EASTERN CAPE PROVINCE

PROVINCIAL TREASURY



PROVINCIAL TENDER BULLETIN

PTB No.45

19 MARCH 2021

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NOTICE TO ALL SUPPLIERS!

Suppliers need to be aware of the phishing scams!

"National Treasury will NEVER ask you to click on a link to provide your CSD username and password. Please be vigilant when online."

SUPPLIERS MUST ALSO NOTE:

 More details of the bid notices and conditions are available on E-portal on this website:

www.e-tenders.gov.za / ADVERTISED

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ATTENTION TO ALL SUPPLIERS

It has come to our attention that there are small businesses and co-operatives in the Province who are

manufacturing and supplying cloth masks but are not registered with the Department of Small Business

as per the requirement of Paragraph 4.6 (d) of the National Treasury Instruction Note No. 05 of 2020/2021

and as such do not appear on the list accessible from the link that I had emailed earlier today.

You are kindly requested to take note of the attached REQUEST FOR INFORMATION and small

businesses and co-operatives are encouraged to register as advertised.

In addition, you can email Mr Kgolane Thulare from the Department of Small Business with requests on

behalf of small businesses and co-operatives for inclusion in the list. Please note that the closing date

for registration has been moved to the end as per the trailing email from Mr Fani from the Office of the

Chief Procurement Office within National Treasury.

Mr Thulare's email address is: KThulare@dsbd.gov.za.

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ERRATUM & EXTENSION OF CLOSING DATE

DEPARTMENT/ INSITUTION	PTB NO	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
DEPT OF HUMAN SETTLEMENTS	PTB 41	SCMU11-20/21-074: Appointment of contractors to form a departmental panel	SCM SPECIFIC ENQUIRIES
		of contractors for construction of 40m2, 45m2, 50m2 houses, partial services	Mr X. Mpupa
		and installation of engineering full services in the province for a period of	Tell:043 711 9874
		thirty-six (36) months	Cell:074 1424 781
		REASONS FOR ERRATUM	Email: XolileM@ecdhs.gov.za
		The closing date has been changed to the 23 rd of March 2021 at 11h00	TECHNICAL/PROJECT SPECIFIC
			Mr. Cawe Dlulani
			Cell: 074 142 2558
			E-mail: CaweD@ecdhs.gov.za

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DEPARTMENT/ INSITUTION	PTB NO	BID NU	MBER & PROJECT DESCRIPTION		CONTACT PERSON
DEPT OF PUBLIC WORKS & INFRASTRUCTURE	PTB NO. 38	Express period of REASO On page Municip proof, th	-20/21-0198 sion of interest to establish a panel of p of 5 years N: e 32- it has been stated that 'Proof of office al Bill) within the chosen region must be p one submission will be regarded as non-resp ondition must be included under Mandatory	SCM SPECIFIC ENQUIRIES Mr. Z. Billie Tel No: 040-602 4563 / 4000 Cell No: 082 885 3425 during office hours Email Address: zamuxolo.billie@ecdpw.gov.za TECHNICAL RELATED ENQUIRIES Contact Person: Ms. Akhulule Ndonyana Tel No.: (040) 602 4538 Cell No.: 071 671 5716 (During office hours) Email Address: Akhulule.Ndonyana@ecdpw.gov.za	
DEPT OF PUBLIC WORKS & INFRASTRUCTURE	PTB NO. 41	Repairs	-20/21-0205 and renovations at Sir Henry Elliot Hos	SCM SPECIFIC ENQUIRIES Mr. Z. Billie Tel No: 040-602 4563 / 4000 Cell No: 082 885 3425 during office hours	
		Page No.	Detail as per original Tender Document PROJECT DESCRIPTION (SCOPE):	PROJECT DESCRIPTION (SCOPE) :	Email Address: - zamuxolo.billie@ecdpw.gov.za
		02	RENOVATIONS, ALTERATIONS AND ADDITIONS TO JEFFREY'S BAY PUBLIC LIBRARY	RENOVATIONS, ALTERATIONS AND REPAIRS TO SIR HENRY ELLIOT HOSPITAL	TECHNICAL ENQUIRES Miss M.G. Makalima Tel No.: 047 505 2756
		Bill -79-	Final Summary Row "Provisional Sums" Row "TOTAL OF BUILDING WORKS" Row "VAT at the rate of 15%" Carried to Tender Form	Ignore Row "Provisional Sums" Ignore Row "TOTAL OF BUILDING WORKS" Ignore "VAT at the rate of 15%"	Cell No: 084 248 5463 during office hours

		Carried to Final Summary (See amended	Email
		attachment for Final Summary)	Addressmbali.makalima@ecdpw.gov
	Bill	Changed page number to page 76.	.za
	-79	There are no missing pages, error with	<u> </u>
		the page numbering.	

