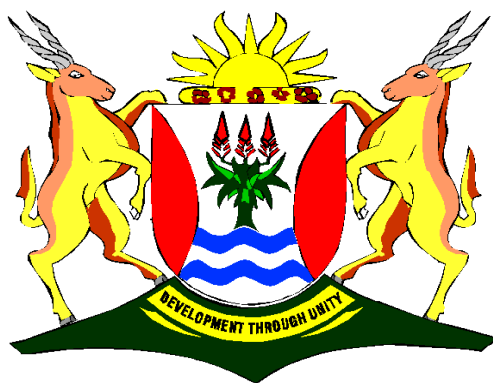


EASTERN CAPE PROVINCE

PROVINCIAL TREASURY



PROVINCIAL TENDER BULLETIN

PTB No.02

09 APRIL 2021

Eastern Cape Provincial Tender Bulletin No. 02

21/22 FY

09 April 2021

This publication is available on www.ectreasury.gov.za

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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

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.

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 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.

BID NOTICES

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0057	Supply, delivery and construction of stock water system at Wolwas in Emalahleni LM	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 SPECIFICATIONS Brendon Muir Telephone: 083 440 0613 Email: bmuir729@gmail.com	11H00 on the 10 May 2021 Bid Box, DRDAR Office, Block H , Komani Office Park , Queenstown, 5320
	P/BEE: 80/20	<u>COMPULSORY BRIEFING SESSION</u> N/A		
	2GB or higher	<u>AVAILABILITY OF DOCUMENT</u> DRDAR Office, Block H , Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from 08h00-16:00 on 06 April 2021 non-refundable deposit of R125.00 per document <i>N.B. Documents will be uploaded on e-tender and DRDAR website and can be emailed to the supplier on request.</i>		
	100% Local Content	<i>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.</i>		

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
LOVEDALE TVET COLLEGE	RFQ: LTVETC- 001/2021	<p>Appointment of a suitably qualified service provider to provide security services at Lovedale TVET college for a period of 36 months</p> <p>Due to Covid-19 restrictions, there will be no Pre-Tender Briefing held. Bidders can ask questions, make comments using the provided contact official's email addresses.</p> <p>Last day to ask questions via email will be 30 April 2021.</p> <p>Tender documents will be available as from 08h00 on 12 April 2021 from the offices of the Lovedale TVET College, 1 Amatola Row, Headquarters King Williams Town., upon a payment of non-refundable fee of R300.00 (Three Hundred rand) for each document (by means of a bank guaranteed cheque made directly to Lovedale TVET College or EFT using the following banking details:</p> <p><u>ABSA Bank</u> Account no: 40-5519-9123 Branch code: 632005</p> <p><u>BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:</u></p>	<p>SCM SPECIFIC ENQUIRIES: Enquires: Mr M. Gantsho Tel No: 087 238 2223 during office hours Email Address: mqokeleli.gantsho@lovedale.org.za</p> <p>TECHNICAL /PROJECT SPECIFIC ENQUIRIES Enquires: Mr. M. Sihlahla Tel No: 087 238 2223 during office hours Email Address: mongezi.sihlahla@lovedale.org.za</p>	<p>Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box not later than 11H00 on the 06 May 2021, when bids will be opened in public.</p>

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
	<p><u>This bid will be evaluated in three(3) phases as follows:</u></p> <p>First Phase : Administrative Compliance</p> <p>Second Phase : Functionality</p> <p>Third Phase : Bidders passing all above phases will thereafter be evaluated on PPPFA on the 80/20 principle</p>	<ol style="list-style-type: none"> 1. Bidders must have a minimum 24-hour response office in the Eastern Cape 2. Bidders must have a Firearm Licence for business purposes. 3. The total working experience of the company in the security industry must not be less than Eight years. 4. The bid will be valid for a period of 120 days after the closing date. <p>Other bid conditions and rules are detailed in the bid document.</p>		

