## **EASTERN CAPE PROVINCE**

### **PROVINCIAL TREASURY**



### PROVINCIAL TENDER BULLETIN

**PTB No.05** 

30 APRIL 2021

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		CANCELLATIO	ÖN
	NONE	NONE	NONE

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This publication is available on  $\underline{www.ectreasury.gov.za}$ 

# **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.

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.

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## **ERRATUM & EXTENSION OF CLOSING DATE**

DEPARTMENT/ INSITUTION	PTB NO	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
DEPT OF PUBLIC WORKS & INFRASTRUCTURE DEPT OF PUBLIC WORKS & INFRASTRUCTURE	PTB NO. 20/21-44 PTB NO. 21/22-03	SCMU5-20/21-0211 Leasing and development of 11 properties for revenue generation  POSTPONEMENT OF CLOSING DATE  The closing date of this bid is hereby postponed from 06 May 2021 to: Thursday, 27 May 2021 at 11H00	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 ENQUIRES Enquires: Mr X Menzi Email Address: xola.menzi@ecdpw.gov.za Afezekile.moko@ecdpw.gov.za Tel No: 040 602 4687

DEPARTMENT/ INSITUTION	PTB NO	BID NUMBER & PROJECT DESCRIPTION		CONTACT PERSON
DEPT OF RURAL DEVELOPMEN T AND AGRARIAN REFORM	04	SCMU8-21/22-0075 Supply, delivery and erection of a 4.3km fence at Waterfall Famunicipality, Amathole District  REASONS FOR ERRATUM  The closing date is 24 May 2021 NOT 17 May 2021.  The stipulated minimum threshold(s) for local production and contis/are was not included in the advert. It should read:  The stipulated minimum threshold(s) for local production and contis/are as follows:  Stipulated minimum threshold  All Steel Products & Components for construction Valves Pumps Electrical cabling Electric motor Plastic pipes	tent for this tender	SCM SPECIFIC ENQUIRIES:  D McGregor Tel: 043 7068771 Email: debra.mcgregor@drdar.gov .za  TECHNICAL/PROJECT SPECIFIC: Mr Masara Tel: 043 7068777

DEPARTMENT/ INSITUTION	Advertised on Notice Boards	BID NUMBER & PROJECT DESCRIPTION	CONTACT PERSON
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SSCMU8-21/22- 0003 P/BEE: 80/20	Supply, delivery and construction of five stock water systems in Elundini LM, Joe Gqabi District  AVAILABILITY OF DOCUMENT	SCM SPECIFIC ENQUIRIES Mr S Kortje @ (051) 633 1731
REFORM	On Procurement Plan Line Number: 91	Documents can be downloaded on the Department web side @ drdar.gov.za	TECHNICAL/PROJECT SPECIFIC
	CIDB Grading: 3GB	Compulsory Clarification Meeting 05 May 2021 at 10H00 at DRDAR: District Office in Aliwal North	Mr Sityebi @ (051) 633 1774
	Local Content:	REASONS FOR ERRATUM:	
	All Steel Products and Components for Construction 100%	The above BID was advertised on the 23 <sup>rd</sup> of April 2021 closing date is 17 May 2021 and must be changed to 24 May 2021.	

DEPARTMENT/	Advertised on		CONTACT PERSON
INSITUTION	Notice Boards	BID NUMBER & PROJECT DESCRIPTION	
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN	SCMU8-21/22- 0002 P/BEE: 80/20	Supply, delivery and construction of three stock water systems in Senqu LM, Joe Gqabi District  AVAILABILITY OF DOCUMENT	SCM SPECIFIC ENQUIRIES Mr S Kortje @ (051) 633 1731
REFORM	On Procurement		
	Plan Line Number: 92	Documents can be downloaded on the Department web side @ drdar.gov.za	TECHNICAL/PROJECT
		Compulsory Clarification Meeting	SPECIFIC
	CIDB Grading: 3GB	05 May 2021 at 10H00 at DRDAR: District Office in Aliwal North	Mr Sityebi @ (051) 633 1774
		REASONS FOR ERRATUM:	
	Local Content:		
		The above BID was advertised on the 23 <sup>rd</sup> of April 2021 closing date is 17 May 2021	
	All Steel	and must be changed to 24 May 2021.	
	Products and		
	Components for		
	Construction		
	100%		