BID NOTICES

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF HUMAN SETTLEMENTS	P/BEE: 80/20	Appointment of a service provider to procure, install and configure clearpass for network access control and 20 access points NON COMPULSORY BRIEFING SESSION N/A AVAILABILITY OF DOCUMENT Bid documents which will be available on the Departmental website (www.ecdhs.gov.za) as from the 19th March 2021	Mr Xolile Mpupa Cell: 074 142 4781 Tell: 043 711 9641 Email: XolileM@ecdhs.gov.za TECHNICAL/PROJECT SPECIFIC Mr. Buntu Ntshebe. Cell: 074 142 1341 Tell: 043 711 9575 Email: BuntuN@ecdhs.gov.za	April 2021 Bid Box, located at the Department's Ground Floor (at the entrance), 31-33 Phillip Frame Road, Waverly park, Chiselhurst, East London.

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DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF HUMAN SETTLEMENTS	P/BEE: 80/20	Appointment of a service provider to procure, install and configure ups for the head office and Sarah Baartman/NMBM NON COMPULSORY BRIEFING SESSION N/A AVAILABILITY OF DOCUMENT Bid documents which will be available on the Departmental website (www.ecdhs.gov.za) as from the 19th March 2021	SCM SPECIFIC ENQUIRIES Mr Xolile Mpupa Cell: 074 142 4781 Tell: 043 711 9641 Email: XolileM@ecdhs.gov.za TECHNICAL/PROJECT SPECIFIC Mr. Buntu Ntshebe. Cell: 074 142 1341 Tell: 043 711 9575 Email: BuntuN@ecdhs.gov.za	11H00 on the 21 April 2021 Bid Box, located at the Department's Ground Floor (at the entrance), 31-33 Phillip Frame Road, Waverly park, Chiselhurst, East London.

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF HEALTH	SCMU3-20/21-0280- NMA P/BEE: 80/20	Provision of cleaning services for Nelson Mandela academic hospital for a period of thirty-six (36) months COMPULSORY BRIEFING SESSION DATE: 12 April 2021 Venue: Mthatha Health Resource Centre, No. 3 Sissons Street, Fort Gale, Mthatha AVAILABILITY OF DOCUMENT Supply Chain Management Unit, Level 2, Nelson Mandela Academic Hospital, No. 3 Sissons Street, Fort Gale, Mthatha on the 23 rd March 2021 at 8h00. Documents will be available at no cost in the departmental website: www.echealth.gov.za on Friday 19 th March 2021	SCM SPECIFIC ENQUIRIES Ms. N. Mfenguza Tel: 047 502 4489/4488/4518 Cell: nobuntu.mfenguza@echealth.gov. za TECHNICAL/PROJECT SPECIFIC Ms. N. Mfenguza Tel: 047 502 4489/4488/4518 Cell: nobuntu.mfenguza@echealth.gov. za	11H00 on the 30 April 2021 Bid Box, Supply Chain Management Unit, Level 2, Nelson Mandela Academic Hospital, No. 3 Sissons Street, Fort Gale, Mthatha not later than 11:00am on the closing date No late bids will be accepted on the closing date and time.
DEPT OF HEALTH	SCMU3-20/21-0261- HO P/BEE: 80/20	Provision of cleaning services to EC College of emergency care in Nelson Mandela health district for a period of 36 months	SCM SPECIFIC ENQUIRIES Ms. S. Calitz Tel: 041 391 8179 Cell:	11H00 on the 23 April 2021 Bid Box,

