



## GREATER LETABA MUNICIPALITY

P. O. Box 36, Modjadjiskloof, 0835 Tel: (015) 309 9247, Fax: (015) 309 9419  
4 Botha Street, Civic Centre, Modjadjiskloof  
[www.greaterletaba.gov.za](http://www.greaterletaba.gov.za)

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### Request for suppliers to be registered in the municipal database

The Greater Letaba Municipality invites prospective service providers to be added in **one or a maximum of three** of the supplier categories below. In order to comply with the procedures set out in Clauses 37 to 40 of the Supply Chain Management Policy; Regulation 14 of SCM Regulations and the Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), the municipality developed a supplier database to be used by the Supply Chain Management office. The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Greater Letaba Municipality. Preference will be given to registered suppliers, but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Greater Letaba Municipality. It is envisaged however, that this database will contribute to efficient administration and compliance with the MFMA.

### SUPPLIER CATEGORIES

- ✓ Accommodation and conference facilities
- ✓ Architectural services
- ✓ Financial Management Systems
  - Professional services, e.g. preparation of financial statements
  - Asset Management Systems
- ✓ Education and Training services
- ✓ Legal Services
- ✓ Auctioneers
- ✓ Consulting Engineering services
- ✓ Civil construction works
- ✓ Building Contractors
- ✓ Bush and Tree Cutting
- ✓ Carpentry services
- ✓ Window and glass fittings
- ✓ Welding works
- ✓ Cleaning materials / chemicals
- ✓ Clothing suppliers (Protective)
- ✓ Corporate gifts
- ✓ Electrical contractors
- ✓ Electronic Components and equipment
- ✓ Advertising services
  - **Loud hailing services**
- ✓ Catering services
- ✓ Event Management
  - Entertainment services
- Flags and Maps
- Decoration services
- Tents and canvas goods
- Industrial Equipment / Hire
- ✓ General supplies of goods & services
- ✓ IT services and Solutions
- ✓ Lock smiths
- ✓ Maintenance e.g. painting, tilling etc.
- ✓ Office equipment suppliers
  - Furniture suppliers
- ✓ Pest control services
- ✓ Plumbing contractors
- ✓ Stationery & Printing services
- ✓ Security services / suppliers / equipment
- ✓ Telecoms services / equipment
  - Air conditioning services
  - Alarm systems and equipment
  - Audio Visual Aids / Equipment
- ✓ Travel agencies
- ✓ Transport services
  - Courier services
  - Vehicle tracking systems

**NB: YOU MUST SELECT AT MOST THREE OF THE ABOVE CATEGORIES AND FILL THEM IN THE DATABASE FORM AS PROVIDED.**

**ADDITIONAL COMPANIES** MUST REGISTER IN THE DATABASE REGISTER FOR THE THIRD QUARTER OF 2015/2016 FINANCIAL YEAR WITH THE EXCEPTION OF THOSE WHO REGISTERED SINCE THE 01<sup>st</sup> JULY 2015. COMPANIES ARE REQUESTED TO SELECT AT MOST THREE CATEGORIES AS LISTED ABOVE. THE CLOSING DATE FOR THE SUBMISSION OF THE DATABASE FORMS IS THE 5<sup>th</sup> MAY 2016.

AN AMOUNT OF R100.00 (VAT INCLUSIVE) IS REQUIRED PRIOR TO THE REGISTRATION ON THE DATABASE.

Database forms are available from the Supply Chain Management Office, No. 44 BOTHA STREET, Civic Centre, Modjadjiskloof and Municipal website. All enquiries to be directed to Mr T.M.P Moshobane @ 015 309 9246/7/8.

Mashaba T.G  
Municipal Manager