**NEWCASTLE MUNICIPALITY**

**INVITATION TO PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE NEWCASTLE MUNICIPALITY DATABASE**

Newcastle Municipality is currently updating its supplier database for 2014/15 financial year in order to give all potential suppliers an equal opportunity to quote and pursuant to the provisions of the Municipal Finance Management Act no.: 56 of 2003 read together with the Supply Chain Management Regulations (2005) as well as Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act no.: 05 of 2000.

The compulsory pre-qualification / mandatory documents for assessment of service providers to be registered on the Suppliers Database will be as follows:

* Corporate Brochure (if any)
* Company / CC Registration Certificate(s)
* Certified ID Copies of Directors/Owners/Members/Shareholders
* Original Valid Tax Clearance Certificate. In case of exempted enterprises a Valid Exemption Letter or Certificate from SARS
* Certified / Original BBBEE Status Level Verification Certificate
* Bank Verification not older than six (6) months
* Company proof of address (e.g. Municipal Bill, note older than 3 months)
* Valid Company Professional Registration Certificate

Service providers currently registered on Council`s Database must re – register or submit updated valid documents for re – registration should their documents be expired.

Companies must ensure that all the mandatory documents are attached to their registration documents. Failure to adhere to the above requirements and incomplete application forms will lead to your application being rejected.

Registration forms in hard copy (available in English) are obtainable at the Cashiers (Rates Hall, Municipal Civic Centre, Murchison Street, Newcastle) at a non-refundable document fee of **R15.00** during office hours between 8h00 to 15h00 or can be downloaded from Newcastle Municipality website: [www.newcastle.gov.za](http://www.newcastle.gov.za), with effect from **10 February 2015**.

Closing date for submission of forms is the **27th of March 2015**; ONLY REGISTERED / ACCREDITED SUPPLIERS WILL BE USED AFTER CLOSING DATE. THE REGISTRATION OF SERVICE PROVIDERS WILL BE RE-OPENED ON **01ST OF JULY 2015** FOR **2015/16** **FINANCIAL YEAR**.

Only ORIGINAL registration forms will be accepted. Completed Supplier Registration documents, endorsed on the envelope: “Vendor Registration Forms” for attention of Ms S. Mbatha – 034 328 7819 / Ms Z. Jele – 034 328 7788 must be submitted as below indicated:

**Physical Address: Postal Address:**

Newcastle Municipality Newcastle Municipality

Municipal Civic Centre Private Bag X6621

Supply Chain Management Unit – Room G31 Newcastle

37 Murchison Street 2940

Newcastle

2940

**NOTE**

1. The Database forms must be completed in full and signed by the owner(s) or manager or administration or administration head.
2. Please note that no unsigned, faxed or emailed forms will be accepted. Certified copies of the tax clearance certificate are NOT ACCEPTABLE and invoices will not be processed until the original the original valid tax clearance certificate is submitted.
3. Businesses intentionally providing incorrect or fraudulent information will be disqualified.
4. Applicants who have been declared insolvent and wish to do business with the Council must have been rehabilitated and provide necessary proof thereof.
5. Blacklisted enterprises appearing on the National Treasury database and that are prohibited from conducting business with the state, shall not be considered.
6. Members / Directors / Partners / Owners / in service of the state, must declare any conflict of interest. Failure to do so may lead to disqualification or de-registration.
7. Responding to this invitation does not mean an automatic registration with Newcastle Municipality
8. The Council reserve the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.

**Mr. K. Masange**

**Municipal Manager**

**Newcastle Municipality**

**Municipal Civic Centre**

**37 Murchison Street**

**Private Bag X6621**

**Newcastle**

**2940**