

KOUGA LOCAL MUNICIPALITY (EC108)

DIRECTORATE: FINANCE

DEPARTMENT: SUPPLY CHAIN MANAGEMENT

INVITATION TO UPDATE SUPPLIER DATABASE REGISTRATION WITH KOUGA MUNICIPALITY

NOTICE NO: 150/2026

According to Section 14(1) (a) the Municipality may only procure goods and services through written quotations and formal written price quotations from service providers registered on the Municipality's supplier database and **no service or good may be rendered without an official purchase order**. Therefore, Kouga Municipality invites businesses to register as a Supplier/ Service Provider on the Municipal Supplier Database. Local businesses are encouraged to register and indicate the ward in which they operate. **The Municipal Restriction (Blacklisting) Of Suppliers Policy Approved 29 April 2026 will apply to all registered service providers.**

Service providers are further advised that all invoices must be submitted to invoices@kouga.gov.za for processing. Suppliers are encouraged to ensure that invoices are submitted promptly and that all required supporting documentation is attached to avoid delays in payment.

According to Section 15 of the Supply Chain Management Policy, Service Providers must submit the following documents annually to update their registration:

1. **An updated declaration of interest form,**
2. **Municipal Billing information in the form of municipal billing clearance certificate/ copy of municipal account/ rental documentation. Virtual Offices will not be accepted.**
3. **Central supplier database (CSD) registration number**
4. **Valid Tax compliance status pin printout**
5. **Valid documentation of Professional Registrations**

Existing Service Providers are also invited to update or provide the municipality with new or relevant information such as change to company structure, change of banking details, etc. The requirement for the application of update is stipulated in the application form and can be collected from the Supply Chain Management Office or downloaded from the Municipal Website, www.kouga.gov.za.

All service providers wanting to do business with the municipality must be registered on the Central Supplier Database (CSD) of National Treasury. This registration is an online registration. Service providers can access the site on www.csd.gov.za. All suppliers will require the following information to complete their registration online:

1. Active email address
2. Active cellphone number
3. Identity number
4. Company registration number
5. Tax reference number
6. Bank account confirmation letter
7. CIDB CRS number

Individuals that need assistance with completion of the Municipal Supplier database application and registration on the Central Supplier Database (CSD) can contact Ms. Sinazo Raco at sraco@kouga.gov.za and cc scmdatabase@kouga.gov.za to arrange an appointment.

Only originally signed documentation will be accepted and must be delivered to the Office of Supply Chain Management in 16 Woltemade street (Front Entrance), Jeffreys Bay, Room 122.



C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
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For Placement:
Municipal Website - 03 July 2026
Herald – 03 July 2026