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
		DATE: 07, 08, 09 April 2021 Time: 10h00 Venue: EC College of Emergency Care, Dora Nginza Hospital Premises, Spondo Road, Zwide, Port Elizabeth AVAILABILITY OF DOCUMENT Supply Chain Management Unit, Nelson Mandela Bay Health District, Conyngham Road, Parson Hill, Port Elizabeth on the 23 rd March 2021 at 8h00. Documents will be available at no cost in the departmental website: www.echealth.gov.za on Friday 19 th March 2021	TECHNICAL/PROJECT SPECIFIC Ms. S. Calitz Tel: 041 391 8179 Cell: susanna.calitz@echealth.gov.za	Supply Chain Management Unit, Nelson Mandela Bay Health District, Conyngham Road, Parson Hill, Port Elizabeth not later than 11:00am on the closing date No late bids will be accepted on the closing date and time.

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	P/BEE: 80/20 CIDB Grading: N/A Local Content: All Steel Products and Components for Construction 100%	Supply, Delivery of Fencing Material and Equipment for Internal and Boundary Fencing (27 000 km) at Honeyneskloof in the Senqu Local Municipality: Joe Gqabi District AVAILABILITY OF DOCUMENT Documents can be downloaded on the Department web side @ drdar.gov.za or on Provincial Treasury's web side @ www.ectreasury.gov.za Clarification Meeting not applicable.	SCM SPECIFIC ENQUIRIES Mr S Kortje @ (051) 633 1731 TECHNICAL/PROJECT SPECIFIC Mr Sityebi @ (051) 633 1774	11H00 on the 19 April 2021 Bid Box, 2 Aliwal Street, Block D, Ground Floor, Aliwal North, 9750
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0007 P/BEE: 80/20 Local Content: All Steel Products and Components for Construction 100%	Supply, Delivery of Fencing Material and Equipment for Internal and Boundary Fencing (38 665m) at Driefontein in the Walter Sisulu Municipality: Joe Gqabi District AVAILABILITY OF DOCUMENT Documents can be downloaded on the Department web side @ drdar.gov.za or on Provincial Treasury's web side @ www.ectreasury.gov.za . Clarification Meeting not applicable.	SCM SPECIFIC ENQUIRIES Mr S Kortje @ (051) 633 1731 TECHNICAL/PROJECT SPECIFIC Mr Sityebi @ (051) 633 1774	11H00 on the 19 April 2021 Bid Box, 2 Aliwal Street, Block D, Ground Floor, Aliwal North, 9750

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0020	Request for Proposal for Appointment of Travel Management Company to Provide Travel Management Services to the O.R. TAMBO DISTRICT OFFICES for a period of 36 months	SCM ADMINISTRATIVE ENQUIRIES Ms Mkohlwa P.N @ 066 483 5690	11H00 on the 12 April 2021 Bid Box at 3 rd Floor Foyer,
		AVAILABILITY OF DOCUMENT Documents can be downloaded on the Department web side @ drdar.gov.za or on Provincial Treasury's web side @ www.ectreasury.gov.za . Clarification Meeting not applicable.	TECHNICAL/PROJECT SPECIFIC	Botha Sigcau Building, Cnr Leeds & Owen Street, Mthatha 5099
	P/BEE: 80/20			
	CIDB Grading: N/A			
	Local Content:			
	N/A			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	P/BEE: 80/20	Supply and delivery of fencing material to four farms in Emalahleni Local Municipality of the Chris Hani District in the Eastern Cape Province COMPULSORY BRIEFING SESSION N/A AVAILABILITY OF DOCUMENT DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from 08h00-16:00 on 23 March 2021 non-refundable deposit of R100 per document N.B. Documents will be uploaded on e-tender and DRDAR website and can be emailed to the supplier on request.	SCM SPECIFIC ENQUIRIES: Ms N.Mquqwana Tel:045 807 7007/073 434 6177 Fax: 045 807 7096 Email: nokude.mquqwana@drdar.gov.za TECHNICAL/PROJECT SPECIFICICATIONS Mr. DCJ de Villiers Tel: 083 294 4381 Email: dirk.devilliers@drdar.gov.za	11H00 on the 21 April 2021 Bid Box, DRDAR Office, Block H ,Komani Office Park, Queenstown, 5320

DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0032 P/BEE: 80/20	Supply and delivery of fencing material to farms in Enoch Mjigima Local Municipality of the Chris Hani District in the Eastern Cape Province COMPULSORY BRIEFING SESSION N/A AVAILABILITY OF DOCUMENT DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from 08h00-16:00 on 23 March 2021 non-refundable deposit of R100 per document N.B. Documents will be uploaded on e-tender and DRDAR website and can be emailed to the supplier on request.	SCM SPECIFIC ENQUIRIES: Ms N.Mquqwana Tel:045 807 7007/073 434 6177 Fax: 045 807 7096 Email: nokude.mquqwana@drdar.gov.za TECHNICAL/PROJECT SPECIFICICATIONS Mr. DCJ de Villiers Tel: 083 294 4381 Email: dirk.devilliers@drdar.gov.za	11H00 on the 21 April 2021 Bid Box, DRDAR Office, Block H ,Komani Office Park, Queenstown, 5320
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0033	Supply and delivery of fencing material to five farms in Sakhisizwe Local Municipality of the Chris Hani District in the Eastern Cape Province COMPULSORY BRIEFING SESSION N/A AVAILABILITY OF DOCUMENT DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from 08h00-16:00 on 23 March 2021 non-refundable deposit of R100 per document	SCM SPECIFIC ENQUIRIES: Ms N.Mquqwana Tel:045 807 7007/073 434 6177 Fax: 045 807 7096 Email: nokude.mquqwana@drdar.gov.za TECHNICAL/PROJECT SPECIFICICATIONS Mr. DCJ de Villiers Tel: 083 294 4381 Email: dirk.devilliers@drdar.gov.za	11H00 on the 21 April 2021 Bid Box, DRDAR Office, Block H ,Komani Office Park, Queenstown, 5320

		N.B. Documents will be uploaded on e-tender and DRDAR website and can be emailed to the supplier on request.		
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0034	Supply and delivery of sheep shearing equipment to 8 villages in the Emalahleni Local Municipality of the Chris Hani District - Eastern Cape Province COMPULSORY BRIEFING SESSION N/A	SCM SPECIFIC ENQUIRIES: Ms N.Mquqwana Tel:045 807 7007/073 434 6177 Fax: 045 807 7096 Email: nokude.mquqwana@drdar.gov.za	11H00 on the 21 April 2021 Bid Box, DRDAR Office, Block H ,Komani Office Park, Queenstown, 5320
		AVAILABILITY OF DOCUMENT DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from 08h00-16:00 on 23 March 2021 non-refundable deposit of R50 per document N.B. Documents will be uploaded on e-tender and DRDAR website and can be emailed to the supplier on request.	TECHNICAL/PROJECT SPECIFICICATIONS Mr. DCJ de Villiers Tel: 083 294 4381 Email: dirk.devilliers@drdar.gov.za	

N.B. Kindly note that all the bids above will NOT be opened in public due to the COVID-19 pandemic and to adhere to Social Distancing. Opening Registers will be uploaded on DRDAR website and can be e-mailed to bidder on written request.	

DEPT OF TRANSPORT	SCMU10-20/21- 0053A-F	Professional engineering services for technical support to the district roads engineers in the Eastern Cape (6 projects) BRIEFING SESSION A MS Power Point audio presentation has been	SCM SPECIFIC ENQUIRIES Mr. P.Nqikashe Cell No: 067 419 8001 Email Address: philasande.nqikashe@ectransport.g ov.za	11 H00 on Friday 09 April 2021 Tender Box at the offices of the Department of	
	P/BBBEE: 80/20	provided on the department of Transport Website www.ectransport.gov.za in lieu of a compulsory clarification meeting. Tenderers are required to listen to the audio file and inspect the tender document. Tenderers may seek clarification from the Employer in terms of this tender from the date of the advert until 01 April 2021(seven days before closing)	Mr. M Cwili Cell No: 067 414 2504 Email Address: mandiphiwe.cwili@ectransport.gov. za	Transport, C Block Foyer, old building, 32 Cowan Close, Stellenbosch Park Building, King William's Town, 5601	
		AVAILABILITY OF DOCUMENT Bid documents will be available as from 12h00 on Friday 19 March 2021. Documents must be downloaded on www.ectransport.gov.za and/or www.etender portal.gov.za	TECHNICAL/PROJECT SPECIFIC Mr. N.Chingura Cell No.: 076 094 3702 Email Address: naun.chingura@ectransport.gov.za		
DEPT OF TRANSPORT	SCMU10-20/21-0054 P/BBBEE: 80/20	Professional services for engineering and technical support to the transport infrastructure programme (division) BRIEFING SESSION A MS Power Point audio presentation has been provided on the department of Transport Website www.ectransport.gov.za in lieu of a compulsory clarification meeting. Tenderers are required to listen to the audio file and inspect the tender document.	SCM SPECIFIC ENQUIRIES Mr. P.Nqikashe Cell No: 067 419 8001 Email Address: philasande.nqikashe@ectransport.g ov.za Mr. M Cwili Cell No: 067 414 2504	11 H00 on Friday 09 April 2021 Tender Box at the offices of the Department of Transport, C Block Foyer, old building, 32 Cowan Close, Stellenbosch Park	
		Tenderers may seek clarification from the		Building, King William's Town, 5601	

