



**DRAKENSTEIN**

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

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# **ECONOMIC GROWTH AND TOURISM: SUPPLIER DATABASE REGISTRATION GUIDE**

**29 May 2020**

A city of excellence

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## 1. CENTRAL SUPPLIER DATABASE (CSD)

The Central Supplier Database (CSD) is a single database that will serve as the source of all supplier information for organs of state. The supplier information will be verified with institutions such as the South African Revenue Service, Companies and Intellectual Property Commission and the Department of Home Affairs etc. All suppliers will be required to complete required information on the CSD website and must ensure it is complete, accurate and comprehensive.

### 1.1 What do I need to register on the CSD?

Depending on the supplier type, the following are required when you wish to register.

- A valid cell-phone number to receive a One Time Pin (OTP);
- A valid email account;
- Supplier identification information e.g. identification number or company registration number or trust number, etc.;
- Industry classification information;
- Supplier contact information e.g. preferred contact name, email address, cell-phone number, telephone number etc.; (**Note:** Please ensure that you provide all relevant numbers where available i.e. telephone number (landline), cell-phone number, fax number, toll free number, website address. This is to enable Organ of State practitioners to reach you when intending to contact you for procurement purposes);
- Supplier address information e.g. country, province, municipality, city, suburb, ward and postal code;
- Bank account information if relevant to ensure future payments; Verification against the banks may take up to four (4) days, please complete this information in advance to prevent payment delays);
- Supplier tax information if relevant;
- Directors/Members information, e.g. name and identification number of directors, members etc.;
- Commodities the supplier can provide; (**Note:** commodities need to be captured accurately as they are used by Organ of State practitioners to search goods and services required by them. The delivery locations of commodities must be accurate to prevent you from not responding to request for quotations sent from practitioners in areas where you do not supply commodities); and
- Accreditations the supplier is associated with e.g. CIBD, SETA, and SANAS etc. if relevant.

## 1.2 How do I register on the CSD?

You are required to follow a two stage, self-registration process:

Stage 1: Create yourself as a CSD user

- Register your basic information on: <https://secure.csd.gov.za/Account/Register>;
- Activate your account using the activate account link emailed to you; and
- Click on **Request OTP** and enter the OTP sent via sms.

Stage 2: Complete supplier details

- Log in on: <https://secure.csd.gov.za/Account/Login>;
- Click on **Supplier Details** followed by **Add Supplier**;
- Complete the **identification** tab; and
- Complete the other required information (industry classification, contacts, address, tax, directors/members, associations, commodities, notifications and B-BBEE).

Submit

- Click on the **Overview** tab to ensure there is no outstanding information; and
- Once all the information is complete, click **Submit**

## 1.3 How do I know I am successfully registered?

The registration is complete once the supplier information is assigned a supplier number and a 36-digit Unique Registration Reference Number.

## 1.4 How do I obtain a registration report?

- Click on **Report**, followed by **Registration**;
- Enter your Supplier number and the Unique Registration Reference Number;
- Click **View Report**.

### Contact Details:

National support

Email: [csd@treasury.gov.za](mailto:csd@treasury.gov.za)

Telephone: 012 406 9222

## 2. WESTERN CAPE SUPPLIED DATABASE (WCSD)

This shared database serves as the registration base for all suppliers wishing to conduct business with both the City of Cape Town and Provincial Government of the Western Cape.

It is important to note that it is compulsory to be registered on the Central Supplier Database (CSD), as per section 1, in order to register on the WCSD.

Western Cape Supplier Evidence Bank (WCSEB) will utilise the National Treasury's CSD as the master database and serve as the central repository of governance documentation that will be used in the procurement process in order to give effect to the legislative requirements of the Western Cape Government (WCG).

