



## PRINCE ALBERT MUNICIPALITY

### NOTICE 211/2023

#### INVITATION TO REGISTER AND UPDATE DETAILS ON THE CENTRAL SUPPLIER DATABASE (CSD)

As per instruction in terms of National Treasury MFMA Circular No 81, from 01 July 2016 municipalities are obliged to use the Central Supplier Database (CSD) as their official list of accredited prospective suppliers when procuring goods and services.

The Central Supplier Database integrates with the South African Revenue Service (SARS) to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. As the CSD is a self-service portal, prospective suppliers must self-register on the CSD website at [www.csd.gov.za](http://www.csd.gov.za). Suppliers who are not yet registered are encouraged to register as a supplier as soon as possible.

Prospective suppliers must have the following documentation to successfully register on the BEE:

1. Company registration documents
2. Valid tax status pin ("Tax status pin")
3. Confirmation of Bank Details from Bank
4. BBBEE Grading Certificate / BBBEE Affidavit
5. Identity document of owner(s), members, directors and/or shareholders
6. Proof of accreditation with relevant body and reference number (For example: CIDB registration)
7. Mobile phone with valid email address (Activation emails will be sent to mobile phone to complete registration confirm and accept, so mobile device should be able to receive emails)

**TO DO BUSINESS WITH PRINCE ALBERT MUNICIPALITY IS REGISTRATION AND AN ACTIVE STATUS ON THE CENTRAL SUPPLIER DATABASE (CSD) MANDATORY.**

Assistance with the online registration process or any CSD-related inquiries can be directed to:

Prince Albert Municipality  
Supply Chain Management Unit  
Tel: 023 541 1748  
Email: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)

A handwritten signature in black ink, appearing to read "D. Willemse", written over a horizontal line.

**DAVID-LEIGH WILLEMSE**

Manager: SCM