DEPARTMENT/ INSITUION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
PROVINCIAL TREASURY	SCMU12-21/22-0001	<p>Appointment of a competent external service provider to assist with the 24 Hour employee wellness support programme for a period of thirty-six (36) months</p> <p><u>NO BRIEFING SESSION TO BE HELD</u></p> <p><u>AVAILABILITY OF DOCUMENTS</u></p> <p>Department of Provincial Treasury, SCM Unit Shop No.7 Corner Phalo & Independence Avenues, Tyamzashe Building, Bhisho.</p> <p>Document will be available on departmental website http://www.ectreasury.gov.za on Wednesday 14 April 2021</p> <p><u>VALIDITY PERIOD</u></p> <p>Bid document validity period is 120 days.</p>	<p>SCM SPECIFIC ENQUIRIES</p> <p>P. Ndaleni (040)1010122</p> <p>TECHNICAL/PROJECT SPECIFIC</p> <p>B. Cain –Noveve (040)1010 053</p>	<p>11H00 on the 3 May 2021</p> <p>Bid Box, Provincial Treasury Supply Chain Management Unit Shop, No.7 Corner Phalo & Independence Avenues Tyamzashe Building Bhisho 5605</p>
	P/BEE: 80/20			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
COEGA DEVELOPMENT CORPORATION (PTY) LTD	CDC/500/20	Request for proposals for the appointment of owners engineers for the development of a 15 ml/d seawater desalination plant <u>NON-COMPULSORY BRIEFING SESSION</u> There will be a Non-compulsory Virtual Briefing Meeting to be held on Friday, 13 November 2020 at 10h00. A link on how to attend the Virtual Briefing Meeting will be provided on the CDC's website. Briefing Notes will be packaged and placed on the CDC's website. <u>AVAILABILITY OF DOCUMENT</u>	SCM / TECHNICAL / PROJECT SPECIFIC ENQUIRIES: Ms Zine Mtanda Supply Chain Unit Head tenders@coega.co.za	18 January 2021 at 12:00pm Coega Development Corporation's Port Elizabeth's Offices at corner of Alcyon & Zibuko Streets, Coega SEZ, Port Elizabeth 6100.
	P/BEE: 80/20			
	CIDB GRADE: N/A	The CDC is inviting capable and competent Service Providers with proven experience to submit their Proposals for the Appointment of Owners Engineers for the Development of a 15 ML/D Seawater Desalination Plant that will be located in the Coega Special Economic Zone (SEZ) in Nelson Mandela Bay.		
	LOCAL CONTENT N/A	Request for Proposal (RFP) documents can be downloaded from the CDC's website: www.coega.com from 12h00 on 06 November 2020 at no cost. No hard copies of the RFP Document will be made available by the CDC to the Prospective Bidders.		

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
		One original of the completed bid document: "CDC/500/20 - REQUEST FOR PROPOSALS FOR APPOINTMENT OF OWNERS ENGINEERS FOR THE DEVELOPMENT OF A 15 ML/D SEAWATER DESALINATION PLANT " to be placed in the tender box at the CDC main office Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth. Bids will not be opened in public and no late submissions will be considered. For more details on the advert, please visit the Coega website (www.coega.com) under current tenders.		
COEGA DEVELOPMENT CORPORATION (PTY) LTD	CDC/44/21	Groundwater development and water augmentation for Butterworth swimming pool, Mnquma municipality <u>COMPULSORY BRIEFING SESSION</u> A non-mandatory briefing meeting will be conducted at 10H00 on Monday, 19th April 2021, at Butterworth Swimming Pool Complex, Robinson Street, Butterworth where representatives from the Coega Development Corporation and the Consultants will meet prospective bidders. <u>AVAILABILITY OF DOCUMENT</u>	SCM / TECHNICAL / PROJECT SPECIFIC ENQUIRIES: Ms Zine Mtanda tenders@coega.co.za	10 May 2021 at 12:00pm CDC East London Office, Harraway House 12 Pearce Street, Berea, East London
	P/BEE: 80/20	Bid documents can be collected from the CDC East London Office, Harraway House 12 Pearce Street, Berea, East London, on Friday the 09th April 2021 from 10H00. No documents will be available at the briefing meeting.		

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
	CIDB GRADE: 2 CE or higher	<p>A non-refundable fee of R 200.00 per document must be deposited and made out in favour of the CDC, or by means of electronic transfers are to be made to CDC DoE FLOAT SCHOOL ACCOUNT, Account Name: Standard Bank, Account No: 080 396 038, Branch Name: Pickering Street, and proof of deposit is required upon collection of the tender documents. NO CASH WILL</p> <p>For more details on the advert, please visit the Coega website (www.coega.com) under current tenders.</p>		
	LOCAL CONTENT Yes Steel Value added products - 100% Stipulated minimum threshold Electrical and telecom cables - 90% Stipulated minimum threshold Plastic Pipes - 100% Stipulated minimum threshold			