DEPARTMENT/	Advertised on		CONTACT PERSON
INSITUTION	<b>Notice Boards</b>	BID NUMBER & PROJECT DESCRIPTION	
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN	SCMU8-21/22- 0001 P/BEE: 80/20	Supply, delivery and construction of two stock water systems in Walter Sisulu LM, Joe Gqabi District  AVAILABILITY OF DOCUMENT	SCM SPECIFIC ENQUIRIES Mr S Kortje @ (051) 633 1731
REFORM	On Procurement		
	Plan Line Number: 93	Documents can be downloaded on the Department web side @ drdar.gov.za	TECHNICAL/PROJECT
		Compulsory Clarification Meeting	SPECIFIC
	CIDB Grading: 3GB	05 May 2021 at 10H00 at DRDAR: District Office in Aliwal North	Mr Sityebi @ (051) 633 1774
		REASONS FOR ERRATUM:	
	<b>Local Content:</b>		
		The above BID was advertised on the 23 <sup>rd</sup> of April 2021 closing date is 17 May 2021	
	All Steel	and must be changed to 24 May 2021.	
	Products and		
	Components for		
	Construction		
	100%		

### **BID NOTICES**

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0085 P/BEE: 80/20 CIDB 3CE	Land preparation for the establishment of a citrus orchard at Waterfall Farm in the Ngqushwa Municipality  COMPULSORY BRIEFING SESSION  12 May 2021  11:00  At the project site - S 33° 2' 12.005" E 27° 0' 906". Strict Covid-19 protocols to be followed. If numbers exceed that of lawful gatherings, the meeting will be split into groups.	SCM SPECIFIC ENQUIRIES  Debra McGregor Tel: 043 7068771 debra.mcgregor@drdar.gov.za  TECHNICAL/PROJECT SPECIFIC Tapiwanashe Musara Tapiwanashe.Musara@drdar.gov.za Tel: 073 596 4850	11H00 on the 24 May 2021  Phillip Frame Road, Waverly Park Complex, SARS Building – 2 <sup>nd</sup> Floor, East London
		AVAILABILITY OF DOCUMENT  Documents are available electronically from debra.mcgregor@drdar.gov.za, olwethu.teti@drdar.gov.za and ndileka.ngutyana@drdar.gov.za from 30 April 2021		

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DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN	SCMU8-21/22-0048	Bid for Gubenxa Soils: Detailed soil survey at Chris Hani District	SCM SPECIFIC ENQUIRIES  Ms N Mquqwana	11H00 on the 24 May 2021
REFORM		COMPULSORY BRIEFING SESSION	Tel: 045 807 7007/073 434 6177 Fax: 045 807 7096	Bid Box, DRDAR Office, <b>Block H,</b>
		N/A	nokude.mquqwana@drdar.gov.za	Komani Office Park, Queenstown,
		AVAILABILITY OF DOCUMENT		5320
		DRDAR Office, Block H, Komani Office Park, Supply Chain Management Office, Queenstown, 5320, from	TECHNICAL/PROJECT SPECIFIC	
		08h00-16:00, on <b>03 May 2021</b> @ non-refundable deposit	Mr P.O. Nwenya	
		of R100 per document  N.B. Documents will be uploaded on e-tender and	<u>Tel:</u> 045 807 7000/ 082 868 2875	
		DRDAR website	phumlaningwenya77@gmail.com	
	P/BEE: 80/20			
	SACNSP	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 emailed to bidder on written request.		
		Stador on militari roquodi.		

