

NOTICE TO ALL SUPPLIERS

Updating of supplier information on the Drakenstein Municipality's supplier database

Drakenstein Municipality hereby requests all registered suppliers to update their supplier information on the Municipality's supplier database.

This update process is essential as the Municipality is preparing to implement a new online supplier management platform, which will streamline registration, communication, compliance verification and procurement-related interactions.

To ensure a smooth transition to the online platform and to avoid any interruptions in your ability to do business with the Municipality, all suppliers are required to:

1. Review and update their company information, including but not limited to:
 - Company registration details;
 - Contact person(s) and communication details;
 - Tax compliance information;
 - Banking information;
 - B-BBEE status and supporting documentation; and
 - CIDB grading (if applicable)
2. Submit any outstanding or outdated compliance documents; and
3. Ensure that all information provided is accurate, complete and up to date.

Failure to update supplier details may result in delays or the inability to transact once the online platform goes live. The roll-out date will be communicated in due course.

Please submit your company's updated information to the Supply Chain Management (SCM) Division by using any of the following channels:

- **Email:** supplychain@drakenstein.gov.za; or
- **Visiting our help desk:** 2nd floor, Civic Centre, Berg River Boulevard, Paarl

Telephonic enquiries can be directed to Ms Kholeka Manzi on (021) 807-6247.

Prospective suppliers are encouraged to register on the supplier database by completing and submitting their application forms.

Your cooperation is appreciated as we work towards improving efficiency and enhancing service delivery.

Issued by:

Heinrich Vergotine

Manager: Supply Chain Management

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