DEPARTMENT/ INSITUATION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
COEGA DEVELOPMENT CORPORATION (PTY) LTD	CDC/56/21	<p>KSD TVET COLLEGE: MAINTENANCE PROJECTS: MNGAZI CAMPUS</p> <p><u>COMPULSORY BRIEFING SESSION</u></p> <p>A non-mandatory site briefing meeting will be conducted at 10H00 on Wednesday, 14 April 2021, at Mngazi Campus (co-ordinates -31.553763; 29.232862), where representatives from the Coega Development Corporation and the Consultants will meet prospective bidders.</p> <p><u>AVAILABILITY OF DOCUMENT</u></p> <p>Bid documents can be collected from the CDC Mthatha Office, 24 Park Road, Mthatha 5099, on Friday the 09 April 2021 from 10H00. No documents will be available at the briefing meeting.</p> <p>A non-refundable fee of R 200.00 per document must be deposited or payable by means of electronic transfers are to be made to Account Name: CDC – DPW; Standard Bank, Account No: 080039901, Branch: Pickering Street. Proof of deposit is required upon collection of the bid documents. No tender document will be available at the Briefing Meeting. NO CASH WILL BE ACCEPTED.</p> <p>For more details on the advert, please visit the Coega website (www.coega.com) under current tenders.</p>	<p>SCM / TECHNICAL / PROJECT SPECIFIC ENQUIRIES:</p> <p>Ms Zine Mtanda tenders@coega.co.za</p>	<p>04 May 2021 at 12:00pm</p> <p>CDC Mthatha Office, 24 Park Road, Mthatha 5099</p>
	P/BEE: 80/20			
	CIDB GRADE: 3 GB or higher			
	<p>LOCAL CONTENT</p> <p>Yes</p> <p>Steel Products and components 100%</p>			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
	Clothing and Textile 100% Electrical and Telecom cables 90%			
ECSECC	ECS01/21/22	Leasing of Print Solution and Provide Maintenance Support for 36 Months <u>AVAILABILITY OF DOCUMENT</u> ECSECC Website www.ecsecc.org/tenders	SCM BIDDING ENQUIRIES: Sibongile Ndubaza Tel: 043 701 3416 e-mail: tenders@ecsecc.org TECHNICAL ENQUIRIES: Lithemba Ntlokonkulu Tel: 043 701 3418 e-mail: lithemba@ecsecc.org	15H00 on 30 April 2021 by e-mail to: tenders@ecsecc.org
	P/BEE: 80/20			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ECSECC	ECS02/21/22	<p>Provide Comprehensive Short – Term Insurance and Cyber Risk Cover</p> <p><u>AVAILABILITY OF DOCUMENT</u></p> <p>ECSECC Website www.ecsecc.org/tenders</p>	<p>SCM BIDDING ENQUIRIES: Sibongile Ndubaza Tel: 043 701 3416 e-mail: tenders@ecsecc.org</p> <p>TECHNICAL ENQUIRIES: Sibongile Ndubaza Tel: 043 701 3416 e-mail: tenders@ecsecc.org</p>	<p>15H00 on 30 April 2021 by e-mail to: tenders@ecsecc.org</p>
	P/BEE: 80/20			

DEPARTMENT/ INSITUION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
KING HINTSA TVET COLLEGE	KHC BID 02/2001	<p>Turnkey solution to appoint a Consortium for drilling of boreholes, testing and equipping for Central Office, Dutywa, Willowvalle, Centane and Msobomvu sites at King Hintsa TVET College</p> <p><u>COMPULSORY BRIEFING SESSION</u></p> <p>28 April 2021 at 11H00, King Hintsa Tvet College, Administration centre 218 Mthatha Road Butterworth –</p> <p><u>AVAILABILITY OF DOCUMENT</u></p> <p>22 April 2021 up to 04 May 2021 from 08:00 to 16:30 (Monday to Thursdays) and 08.00-14.00 on Fridays. A non-refundable bid fee of R250.00 for each set is payable by means of electronic transfers to Account Name: King Hintsa TVET College, Account No: 62387644125, Branch Code: 250655 Ref: 00022021BIDKHC, Bank Name: First National Bank), Administration Centre, 218 Mthatha Road, Ibika Butterworth</p>	<p>SCM SPECIFIC ENQUIRIES B Cwayi 047 401 6400</p> <p>TECHNICAL/PROJECT SPECIFIC N Mngqibisa 047 401 6400 079 907 4963</p>	<p>11H00 on the 14 May 2021</p> <p>Bid Box, King Hintsa Tvet College, Administration Centre, 218 Mthatha Road, Ibika Butterwoth</p>
	P/BEE: 80/20			

AWARDS

NAME OF INSTITUTION: EASTERN CAPE PARKS & TOURISM AGENCY						
TENDER BULLETIN NO	BID NUMBER /	PROJECT DESCRIPTION	BID AMOUNT	POINTS	NAME OF BIDDER	CONTACT PERSON
06 November of 20/21 FY	07/FY/21	Refurbishment of Krantz recreational area facilities at Port Alfred	R 4, 479,984 .85	99.65	BONTINITE (PTY) LTD	Mr. Mcebisi Sandi Tel: 043 492 0685 E-mail: Mcebisi.sandi@ecpta.co.za
	10/FY/21	Repairs and restoration of the Kowie river retaining wall – Port Alfred	R 2,241,695.00	100	VUKASIZWE JV	