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 cover 19km of boundary and 3km of internal for Dr Beyers Naude Mohair Development Community Fencing Projects – Sarah Baartman  AVAILABILITY OF DOCUMENT  Department of Rural Development and Agrarian Reform, from Office 946 from 08h00 on 30 April 2021 at a non-refundable deposit of R100.00 per document.	SCM SPECIFIC ENQUIRIES  Mr Z Mooi Tel: 066 476 4195 Email: Zongezile.Mooi@drdar.gov.za	31 May 2021 at 11H00 Bid Box, Ground Floor Mutual Building 64 Govan Mbeki Avenue Port Elizabeth
	LOCAL CONTENT  100% All Steel Products and Components	Or for free via email, Or Downloadable for free at <a href="https://www.etenders.gov.za">www.etenders.gov.za</a> or <a href="https://www.drdar.gov.za/opentenders">www.drdar.gov.za/opentenders</a>	TECHNICAL/ PROJECT SPECIFIC  Mr G Rautenbach Tel: 083 447 1513 Email: Skillie.Rautenbach@drdar.gov.z a	

INSITUTION CRITI	IUMBER / P ERIA & REDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	M M C N A	Supply and delivery of fencing material (12km) for the Mnqonci Cropping Project in the Mbashe Local Municipality, Amathole District  COMPULSORY BRIEFING SESSION  None  AVAILABILITY OF DOCUMENT  Documents are available electronically from elebra.mcgregor@drdar.gov.za, olwethu.teti@drdar.gov.za and ndileka.ngutyana@drdar.gov.za from 16 April 2021	SCM SPECIFIC ENQUIRIES  Debra McGregor Tel: 043 7068771 debra.mcgregor@drdar.gov.za  TECHNICAL/PROJECT SPECIFIC Tapiwanashe Musara Tapiwanashe.Musara@drdar.gov.za Tel: 073 596 4850	11H00 on the 31 May 2021  Phillip Frame Road, Waverly Park Complex, SARS Building – 2 <sup>nd</sup> Floor, East London

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DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0045  P/BEE: 80/20	Supply and delivery of fencing material (15km) for the Seven Fountains Farm (Sixhenxe Farming Co-op), Great Kei Local Municipality, Amathole District  COMPULSORY BRIEFING SESSION  None  AVAILABILITY OF DOCUMENT  Documents are available electronically from debra.mcgregor@drdar.gov.za, olwethu.teti@drdar.gov.za and ndileka.ngutyana@drdar.gov.za from 16 April 2021	SCM SPECIFIC ENQUIRIES  Debra McGregor Tel: 043 7068771 debra.mcgregor@drdar.gov.za  TECHNICAL/PROJECT SPECIFIC Tapiwanashe Musara Tapiwanashe.Musara@drdar.gov.za Tel: 073 596 4850	11H00 on the 31 May 2021  Phillip Frame Road, Waverly Park Complex, SARS Building – 2 <sup>nd</sup> Floor, East London

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF RURAL DEVELOPMENT AND AGRARIAN REFORM	SCMU8-21/22-0046	Supply and delivery of fencing material (15km) for the Summerfield Farm (Laphumikwezi Co-op), Raymond Mhlaba Municipality, Amathole District  COMPULSORY BRIEFING SESSION  None  AVAILABILITY OF DOCUMENT  Documents are available electronically from debra.mcgregor@drdar.gov.za, olwethu.teti@drdar.gov.za and ndileka.ngutyana@drdar.gov.za from 16 April 2021	SCM SPECIFIC ENQUIRIES  Debra McGregor Tel: 043 7068771 debra.mcgregor@drdar.gov.za  TECHNICAL/PROJECT SPECIFIC Tapiwanashe Musara Tapiwanashe.Musara@drdar.gov.za Tel: 073 596 4850	11H00 on the 31 May 2021  Phillip Frame Road, Waverly Park Complex, SARS Building – 2 <sup>nd</sup> Floor, East London
	P/BEE: 80/20			

