



Dear Service Provider

Invitation to Potential Service Providers in the Sedibeng Region for Travel Agent Services, Conferencing & Guesthouse Services and Performing Artists Including People With Disabilities to Register on Sedibeng District Municipality's Supplier Database.

1. Travel Agents, Conferencing and/or Guesthouse Venues, Entertainers, Musicians and Performing Artists including People with Disabilities in the Sedibeng Region are hereby invited to register on Sedibeng District Municipality's Supplier Database.
2. The following documents/information **MUST** be provided/attached when submitting the supplier database:
 - 2.1. BEE Certificate;
 - 2.2. Fax Number (compulsory);
 - 2.3. Proof of company registration;
 - 2.4. Original Valid Tax Clearance Certificate;
 - 2.5. Proof of accreditation to IATA (Travel Management Agencies)
 - 2.6. Proof of accreditation to TGCSA (Conferencing and Guesthouse)
 - 2.7. Proof of accreditation to SAMRO/POSA (Entertainers, Musicians and Performing Artists)
 - 2.8. Copies of identity documents for all directors or members of the company as listed on the company registration document;
 - 2.9. Certified proof of disability.
3. **PLEASE TAKE NOTE THAT A MAXIMUM OF 2 COMMODITY CATEGORIES WILL BE REGISTERED PER SUPPLIER.**
4. Completed supplier application forms and all required documents must be posted or delivered to:

**Sedibeng District Municipality
The Director: SCM Unit
3rd Floor, Room 300
Cnr. Leslie and Beaconsfield Avenue,
VEREENIGING, 1939**

or
PO Box 471, Vereeniging, 1939
5. **VERIFICATION OF BEE (Black Economic Empowerment) STATUS FOR SUPPLIERS.**
 - 5.1. According to the Preferential Procurement Regulations of 2011, promulgated in government gazette no. 34350, we are required to advance transformation through procurement of goods and services from BEE compliant suppliers.
 - 5.2. Suppliers with annual total revenue of R5 million or less qualify as **Exempted Micro Enterprise (EMEs)** in terms of the Broad-Based Black Economic Empowerment Act, and **must submit a certificate issued by a registered auditor, accounting officer [as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)] or an accredited verification agency.**
 - 5.3. Suppliers other than Exempted Micro Enterprises (EMEs) must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating.
6. Based on the above mentioned regulations, you are therefore requested to provide BEE Certificate from the institutions accredited by SANAS (South African National Accreditation Services).
7. Kindly find attached list of all the institutions accredited to verify/evaluate your company in order to determine the correct and accurate BEE status. Alternatively you can log on to SANAS website for more information: www.sanas.co.za
8. Registration form to be completed is available on Sedibeng District Municipality's website (www.sedibeng.gov.za).
9. **The closing date for submission of application forms is 15 December 2015.**

Your registration on SDM's database refers:

Enquiries: Supplier Database Notice
Contact Person: Mr. Collins Ramoshaba
Tel: 016 450 3140/3195