage 1: Compliance with bid requirements</p> <p>Stage 2: Functionality</p> <p>Stage 3: Price and Specific Goals 80/20</p> | <p>The appointment of private operator to offer nature-based experiences at Mpofu-fort Fordyce Nature Reserve for a period of 5 years with an option to renew for a further period of 2 years.</p> <p><u>BRIEFING SESSION</u> Date: 17 March 2023 @ 11h00 am. Venue: Fort Fordyce Nature Reserve. GPS Co- ordinates: Latitude - 32°67'98.37"S Longitude - 26°48'94.24"E Bidders are advised to use a high clearance vehicle.</p> <p><u>AVAILABILITY OF DOCUMENT</u> Bid documents outlining detailed specifications will be made available on the 15th of February 2023 The documents can be downloadable from the ECPTA website: https://www.visiteasterncape.co.za/corporate/procurements/request-for-tender/ or visit the Eastern Cape Provincial Treasury website: www.ectreasury.gov.za</p> | <p><u>SCM SPECIFIC ENQUIRIES</u> Ms Unathi Zinganto Email: Unathi.Zinganto@ecpta.co.za Tel: 043 492 0871.</p> <p><u>TECHNICAL/PROJECT SPECIFIC</u> Mr Bulelani Silangwe Email: Bulelani.Silangwe@ecpta.co.za Tel: 043 492 0892</p> <p>All queries and clarifications must be in writing and submitted by the 31st March 2023.</p> | <p>Date: 18 APRIL 2023</p> <p>Time: 11H00 a.m.</p> <p><u>BID BOX</u> Venue: Eastern Cape Parks & Tourism Agency 17- 25 Oxford Street, East London.</p> |

AWARD(S)

| NAME OF INSTITUTION: DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM | | | | | | |
|--|------------------|---|-----------------|--------|---|--|
| TENDER BULLETIN NO | BID NUMBER / | PROJECT DESCRIPTION | BID AMOUNT | POINTS | NAME OF BIDDER | CONTACT PERSON |
| 23 | SCMU8-22/23-0057 | Construction of rural market at Qaka in Port St John Local Municipality in OR Tambo District. | R1 599 031.32 | 100 | Umalusi Omuhle Contracting & Trading JV Mabakhe Trading | Mr M. Mahlangu Tel: 047 502 7700 Ms N. Futshane Tel: 047 502 7835 |
| 25 | SCMU8-22/23-0050 | Provision of security services for Adelaide Research Station for a Period of 36 months (Three) years. | R 4 579 755, 77 | 100 | Liliso Guards Security And Cleaning | Ms. N Minya /Mateta 0795059722 Ms. N. Mfunda 0713318622 |
| 23 | SCMU8-22/23-0058 | Supply Delivery and installation of bakery equipment and provision of basic training on use of the equipment. | R 483 412.00 | 100 | Black Farma House | Ms. N Minya /Mateta 0795059722 Ms. N. Mfunda 0713318622 |

| NAME OF INSTITUTION: EASTERN CAPE DEPARTMENT OF SOCIAL DEVELOPMENT | | | | | | |
|--|------------------|--|----------------|--------|-----------------|------------------------------|
| TENDER BULLETIN NO | BID NUMBER / | PROJECT DESCRIPTION | BID AMOUNT | POINTS | NAME OF BIDDER | CONTACT PERSON |
| PTB No. 29 22/23FY | SCMU4-22/23-0011 | Appointment of service to provide catering services at Ernest Malgas Treatment Centre for a period three (03) years. | R 3,784 460.82 | 100 | Mseeto Projects | Mr. V. Dlova 043 605 5282 |

| NAME OF INSTITUTION: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE | | | | | | |
|--|-------------------------|---|-----------------------|---------------|---|----------------------------|
| TENDER BULLETIN NO | BID NUMBER | PROJECT DESCRIPTION | BID AMOUNT | POINTS | NAME OF BIDDER | CONTACT PERSON |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0081 | Mechanical Term Contract for Prestige Buildings in Bhisho /KWT for a period of 24 months. | R 5 239 697.85 | 100 | Intathakusa Projects | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0078 | Electrical Term Contract for Government Buildings in Bhisho /KWT for a period of 24 months. | R 3 160 000.00 | 100 | 4RGA Electrical Project Management & Contracting (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0079 | Plumbing Term Contract for Government Buildings in Bhisho /KWT for a period of 24 months. | R 2 536 261.04 | 80 | Ongoti Group (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0080 | Plumbing Term Contract for Prestige Buildings in Bhisho, East London & KWT for a period of 24 months. | R 2 874 600.96 | 100 | Ongoti Group (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 | SCMU5-22/23-0077 | Electrical Term Contract for Prestige Buildings in Bhisho & KWT for a period of 24 months. | R 4 501 784.31 | 100 | Mentolek Projects (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 29 of 2022/2023 | SCMU5-22/23-0131 | Construction of the Early Childhood Development Centre at Msintsana. | R 2 492 508.85 | 100 | Lisaphelele Investments (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0085 | Supply & Delivery of 150 Laptops as per specification to the Department of Public Works and Infrastructure (ITEM NO 2- 80 Laptops). | R 1 968 340.00 | 98 | EP Web ICT (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0085 | Supply & Delivery of 150 Laptops as per specification to the Department of Public Works and Infrastructure (ITEM NO 1- 50 Laptops). | R 1 899 344.16 | 100 | Diopoint (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 18 of 2022/2023 Financial Year | SCMU5-22/23-0085 | Supply & Delivery of 150 Laptops as per specification to the Department of Public Works and Infrastructure (ITEM NO 3- 20 Laptops). | R 585 275.19 | 100 | Diopoint (Pty) Ltd | S. Magopeni - 040 602 4086 |
| TB 21 of 2022/2023 | SCMU5-22/23-0100 | Upgrading of WIFI for the Department of Public Works & Infrastructure. | R 1 486 797.28 | 100 | Datacentrix (Pty) Ltd | S. Magopeni - 040 602 4086 |