			T	
DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA &	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
	ACCREDITATION			72
	SCMU- PP09-21/22-10	Appointment of a Pool of service providers to		
DEPT OF		conduct due diligence for LRED projects for	SCM SPECIFIC ENQUIRIES	11H00 on the 28
ECONOMIC		2021/22-2022/23-2023/24 financial years	Ms Hlokoma Mtshotshisa	May 2021
DEVELOPMENT, ENVIRONMENTAL		COMPULSORY BRIEFING SESSION	Cell no: 072 045 8528	Private Bag X0054,
AFFAIRS AND		COMPULSORY BRIEFING SESSION	Email:	Bisho, 5605
TOURISM		There will be no compulsory briefing session	Hlokoma.mtshotshisa@dedea.g	Biolio, coo
			<u>ov.za</u>	Bid Box located at
		AVAILABILITY OF DOCUMENT	Ms Nosidima Tito	Dept of <b>Economic</b>
		Decree and will be a see light and the demonstration of the site.	Cell no: 082 959 3893	Development,
		Documents will be available on the departmental website www.dedea.gov.za from the 03 May 2021	Email:	Environmental Affairs and
		www.uedea.gov.za iroin the 03 may 2021	Nosidima.Tito@dedea.gov.za	Tourism, corner of
			TECHNICAL/PROJECT	Mc Lean and
	P/BEE: 80/20		SPECIFIC	Downing Street, <b>Old</b>
			Ms. Boniswa Koneti/ Mr	Standard Bank
			Jongikhaya Rali	Building, King William's Town,
				5600
			Email:	
			Boniswa.Koneti@dedea.gov.za/	
			Jongikhaya.Rali@dedea.gov.za	
			All technical enquiries must be	
			forwarded to the above e-mail.	
1				1

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
DEPT OF TRANSPORT	P/BBBEE: 80/20 or 90\10 CIDB GRADE 8 CE OR HIGHER	Framework agreement for road reseal and/or rehabilitation works within the Eastern Cape Province over a period of 3 years  BRIEFING SESSION  Tenderers may seek clarification from the Employer in terms of this tender from the date of the advert until 26 May 2021 (seven days before closing)  AVAILABILITY OF DOCUMENT  Bid documents will be available as from 12h00 on Friday 30 April 2021. Documents must be downloaded on www.ectransport.gov.za and/or www.etender portal.gov.za	SCM SPECIFIC ENQUIRIES  Mr. M Cwili  Cell No: 067 414 2504  Email Address: mandiphiwe.cwili@ectransport .gov.za  Or  Mr. P.Nqikashe  Cell No: 067 419 8001  Email Address: philasande.nqikashe@ectrans port.gov.za	11 H00 on Friday 02 June 2021 Tender Box at the offices of the Department of Transport, C Block Foyer, old building, 32 Cowan Close, Stellenbosch Park Building, King William's Town, 5601
			TECHNICAL/PROJECT SPECIFIC Mr N Chingura (076) 094-3702 naun.chingura@ectransport.g ov.za	

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ELIDZ	ES/21/FIRE/PREV/01	Provision of maintenance services for ELIDZ Fire Extinguishers, Hose Reels and Hydrants	SCM SPECIFIC ENQUIRIES	12H00 on 27 May 2021
		COMPULSORY BRIEFING SESSION N/A	TECHNICAL/PROJECT SPECIFIC	Bid Box, ELIDZ Administration 1
		AVAILABILITY OF DOCUMENT  Documents will be available for download on 30 April 2021 at <a href="https://www.elidz.co.za">www.elidz.co.za</a> under opportunities.	Anathi Mzantsi	Building situated at Lower Chester Road, Sunnyridge, East London, 5214.
	P/BEE: 80/20	2021 at www.cnaz.co.za under opportunities.		
	CIDB: 3 SF			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ELIDZ	ADMIN/21/TOWERS/0	Repairs to ELIDZ admin 1 & 2 towers  COMPULSORY BRIEFING SESSION  N/A  AVAILABILITY OF DOCUMENT  Documents will be available for download on 30 April 2021 at <a href="https://www.elidz.co.za">www.elidz.co.za</a> under opportunities.	SCM SPECIFIC ENQUIRIES  TECHNICAL/PROJECT SPECIFIC  Anathi Mzantsi	12H00 on 28 May 2021  Bid Box, ELIDZ Administration 1 Building situated at Lower Chester Road, Sunnyridge, East London, 5214.
	3GB			