Employer in terms of this tender from the date of the advert until 01 April 2021(seven days before closing)	Email Address: mandiphiwe.cwili@ectransport.gov. za
AVAILABILITY OF DOCUMENT Bid documents will be available as from 12h00 on Friday 19 March 2021. Documents must be downloaded on www.ectransport.gov.za and/or www.etender portal.gov.za	TECHNICAL/PROJECT SPECIFIC Mr. AZ Soko Tel No.: 083 301 2023 Email Address: al.soko@ectransport.gov.za or azsjnr@gmail.com
	Mr. S. Ndlela Tel No.: 083 210 7859 Email Address: siyabonga.ndlela@ectransport.gov.z a or_llmndlela27@gmail.com

AWARDS

NAME OF INSTITUTION: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE								
TENDER BULLETIN NO	BID NUMBER	PROJECT DESCRIPTION	BID AMOUNT	POINTS	NAME OF BIDDER	CONTACT PERSON		
TB 23 of 2020/2021 FY	SCMU5-20/21-0092	Renovations and alterations to Fort Beaufort museum	R11 517 095.85 (Incl of Vat)	93.17	Ulakhe Trading (Pty) Ltd	S. Magopeni - 040 602 4086		

NAME OF INSTITUTION: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE							
TENDER BULLETIN NO	BID NUMBER	PROJECT DESCRIPTION	BID AMOUNT	POINTS	NAME OF BIDDER	CONTACT PERSON	
TB 28 of 2020/2021 FY	SCMU5-20/21-0110	Appointment of service provider for plumbing and drainage for period of 24 months in OR Tambo to various departments	R7 855 592.50 (Incl of Vat)	100.00	Mgagao Business Enterprise	S. Magopeni - 040 602 4086	

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TENDER BULLETIN NO	BID NUMBER	PROJECT DESCRIPTION	BID AMOUNT	POINT S	NAME OF BIDDER	CONTACT PERSON
PTB 19 of 2020/2021 Financial Year	SCMU5-20/21-0080	Bid for the appointment of service of provider (s) to provide security services for OR Tambo cluster two for a period of 36 months.	R20 600 725.01 (Inc. Vat)	87.65	DIKHA SECURITY AND CLEANING SERVICES	S. Magopeni - 040 602 4086

CANCELLATIONS

NAME OF DEPARTMENT	PROJECT NUMBER	DESCRIPTION	CLUSTER	CONTACT PERSON
DUDAL DEVEL OBMENT AND	0004110 00/04 0407	Appointment of a Service Provider for	ALEDED NZO	Ms. A Mdutyulwa
RURAL DEVELOPMENT AND	SCMU8-20/21-0167	office accommodation for the period of		Tel: (083) 459 2079
AGRARIAN REFORM		Three (03) years in Mbizana LM:	DISTRICT	Fax: (086) 232 6032
		Alfred Nzo District		Email: Andiswa.Mdutyulwa@drdar.gov.za

Reason for cancellation: All bidders were non responsive

NAME OF DEPARTMENT	PROJECT NUMBER	DESCRIPTION	CLUSTER	CONTACT PERSON
RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-20/21-0010	Supply, Delivery and Construction of Multi Purpose Shed for Sonwabile in Matatiele	ALFRED NZO DISTRICT	Ms. A Mdutyulwa Tel: (083) 459 2079 Fax: (086) 232 6032 Email: Andiswa.Mdutyulwa@drdar.gov.za

