



LEPELLE-NKUMPI LOCAL MUNICIPALITY

MEMO

Budget and Treasury Office

SUPPLIER DATABASE 2013/2014

LEPELLE-NKUMPI MUNICIPALITY INVITES PROSPECTIVE SERVICE PROVIDERS TO APPLY FOR LISTING IN ITS SUPPLIER DATABASE

All service providers are invited to register as preferred providers on the Lepelle-Nkumpi Municipal Database for **2013/2014** Financial Year.

The purpose of the database is to give all prospective service providers an equal opportunity to submit quotations to the Municipality and to enhance transparency and equality. The database will contribute to better administration and compliance to MFMA, PPPFA and other regulations of Supply Chain Management.

Criteria for inclusion include areas of specialization, expertise, experience, resources, and costs involved. Service providers are urged not to generalize when submitting their applications.

A supplier database form must be completed and returned with the following compulsory documents:

- ✓ An original Valid Tax Clearance Certificate
- ✓ Certified Company Registration Documents
- ✓ Certified Copies of ID of Members/Directors
- ✓ An original or certified B-BBEE Certificate issued by accredited service provider
- ✓ Company Profile
- ✓ Proof of municipal rates/lease agreement/letter from Traditional Authority
- ✓

Failure to submit the above-mentioned documentation will invalidate the application.

Database forms are obtainable from our website: www.lepelle-nkumpi.gov.za or can be collected from Supply Chain Management Offices, Lepelle-Nkumpi Municipality Civic Centre Lebowakgomo.

For further enquiries please contact Ms. Mantwa Ramothole or Ms. Lerato Chuene on 015 633 4531

Please forward completed database forms to:

Manager: Supply Chain Management Unit

Private Bag x 07

Lebowakgomo

0745

Or Hand deliver to Supply Chain Management, Civic Centre Lebowakgomo

Closing Date for submission is 31 March 2014

M MATSHIVHA

ACTING MUNICIPAL MANAGER