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ELIDZ	ES/21/REFURBISHME NTS/01	Provision of Structural Defect repairs and General Refurbishment to ELIDZ buildings	SCM SPECIFIC ENQUIRIES	12H00 on 28 May 2021
		COMPULSORY BRIEFING SESSION N/A	TECHNICAL/PROJECT SPECIFIC	Bid Box, ELIDZ Administration 1
			Anathi Mzantsi	Building situated at Lower Chester Road, Sunnyridge,
		AVAILABILITY OF DOCUMENT  Documents will be available for download on 30 April		East London, 5214.
	3GB	2021 at <u>www.elidz.co.za</u> under opportunities.		

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ELIDZ	90:10	HPE DATA STORAGE & INFRASTRUCTURE MAINTENANCE 2021  COMPULSORY BRIEFING SESSION  Note: No compulsory Briefing or Site Clarification Meeting. Questions relating to the RFP will be accepted until 12h00 on the 14 May 2021. All questions must be submitted to Zandile Mtebele via e-mail to zandile@elidz.co.za  AVAILABILITY OF DOCUMENT  http://www.elidz.co.za/ on the at 12:00 on the 30 April 2021.	Zandile Mtebele 082 579 2956 zandile@elidz.co.za  PROJECT SPECIFIC Wesley Appel 072 373 2631 wesley@eildz.co.za	24 May 2021 at 12:00, Bid Box is located at ELIDZ Head Office, Lower Chester Road, Sunnyridge, East London, 5208 at the Reception Area.

DEPARTMENT/ INSITUTION	BID NUMBER / CRITERIA & ACCREDITATION	PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE, TIME AND VENUE
ELIDZ	PROJ-ICT-095	ICT INFRASTRUCTURE MAINYRNSNVR 2021  COMPULSORY BRIEFING SESSION  Note: No compulsory Briefing or Site Clarification Meeting. Questions relating to the RFP will be accepted until 12h00 on the 14 May 2021. All questions must be submitted to Zandile Mtebele via e-mail to zandile@elidz.co.za  AVAILABILITY OF DOCUMENT  http://www.elidz.co.za/ on the at 12:00 on the 30 April 2021.	Zandile Mtebele 082 579 2956 zandile@elidz.co.za  PROJECT SPECIFIC Wesley Appel 072 373 2631 wesley@eildz.co.za	24 May 2021 at 12:00, Bid Box is located at ELIDZ Head Office, Lower Chester Road, Sunnyridge, East London, 5208 at the Reception Area.

### **AWARDS**

#### NAME OF INSTITUTION: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

TENDER BULLETIN NO	BID NUMBER /	PROJECT DESCRIPTION	BID AMOUNT	POINTS	NAME OF BIDDER	CONTACT PERSON
19	PP09-20/21-01	Appointment of a service provider to render travel management services in respect of air travel, car hire, accommodation, venues and facilities for a period of three years	R425 800.00	100	SIYAWELLA TRAVELLING	AKHONA MKHETHO

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#### **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 <a href="https://www.csd.gov.za">www.csd.gov.za</a>.

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; <a href="mailto:oswald.free@ectreasury.gov.za">oswald.free@ectreasury.gov.za</a>

Xoliswa Mzimkulu at 040 1010 421; <a href="mailto:xoliswa.mzimkulu@ectreasury.gov.za">xoliswa.mzimkulu@ectreasury.gov.za</a>; <a href="mailto:xoliswa.mzimkulu@ectreasury.gov.za">xoliswa.mzimkulu@ectreasury.gov.za</a>; <a href="mailto:Khanyiso.nginileyo@ectreasury.gov.za">Khanyiso.nginileyo@ectreasury.gov.za</a>;

## 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
- 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.