Reason for cancellation: Non-performance

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NAME OF DEPARTMENT	PROJECT NUMBER	DESCRIPTION	CLUSTER	CONTACT PERSON
	SCMU8-20/21-0134	Rehabilitation/de-silting of earth dams at Matatiele Local Municipality; Alfred Nzo District	ALFRED NZO DISTRICT	Ms. A Mdutyulwa Tel: (083) 459 2079 Fax: (086) 232 6032 Email: Andiswa.Mdutyulwa@drdar.gov.za

Reason for cancellation: Insufficient Budget

PROVINCIAL TREASURY

The Eastern Cape Provincial Treasury urges all suppliers, who have not yet registered on the National Treasury Central Supplier Database (CSD) to do so as a matter of urgency. The CSD is a self-registration process, which can be completed online at www.csd.gov.za.

Contracted suppliers will not be able to receive orders or payments unless registered on the CSD.

Suppliers are encouraged to check their banking details verification after registering on the CSD and ensure that the banking details are appearing on the CSD report as validated.

Suppliers are similarly encouraged to register and/or update their information on CSD.

Suppliers are welcome to visit the Provincial Treasury Helpdesk for assistance with registration, especially those that do not have access to a computer and/or internet.

Enquiries must be directed to:

Oswald Free at 040 1010 635; oswald.free@ectreasury.gov.za

Xoliswa Mzimkulu at 040 1010 421; xoliswa.mzimkulu@ectreasury.gov.za; xoliswa.mzimkulu@ectreasury.gov.za; abongile.makala@ectreasury.gov.za Abongile Makala at 040 1010 571; abongile.makala@ectreasury.gov.za abongile.makala@ectreasury.gov.za abongile.makala@ectreasury.gov.za abongile.makala@ectreasury.gov.za

QUICK REFERENCE USER GUIDE CENTRALISED SUPPLIERS DATABASE (CSD)

INTRODUCTION

This guide serves to assist users of the new Centralized Suppliers Database (CSD). By following the steps in this quick reference guide access to the CSD and registration of suppliers will be possible.

STEP 1

- Prospective users will have register as users on the CSD website and follow the following actions;
- 1. Enter www.csd.gov.za in web browser
 - The user is navigated to the CSD Home Page
- 2. Click on **Register** on the menu bar on the CSD Home Page
- 3. Enter your:
 - E-mail address
 - Name
 - Surname
 - Cellphone number
- 4. Select an identification type in the identification type dropdown
- 5. Enter identification number

If a foreign passport number or foreign ID number is entered then a work permit number must also be entered

6. Enter a password

A password must contain a minimum of 8 characters and include a capital letter, a lower case letter, a number

and a special character

- 7. Confirm password
- 8. Select and complete 3 security questions
- 9. Check the I am not a robot Captcha
- 10. Check the I accept the terms and conditions
- 11. Click on the **Register** button
 - The following message will be displayed: 'Thank you for registering. An account activation e-mail has been
 - Sent to you'. In order for you to use your account, you will have to click the link in the

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e-mail to activate your account.

- The account then needs to be activated. Please follow the following steps;
- 1. Open the CSD activation e-mail and click on the Activate Account link

A One Time Pin (OTP) is sent as an SMS to the cellphone number provided on the registration screen

- 2. Enter the OTP in the Account Activation screen
- 3. Click on the **Submit** button
 - The following message will be displayed: Account activated.
 - The message will have a **Log In** link

STEP 2

- Once the account has been activated then suppliers can start to be captured onto the CSD
- By going to add supplier and clicking on each tab, supplier information is captured onto the CSD by category.
- Information entered is verified automatically through National Treasury, via the CSD linkages to various organizations.
- The last tab, Overview, gives detail on the progress of the application. Use it to reference if any information has been omitted.
- Once no outstanding tasks are flagged in the Overview, the application can be submitted by clicking SUBMIT.
- The supplier number and security code will then be generated for the supplier. Both are extremely important and need to be recorded for safekeeping.
- The supplier is now registered on the CSD.

STEP 3

CONTINUED USE OF THE CSD

Should you at any time require any assistance with the CSD, please contact (012) 406 9222 or csd@treasury.gov.za or abongile.makala@ectreasury.gov.za or by 040 1010 571.