

Date Issued: 28 February 2024

INVITATION TO SERVICE PROVIDERS TO REGISTER ON THE POLOKWANE MUNICIPALITY PANEL OF SUPPLIERS FOR EMERGENCY SERVICES R30 000.00 TO R300 000.00 - 2023/2024 QUARTELY REGISTRATION

Polokwane Municipality (Supply Chain Management-SCM) hereby invites service providers to apply to be registered and included on the panel for provision of goods and services from R30 000.00 to R300 000.00 threshold for 2023/2024 financial year. This invitation is opened to all old and new service providers.

Service providers are allowed to register only three (3) categories of services at a time. Services will be highlighted in the panel registration form. Please note that Polokwane Municipality will not conduct business with service providers who are not registered on the municipal suppliers' database and on the Central Supplier Database (CSD). Service Providers should note that other services that are not emergencies, the municipality will advertise for period of 7 days on the municipal website as an when need arise.

It is therefore the responsibility of each service provider to ensure that they submitted a fully completed, well packaged, stapled and organized panel registration form with the required compliance documents. Failure to do so will automatically disqualify a service provider to be registered on the database.

Prescribed panel registration forms will be available on the municipal website. The registration form should be downloaded from the Polokwane Municipality's website: www.polokwane.gov.za.

The database registration forms will be available from **Thursday, 29 February 2024**. Closing date for submission of database registration forms is **Thursday, 28 March 2024 at 12h00** in the tender box at the below physical address. Database registration forms received after the closing date and emailed copies will not be considered.

Completed panel registration forms should be returned to the Polokwane Municipality – Cnr. Landross Mare & Bodenstein Streets – Civil Centre - Supply Chain Management (SCM) – Tender Office Ground Floor (Left hand of the security reception). All couriered and posted forms should be directed to the above address and indicate clearly that it is the database registration form.

Enquiries in relation to compliance requirements of the database registration should be directed to the **Supply Chain Management (SCM) – Tender Office** at **015 290 2337 / 015 290 2335**.

MS. THUSO NEMUGUMONI
MUNICIPAL MANAGER