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 30 of 2020/2021 Financial Year	SCMU5-20/21-0131	Appointment of service provider for fire protection contract for a period of 2 years in O.R Tambo to various Departments.	R2 574 559.05 (Incl of Vat)	93.04	Air Fire Solutions	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 30 of 2020/2021 Financial Year	SCMU5-20/21-0132	Appointment of service provider for air-conditioning contract for a period of 2 years in O.R Tambo to various departments.	R4 373 659.30 (Incl of Vat)	98.00	Air Fire Solutions	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 30 of 2020/2021 Financial Year	SCMU5-20/21-0133	Appointment of service provider for electrical contract for a period of 24 months in O.R Tambo to various department.	R4 571 445.50 (Incl of Vat)	100.00	Mtawelanga Trading	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 30 of 2020/2021 Financial Year	SCMU5-20/21-0132	Appointment of service provider for air-conditioning contract for a period of 2 years in O.R Tambo to various departments.	R4 373 659.30 (Incl of Vat)	98.00	Air Fire Solutions	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 19 of 2020/2021 Financial Year	SCMU5-20/21-0078	Appointment of service providers to provide security services for health and safety cluster for a period of 36 months.	R31 788 508.51 (Incl of Vat)	87.35	PHIKO SECURITY SERVICES	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 19 of 2020/2021 Financial Year	SCMU5-20/21-0085	Appointment of service providers to provide security services for Alfred Nzo cluster for a period of 36 months.	R25 915 404.97 (Incl of Vat)	85.28	PRAXOS 408 CC t/a ITHUBA SECURITY	S. Magopeni - 040 602 4086

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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 19 of 2020/2021 Financial Year	SCMU5-20/21-0079	Appointment of service providers to provide security services for OR Tambo cluster for a period of 36 months.	R34 523 835.50 (Incl of Vat)	100.00	MEYIWA PROTECTION & CONSTRUCTION	S. Magopeni - 040 602 4086

CANCELLATIONS

DEPARTMENT/ INSTITUTE	PTB NO	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	23	<p>SCMU7-20/21-0001: Supply, installation and maintenance of a CCTV camera system for monitoring in control room at Tyamzashe building for a period of three (3) years.</p> <p>REASONS FOR CANCELLATION Terms of reference not properly crafted.</p>	<p><u>ENQUIRIES:</u></p> <p>MR T.C. NCONTSO 040 940 7022</p> <p>MR A. MLATA 040 940 7034.</p>

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	24	<p>SCMU7: 20/21: 0002- Appointment of a service provider to provide 24 hour counselling services for employees of the department of cooperative governance and traditional affairs and immediate for a period three (3) years</p> <p>REASONS FOR CANCELLATION Terms of reference not properly crafted</p>	<p><u>ENQUIRIES:</u></p> <p>MR T.C. NCONTSO 040 940 7022</p> <p>MR A. MLATA 040 940 7034.</p>
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	30	<p>SCMU7: 20/21: 0007 Appointment of a service provider to render and manage call centre and dispatching services on behalf of the provincial of the EC provincial disaster management centre</p> <p>REASONS FOR CANCELLATION Non- responsive</p>	<p><u>ENQUIRIES:</u></p> <p>MR T.C. NCONTSO 040 940 7022</p> <p>MR A. MLATA 040 940 7034.</p>
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	30	<p>SCMU7: 20/21: 0008 Appointment of a service provider for supply, deliver, training and licensing commercial drones for the department of cooperative governance and traditional affairs</p> <p>REASONS FOR CANCELLATION Recommended bidder's price exceeds the available budget.</p>	<p><u>ENQUIRIES:</u></p> <p>MR T.C. NCONTSO 040 940 7022</p> <p>MR A. MLATA 040 940 7034.</p>
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS	30	<p>SCMU7: 20/21: 0009 Appointment of a service provider for the development/ upgrading of the audio visual and video conferencing system EC provincial disaster management centre.</p> <p>REASONS FOR CANCELLATION Recommended bidder's price exceeds the available budget.</p>	<p><u>ENQUIRIES:</u></p> <p>MR T.C. NCONTSO 040 940 7022</p> <p>MR A. MLATA 040 940 7034.</p>

DEPARTMENT/ INSITUTION	PTB NO	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	No.41 of 19 February 2021	SCMU8-20/21-0179 (A) Acquisition of Organic Vegetable Production Inputs, Supporting Tools and Equipment: OR Tambo District. <u>REASONS FOR CANCELLATION</u> Technical error in the bid document	SCM ADMINISTRATIVE ENQUIRIES Ms Mkohlwa P.N @ 066 483 5690 TECHNICAL/PROJECT SPECIFIC Mr. Z Mbombo @ 081 0350255

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 ;
Khanyiso Nqinileyo at	040 1010 407; khanyiso.nqinileyo@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 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 oswald.free@ectreasury.gov.za or by 040 1010 365.