## **2.1 What do I need to register on the WCSD/WCSEB?**

Depending on the supplier type, the following would be amongst the required information:

- SEB Registration form;
- Annexure A (Commodity list)
- WCBD4 for Declaration of Interest;
- WCBD6.1 for Claiming points for BEE status;
- B-BBEE Exempted Micro Enterprise Affidavit General (Turnover is less than R10 million and there is profit sharing);
- B-BBEE Exempted Micro Enterprise Affidavit Specialized (Turnover is less than R10 million and there is no profit sharing);
- B-BBEE Qualifying Small Enterprise Affidavit General (Turnover is above R10 million but less than R50 million and there is profit sharing);
- B-BBEE Qualifying Small Enterprise Affidavit Specialized (Turnover is above R10 million but less than R50 million and there is no profit sharing);
- B-BBEE Exempted Micro Enterprise Affidavit for Construction sector (Turnover is less than R10 million and there is profit sharing);
- Security Officer's Board Certificate (applicable to security services only) (Certified copy);
- Construction Industry Development Board Certificate (CIDB) or I Tender website printout (Certified copy) - (applicable building or construction services); and
- Certified ID copy of the person submitting the forms;

Kindly note the following:

- Please make sure your BEE affidavit has the month and year on the space for financial year end, e.g. March 2020;
- A supplier may only have one B-BBEE document as detailed above, or a B-BBEE certificate obtained from a SANAS accredited agent or a CIPC affidavit;
- Please make sure all commissioned documents have force numbers of SAPS officials if your documents will be commissioned by a Constable; Sergeant; or a Warrant Officer at SAPS;
- If a supplier writes on a document inadvertently, both the supplier and a commissioner must sign next to the incorrect parts on the document, otherwise the document will not be accepted;
- Posted documents will not be accepted until further notice;
- Acceptance of your scanned documents is subject to completeness, correctness and quality of the scanned documents. For example, we will not accept documents with missing information or where the information on the document is not clear or cut; and

- Suppliers who have submitted soft copies and whose copies are accepted, are further advised to safeguard the physical copies that were sent to the WCSEB team for submission at a later stage. We will communicate the date of the submission in due course.

## **2.2 How do I register on the WCSD/ WCSEB?**

All completed documentation as per section 2.1 are to be submitted electronically to [wcseb@westerncape.gov.za](mailto:wcseb@westerncape.gov.za)

### **Contact details**

Western Cape Treasury

Email: [supplychainmanagement.hdmfma@westerncape.gov.za](mailto:supplychainmanagement.hdmfma@westerncape.gov.za) or [wcseb@westerncape.gov.za](mailto:wcseb@westerncape.gov.za)

Telephone: 021 833 5361/62/63 up to 5377

## **3. CAPE WINELANDS DISTRICT MUNICIPALITY (CWDM) SUPPLIER DATABASE**

To participate in any bidding process with the Cape Winelands District Municipality, a supplier must be pre-approved by a valid accreditation process on the municipality's official Supplier Database before any bids are submitted.

It is important to note that it is compulsory to be registered on the Central Supplier Database (CSD), as per section 1, in order to register on the CWDM Supplier Database.

### **3.1 What do I need to register on the CWDM Supplier Database?**

Depending on the supplier type, the following are required:

- Completed application form;
- Certified copies of identity documents of all owners/partners/members/directors;
- The MBD 4, Declaration of Interest, is on behalf of the Business/Company/Closed Corporation. (It may be completed by an authorised official. (Either the one in the registration document or as separately provided);
- A personal Declaration of Interest (MBD 4a) from each and every owner/partner/member/director;
- Original / valid TAX Clearance Certificate. (Tax Clearance applications must be submitted to SARS – if a pin is provided by SARS the supplier must make it available to the municipality);
- Provide a certified copy of your latest (up to date) primary municipal rates and services account/s, including that of all the owners/partners/members/directors. (Suppliers who are in arrears for more than three months will not be accredited unless proof is provided from your local municipality that you have made arrangements to settle outstanding

amounts. Copies of accounts must be provided every three months – please do not wait to be asked for it and quote your supplier number.);

- If you have people employed, you must provide a valid copy of your “LETTER OF GOOD STANDING” issued by the Department of Labour;
- If your business is catering, you must obtain a “Certificate of Acceptability” form the health inspectors and submit an original certified copy;
- Taxi and Bus operators must submit copies of vehicle registrations, operating permits, insurance (Passenger Liability), approved routes and professional driving permits with ID documents of all its drivers. (Documents must be forwarded as and when it is renewed – do not wait to be asked for it and quote your supplier number.);
- If your business is Construction, including related activities such as plumbing, carpentry, etc., you must register with the Construction Industry Development Board (CIDB) and provide a copy of your certificate;
- You must indicate which Bargaining Council is applicable to your trade, e.g. Building Industrial Council, Furniture sector, Clothing sector, etc. and submit your registration certificate and a valid letter of good standing; and
- If your business obtained a B-BBEE Contribution Certificate, you must submit a MBD 6.1 with a certified copy of your certificate. Make sure that you are aware of the revised regulations, especially if you qualify for an Exempted Micro-Enterprise (EME), Qualifying Small Enterprise (QSE) or a Start-Up Enterprise. You can download a certificate (self-assessment) from the website.

