

## **BERGRIVIER**

### **Munisipaliteit / Municipality**



#### **REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)**

Berggrivier Municipality hereby informs prospective and existing vendors that we will only source from Central Supplier Database (CSD) registered companies for our needs. This means that all vendors that wants to do business with Berggrivier Municipality needs to ensure that they are registered with CSD and are in possession of a MAAA number. Those vendors who **are not yet registered** on the Central Supplier Database (CSD) are urged to register as a supplier as soon as possible. Vendors must be in possession of a **MAAA number** as issued by CSD before their detail can be imported in Council's financial system. CSD registered vendors are encouraged to update their details on the CSD database regularly.

CSD Step by Step guides for registration are available via the following methods:

- Website on <http://www.bergmun.org.za/procurement> or contact Ms. Revedy Hendricks (022) 913 6000 for assistance.
- Electronic copies for the step by step guides can also be requested from Ms. Revedy Hendricks at [hendricksr@bergmun.org.za](mailto:hendricksr@bergmun.org.za)

#### **Please take note:**

- **Application forms for Registration on Berggrivier Municipal Database will not be accepted anymore.**
- **Vendors can register online at : [www.csd.gov.za](http://www.csd.gov.za) and also note, it is the vendors' responsibility to manage their own profile on CSD.**

Persons who cannot read or write, may contact Ms. R Hendricks during normal office hours for any CSD related queries.

#### **REGISTREER OP SENTRALE VERSKAFFERS DATABASIS (SVD)**

Berggrivier Munisipaliteit stel alle potensiële en gevestigde leweransiers/verskaffers in kennis dat ons slegs aankope sal doen vanaf geregistreeerde Sentrale Verskaffers Databasis (SVD) Maatskappye vir ons benodigdhede. Dit beteken dat alle leweransiers wat met Berggrivier Munisipaliteit wil transakteer in besit moet wees van 'n MAAA nommer en geregistreeer moet wees op die SVD. Daardie Verskaffers wat **nog nie 'n MAAA nommer** besit en nog nie by die SVD geregistreeer is nie, word versoek om so spoedig moontlik dit te doen. Verskaffers moet in besit wees van 'n **MAAA nommer** soos uitgereik deur SVD alvorens die besonderhede in die Raad se Finansiële Sisteem ingetrek kan word. SVD geregistreeerde Diensverskaffers word versoek om hulle besonderhede gereeld op te dateer.

SVD stap vir stap handleidings vir Registrasie is verkrygbaar deur die volgende maniere:

- Webwerf op <http://www.bergmun.org.za/procurement> of kontak Me. Revedy Hendricks (022) 913 6000 vir bystand.
- Elektroniese kopieë van die stap vir stap kan ook aangevra word vanaf Me. Revedy Hendricks by [hendricksr@bergmun.org.za](mailto:hendricksr@bergmun.org.za)

#### **Neem Kennis:**

- **Aansoekvorms vir Registrasie op Berggrivier Munisipaliteit se databasis word nie meer toegelaat nie.**
- **Diensverskaffers kan aanlyn registreer by: [www.csd.gov.za](http://www.csd.gov.za) en neem kennis, dit is die verantwoordelikheid van die diensverskaffers om sy eie profiel op die SVD te bestuur.**

Persone wat nie kan lees of skryf nie, kan Me. R Hendricks gedurende gewone kantoorure kontak vir enige SVD navrae.

2024/2025

06 June 2024 / 06 Junie 2024

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