



## GREATER LETABA MUNICIPALITY

### Greater Letaba Municipality

#### 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
- ✓ Advertising services
- ✓ Air conditioning services
- ✓ Alarm systems and equipment
- ✓ Architectural services
- ✓ Asset Management Systems
- ✓ Auctioneers
- ✓ Audio Visual Aids / Equipment
- ✓ Building Contractors
- ✓ Bush and Tree Cutting
- ✓ Carpentry services
- ✓ Catering services
- ✓ Civil construction works
- ✓ Cleaning materials / chemicals
- ✓ Clothing suppliers (Protective)
- ✓ Consulting Engineering services
- ✓ Courier services
- ✓ Corporate gifts
- ✓ Decoration services
- ✓ Education and Training services
- ✓ Electrical contractors
- ✓ Electronic Components and equipment
- ✓ Entertainment services
- ✓ Professional services, e.g. preparation of financial statements
- ✓ General supplies of goods & services
- ✓ Flags and Maps
- ✓ Furniture suppliers
- ✓ Graphic design services
- ✓ Industrial Equipment / Hire
- ✓ IT services and Solutions
- ✓ Legal Services
- ✓ Lock smiths
- ✓ Maintenance e.g. painting, tilling etc.
- ✓ Office equipment
- ✓ Pest control services
- ✓ Plumbing contractors

- ✓ Printing services
- ✓ Radio Equipment
- ✓ Stationery
- ✓ Security services / suppliers / equipment
- ✓ Telecoms services / equipment
- ✓ Tents and canvas goods
- ✓ Travel agencies
- ✓ Transport services
- ✓ Vehicle tracking systems
- ✓ Window and glass fittings
- ✓ Welding works

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

**ALL COMPANIES** MUST REGISTER IN THE DATABASE REGISTER FOR 2015/2016 FINANCIAL YEAR WITH THE EXCEPTION OF THOSE WHO REGISTERED FROM THE 01<sup>st</sup> JANUARY 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 31<sup>st</sup> JULY 2015.

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. All enquiries to be directed to Mr T.M.P Moshobane @ 015 309 9246/7/8.

Mashaba T.G  
Municipal Manager