(Ensure that all copies are clearly legible and originally certified as “true copies of the original”)

All registration guidelines and documentations to be completed can be found at: <http://www.capewinlands.gov.za/DistrictCouncil/SupplyChainManagement/Lists/Procurement/AllItems.aspx>

### 3.2 How do I register on the CWDM Supplier Database?

All completed documentation as per section 3.1 are to be forwarded to the following address for Cape Winelands District Municipality:

	Postal address:	Hand delivery:
Stellenbosch	P.O. Box 100, Stellenbosch, 7599	29 Du Toit Street, Stellenbosch
Worcester	P.O. Box 91, Worcester, 6850	51 Trappes Street, Worcester

## Contact Details

Stellenbosch

Telephone: 021 888 5100/086 126 5263

Worcester

Telephone: 023 348 2300/086 126 5263

## 4. DRAKENSTEIN MUNICIPALITY SUPPLIER DATABASE

In terms of paragraph 14(1) (a) of the Drakenstein Supply Chain Management Policy, the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. All interested and prospective providers of goods and/or services are encouraged to apply or re-apply for evaluation and listing as accredited prospective providers of Drakenstein Municipality.

### 4.1 What do I need to register on the Supplier Database?

Depending on the supplier type, the following would be amongst the required information:

- Completed application form;
- A valid tax clearance certificate or a valid Tax Compliance Status PIN and certified copy of B-BBBE certificate;
- Required documentation to be attached for each business type:

a) Public Company Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors
b) Private Company (Pty) Ltd	Attach certified copy of company registration documents Attach certified copies of identity documents of all directors
c) Close Corporation	Attach certified copy of CC's registration documents Attach certified copies of identity documents of all members
d) Sole Proprietor	Attach certified copy of ID Document
e) Partnership	Attach certified copy of partnership agreement Attach certified copies of identity documents of all partners
f) Trust	Attach certified copy of trust document Attach certified copies of identity documents of all trustees
g) Non- Governmental Organisations (NGOs') /Not for Profit Organisations( NPOs')	Attach certified copy of Constitution



- Property owned by enterprise or directors - attach copy of municipal account(s) not older than 30 days;
- Property leased by enterprise or directors - attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes; and
- Where property is not owned or leased by enterprise or directors - attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

**Other**

- Construction Industry Development Board (CIDB) registration number;
- Building Industry Bargaining Council (BIBC) (Attach certificate or letter of good standing);
- Caterers (Attach a copy of food handling certificate as issued by Cape Winelands District Municipality);
- Halaal caterers (Attach a copy of Halaal certificate as issued by the Muslim Judicial Council);
- ASATA registration number (for travel industry);
- Training providers (attach accreditation documents as training providers);
- PSIRA registration number (for security related industry); and
- CESA registration number (for consulting engineering industry).

All registration guidelines and documentations to be completed can be found at: <http://www.drakenstein.gov.za/about-us/administration/financial-services/supply-chain-management/supplier-database>

**4.2 How do I register on the Drakenstein municipal supplier database?**

Registration forms can be obtained from the Supply Chain Management Unit, Civic Centre, 2nd Floor, Berg River Boulevard, Paarl or can be downloaded at:

[http://www.drakenstein.gov.za/docs/Documents/Supplier%20Database%20Registration%20Form\\_20190711.pdf](http://www.drakenstein.gov.za/docs/Documents/Supplier%20Database%20Registration%20Form_20190711.pdf)

All completed documentation as per section 4.1 are to be forwarded to the following address at Drakenstein Municipality:

Postal address:	Hand delivery:
P.O Box 1, Paarl, 7622	Civic Centre, 2nd floor, Berg River Boulevard, Paarl

**Contact Details**

Email: [supplychain@drakenstein.gov.za](mailto:supplychain@drakenstein.gov.za)

Telephone: 021 807 4780