



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

Email: MadoloN@harrygwaladm.gov.za

Enquiries: Mrs. T. Khumalo

Date: 21 July 2026

INVITATION TO REGISTER ON HARRY GWALA DISTRICT MUNICIPALITY'S SUPPLIER DATABASE

Harry Gwala District Municipality would like to invite suppliers who are interested in doing business with the municipality to register on supplier's database. In order to comply with Municipal Finance Management Act No. 56 of 2003 and section 14 of Municipal Supply Chain Management policy list of accredited prospective suppliers kept and maintained through registration of suppliers onto the database. An invitation is extended to suppliers and service providers nationally to apply for registration on database for the following but not limited to:

1. Advertising
2. Assets Maintenance and Repair Service
3. Corporate Clothing & Corporate Gifts
4. Document Services
5. Human resources and related services
6. IT & Related Services
7. Logistics Household Items Services
8. Maintenance and Related Services
9. Printing and Related Services
10. Professional Services: Forensic Investigations
11. Professional Service: Conferences and Seminars
12. Rental / Hire (Equipment/ Transport)
13. Professional Services: Other
14. Security
15. Storage, Records Management & Related Services
16. Catering Services
17. Supply of Food and Beverage Products
18. Events Related Services
19. Supply of furniture & equipment
20. Branding and Marketing services
21. Cleaning services
22. Hardware Services
23. Other (Specify)

A maximum of SIX (6) commodities can be applied for by one supplier or service provider. The following mandatory documents shall be affixed to a fully completed supplier database form for further consideration by the municipality:

1. Certified copy of, CK 1 & CK 2 forms for closed Corporations, CM [3] documents for PTY or (PTY) LTD companies, certified copy of I D document for Sole Proprietor, copy of Partnership Agreement for Partnerships and a copy of Trust Documents for Trusts.
2. Certified copies of Identity documents of directors/owners/members/shareholder.
3. Original Tax Clearance Certificate or SARS Pin.
4. Company Profile.
5. C I D B Registration for construction (if applicable).
6. Certified copy of BBBEE Certificate.
7. Proof of Banking Details (Attach an original cancelled cheque or stamped letter from the bank, verifying the banking details or bank statement).
8. MBD 4 Form (Declaration of interest form).
9. Proof of CSD (Central Supplier Database) registration.

Harry Gwala District Municipality is committed to the provisions of the Preferential Procurement Policy Framework Act 5 of 2000; the Municipal Finance Management Act 56 of 2003; and the Supply Chain Management Framework Act of 2005.

NOTE

1. Blacklisted companies appearing on the National Treasury database and that are prohibited from conducting business with public entities, shall not be considered.
2. Responding to this invitation does not mean an automatic registration with the Central Supplier Database therefore services providers are required to register with the national central supplier database as well.
3. Registration forms must be collected at the Harry Gwala District Municipal Main Offices or downloaded from the municipal website: www.harrygwaladm.gov.za.
4. Enquiries can be directed to Mrs. T. Khumalo on 039 834 8700.
5. Only ORIGINAL registration forms will be accepted.
6. Completed forms must be submitted in a sealed envelope marked "VENDOR REGISTRATION" to Harry Gwala District Municipality Main Offices. Faxed or emailed forms shall NOT be accepted.


Mr. G.M Sineke
Municipal Manager