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**HERMANUS**  
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Navrae:  
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VERW./REF : Supply Chain Database  
U VERW/YOUR REF:

Datum:  
Isuku:  
Date: 12 December 2008

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Dear Sir / Madam

## **Suppliers Database Registration Forms**

In compliance with the Municipal Finance Management Act (Act No. 56 of 2003) and the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and to ensure a competitive procurement process, Overstrand Municipality invites all prospective providers of goods and services to register on the Overstrand Municipality's database.

Service/product providers must submit the following documentation with their application:

- Proof of company / close corporation registration
- Original Tax Clearance Certificate
- Proof of VAT registration
- Construction Industry Development Board (CIDB) registration (where applicable)
- Accreditation certificate if selling IT equipment
- Bank details (together with a cancelled cheque)
- A company profile of directors/staffing with contactable references

Application forms, in English, are obtainable at the offices of the Manager: Supply Chain Management or alternatively, the application form can be downloaded from our website at: [www.overstrand.gov.za](http://www.overstrand.gov.za).

For further information, please contact **Ms Ingrid Thesen, (Tel: 028 – 313 8152)**

Application forms are to be sent to:

For attention: Ms I Thesen  
Supply Chain Management Unit  
PO Box 20  
HERMANUS  
7200

Magnolia Avenue  
HERMANUS  
7200

Providers of goods and services who have been allocated a creditor number by the Municipality must still apply for listing as a preferred supplier on the Overstrand Municipality's supplier database.

R La Cock  
**MANAGER: SUPPLY CHAIN MANAGEMENT**