Eastern Cape Provincial Tender Bulletin No. 41

22/23FY

10 February 2023

This publication is available on <https://www.ectreasury.gov.za/TenderBulletin>

PROVINCIAL TREASURY

The Eastern Cape Provincial Treasury urges all suppliers, who have not 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:

| | | |
|-----------------------|---------------|--|
| Sintu Dumezweni at | 083 741 6029; | sintu.dumezweni@ectreasury.gov.za |
| Zimkhitha Qina at | 083 741 4510; | zimkhitha.qina@ectreasury.gov.za |
| Khanyiso Nqinileyo at | 083 741 5607; | khanyiso.nqinileyo@ectreasury.gov.za |
| Masibulele Mqolo at | 083 741 5946; | masibulele.mqolo@ectreasury.gov.za |

QUICK REFERENCE USER GUIDE **CENTRALISED SUPPLIERS DATABASE (CSD) REGISTRATION**

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

- 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:

- 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

- The following message will be displayed: *'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.*

- 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 masibulele.mqolo@ectreasury.gov.za or by 083 741 5946.

CSD- FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. Supplier(s) that cannot login on CSD

| Questions (What can I do) | Answers |
|---|--|
| i. I have forgotten my password. | Click on Login/Forgot Password/Put in Email Address/Select OTP SMS Option (2 nd Option) or Click on Login/Forgot Password/Put in Email Address/Select Email Option (1 st Option) an email link to reset password. |
| i. I have change my cell number or I lost my phone with the number on CSD | Get an old copy of a CSD Report, the email to use is the one that says Created by on your CSD Report. Contact your nearest CSD office to check OTPs then change the number. |

2. Supplier Banking Details Failed

| Questions (What can I do) | Answers |
|---|---|
| Banking Details Failed i. Incorrect Company Name/Surname | <p>When you get this error message, it means what you have Captured on CSD under Bank/Account Holder Name is not the same as what the Bank has, For Example my company is CSD TRADING (PTY) LTD and the bank has written it as such on their System but when you put it on CSD under account holder name and you just type CSD TRADING it will return the "Bank Verification Failed error message and the reason will be incorrect company name or surname.</p> <p>If the name of the company is, too long (e.g. MASIBAMBISANENI BAFAZI TRADING AND PROJECT PRIMARY COOPERATIVE LIMITED). There are high chances that this name will fail even if you included exactly as it is in the bank letter, so we advise Supplier to visit bank and request a screenshot of banking system to verify if how is it written in the banking system. The following are the systems used by various banks.</p> <ul style="list-style-type: none"> i. FNB – HOGAN ii. NEDBANK – BANKING PLATFORM iii. ABSA – CIF SCREEN iv. STANDARD BANK – BANKING LOOKUP SCREEN |

| | |
|--|---|
| ii. Incorrect ID or company registration number | Supplier should ensure that their bank account is Active meaning it is not a reserved account because CSD does not verify Reserved Accounts . Supplier should ensure that the ID and the Company Registration Number is linked to the Account Number . |
|--|---|

3. **Other common CSD related questions**

| Questions (What can I do) | Answers |
|---|---|
| i. Supplier's in Deregistration Process. | Supplier should file his/her CIPC Returns so that the status can reflect "In Business" |
| ii. Supplier's Tax is Non-Compliant | SARS Requires all companies to file their returns twice a year (by the 28 th of February and by the 31 st of August) it is the responsibility of the supplier to make sure that all their returns are up to date to avoid Non-Compliance. |
| iii. Supplier's Tax is Non-Compliant | B-BBEE expires after a year from date of issue. There are 3 types of BEEs you can get: B-BBEE certificate from SANAS accredited agency, B-BBEE certificate from CIPC, Sworn Affidavit from Commissioner of Oath |
| iv. Supplier's Tax is Non-Compliant | Supplier should ensure that all the SBD documents are signed and declare when necessary and make sure they complete the job as per the order. |