



NOTICE: SUPPLY CHAIN MANAGEMENT

INVITATION TO ALL PROSPECTIVE PROVIDERS OF GOODS AND SERVICES TO REGISTER AS SUPPLIERS ON THE ACCREDITED SUPPLIERS DATABASE OF OVERSTRAND MUNICIPALITY

In compliance with the Municipal Supply Chain Management Regulations and the Overstrand Municipality Supply Chain Management Policy, all prospective providers of goods and services to Overstrand Municipality must be registered on the Accredited Suppliers Database. For more information on the Legislative requirements and Overstrand Municipality Supply Chain Management Policy, refer to our website at: www.overstrand.gov.za

Application forms, in English, are obtainable from the office of the Supply Chain Management Unit, Overstrand Municipal Stores, 5 Mussel Road, Hermanus, as well as at the offices of the Operational Managers at Gansbaai, Stanford, Hermanus and Kleinmond Administrations. Alternatively, the application form may be downloaded from our website at: www.overstrand.gov.za

Service/product providers must submit their application on the prescribed forms with the following documentation attached:

- Proof of company / close corporation registration
- Certified ID copies of all members/directors of company or sole proprietor
- Original valid Tax Clearance Certificate
- Proof of VAT registration, where applicable
- Proof of registration at the Construction Industry Development Board (CIDB), where applicable
- Accreditation certificate if selling IT equipment
- Bank details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
- An original and valid B-BBEE status level verification certificate or a certified copy

All current accredited suppliers are required to ensure that they update their details and submit an updated, original, valid Tax Clearance Certificate after expiry of the current Tax Clearance Certificate, in order to maintain your verified status on the Overstrand Municipality Supplier Database, thereby ensuring your eligibility to conduct business with this Municipality. Accredited Suppliers are responsible to inform this department of any change in your company's information, including bank details, address, declarations of interest, etc.

Enquiries may be addressed to **Ms Ingrid Thesen at Tel: 028 313 8152**

Applications must be submitted to:

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

9 Manolia Avenue
HERMANUS
7200

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

MARCH 2013