

FREQUENTLY ASKED QUESTIONS - PROCUREMENT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SUPPLY CHAIN MANAGEMENT

SCM – 619

Approved: 01/08/2026 by Branch Manager

Version: 1

Page 1 of 3

Introduction to Supply Chain Management (SCM)

The Supply Chain Management (SCM) Department is entrusted with managing the full spectrum of supply chain processes that enable efficient and effective service delivery across the municipality. Our role encompasses the supply value chain - from demand planning and needs analysis, through sourcing/competitive bidding, and eventually award.

We are committed to upholding the highest standards of integrity, transparency, fairness, and ethical conduct in every transaction. Our operations adhere to national legislation, municipal policies, and regulatory frameworks designed to promote sound financial management, mitigate risk, and ensure accountability.

In line with our commitment to transparency and stakeholder support, the SCM Department regularly receives queries from prospective and existing suppliers regarding registration, procurement processes, tendering requirements, and general SCM-related matters. To assist suppliers and ensure a clear understanding of how to do business with the City, we have compiled a list of **Frequently Asked Questions (FAQs)** addressing the most common enquiries received by the Department.

The information below serves as a practical guide to help suppliers navigate SCM processes and participate effectively in procurement opportunities with the City.

1. SUPPLIER REGISTRATION

Q: How do I register as a supplier?

A: All suppliers must register on the National Treasury Central Supplier Database (CSD) at www.csd.gov.za.

Once verified, you will receive a CSD Supplier Number. After successful CSD registration, suppliers must register on the **City's eServices Portal** in accordance with the **Supplier registration guideline** outlining

Annexure A(1) - Online registration for an Existing Supplier

Annexure A(2) - Online registration as Sole Proprietor

Annexure A(3) - Online registration for New Suppliers

Annexure A(4) - How do I update the Online Declaration

Upon completion, you will receive a **City vendor number**, which enables participation in procurement opportunities.

After All suppliers must then register on the City of Cape Town's using the Once registered, you will receive a vendor number to participate in procurement opportunities.

Q: Where can I get help with portal issues when trying to logon (e.g. authentication failed?)

A: If you experience difficulties when you try to login with your password – please contact the Revenue Team at Revenue.Eservices@capetown.gov.za

Q: What documents are required for registration?

A: To register as a supplier with the City, you must first be registered on the [National Treasury Central Supplier Database \(CSD\)](http://www.csd.gov.za). Once registered on CSD, you will need to provide your company name, company registration number, income tax number, VAT number (if applicable), banking details, and physical and postal

addresses. You should also list up to 30 business commodities with a clear description of each. Ensure all information is accurate and up to date. ***Incomplete or incorrect details may delay your registration.***

Q: Who can I contact for help with supplier registration?

A: If you experience challenges during the registration process or need to update your details, please contact the Supplier Registration Team at Supplier.Management@capetown.gov.za or visit the Supplier Management helpdesk on 2nd Floor at Cape Town Civic Centre.

Q: Where can I see my Supplier Number on the portal?

A: The Supplier Number will only be available once the online registration process was completed. The Supplier Number will show on the My Supplier tile at the top of the Details tab.

Q: How do you update your supplier details on our database (e.g. contact details, banking details industry keys)?

A: Refer to Annexure B

2. E PROCUREMENT – REQUESTS FOR QUOTATIONS (UP TO R750 000K)

Q: How do I access and respond to an Request for Quotation (RFQ)?

A: All RFQs are managed through the [eProcurement Portal](#). Suppliers must log in to download documents, submit responses, and request clarifications.

B: Kindly refer to **Annexure C** outlining the process on how to access and respond to RFQ's

Q: Can I submit my RFQ response by email?

A: No. All RFQ submissions must be uploaded through the [eProcurement Portal](#) before the closing date and time.

Q: How does the City evaluate tenders quotations (RFQ's)?

A: Evaluation criteria are clearly stipulated in each RFQ document published on the eProcurement Portal. Depending on the RFQ, evaluation may include:

- **Eligibility criteria**
Confirmation that the supplier meets the basic qualifying requirements to participate in the RFQ process.
- **Compliance with RFQ specifications**
Assessment of whether the quotation meets the technical and functional specifications, including the submission of all required supporting documentation where applicable.
- **Regulatory compliance**
Verification of mandatory statutory and regulatory requirements, including the completion of the Declaration of Interest and other prescribed municipal and legislative forms.
- **Functionality (where applicable)**
Evaluation of the supplier's experience, capacity, and track record to deliver the goods or services in line with the City's standards.
- **Price**
Assessment of pricing in accordance with the specified pricing instructions and conditions outlined in the RFQ document.
- **Preference points/**
Application of the 80/20 preference point system based on a **duly completed MBD 6.1 form**, supported by valid B-BBEE verification evidence, where applicable.

Q: Where can I view and acknowledge Purchase Orders?

A: Kindly refer to **Annexure D** outlining the process on how to acknowledge and view Purchase Orders.

Q: Where can I get help with portal issues (e.g. technical errors)?

A: If you experience technical difficulties while using the eProcurement Portal — document upload failures, or system time-outs — please contact the Procurement Team at EProcurement.RFQ@capetown.gov.za

Q: As a non-VAT registered vendor, should my quotation be inclusive or exclusive of VAT when responding to an RFQ?

A: Non-VAT registered vendors must quote the total amount payable for the goods or services. As you are not authorised to charge VAT, you may not add VAT separately. Your quoted price must therefore reflect the final total amount that the City will pay.

Q: Where can I learn more about SCM processes and policies?

A: You can access the City's SCM policies, guidelines, and resources on the official Supply Chain Management webpage here: [CCT SCM Department](#). It provides information on how to do business with the City, including supplier registration and bidding processes.

Q: What do I do if a City employee says he will organize a contract for me if I give him something in return?

A: This is fraud and must be reported. Take down all the details of the event and provide any such proof to the City via the fraud hotline (0800-323-130). The City has a zero tolerance policy and will take appropriate action.

Q: What can I do if I know of misconduct such as fraud, collusion or fronting taking place?

A: Take down all the details of the event and provide any such proof to the City via the fraud hotline (0800-323-130). The City has a zero tolerance policy and will take appropriate action.

Q: What do I do if I have not been paid for the goods or services delivered?

A: You should contact the person who requested your services and find out from that person what the delay is. The City makes use of a computerized system which heavily relies on the user to process the transaction before payment can take place (called the GRN (Goods Received Notice) process). If the invoice corresponds with the order, and the user has processed the GRN, the payment takes place automatically at the appropriate payment cycle.



CITY OF CAPE TOWN ONLINE REGISTRATION (Existing Supplier)

Website: www.capetown.gov.za

First create a personal profile by having a unique Username and Password. Once the registration is completed you will get a temporary password in your email inbox. The temporary password must be changed immediately to your OWN password because it expires. Please ensure that you don't forget your Username and Password as this will cause delays during registration process.

Requirements below to be scanned individually (one by one) in a PDF Format.

- ✓ Proof of Company Registration (CIPC) Page with Directors names
- ✓ Letter of Authorisation, selecting the administrator (see sample attached)
Must be completed and signed by the Director of the company.
- ✓ Authorising ID
- ✓ Administrators ID

Contact Details: For any assistance with online queries, the following helpline are available:

Supplier Registration Queries: supplier.management@capetown.gov.za

PASSWORD & Login Queries: revenue.eservices@capetown.gov.za

RFQ Related Queries: EProcurement.RFQ@capetown.gov.za

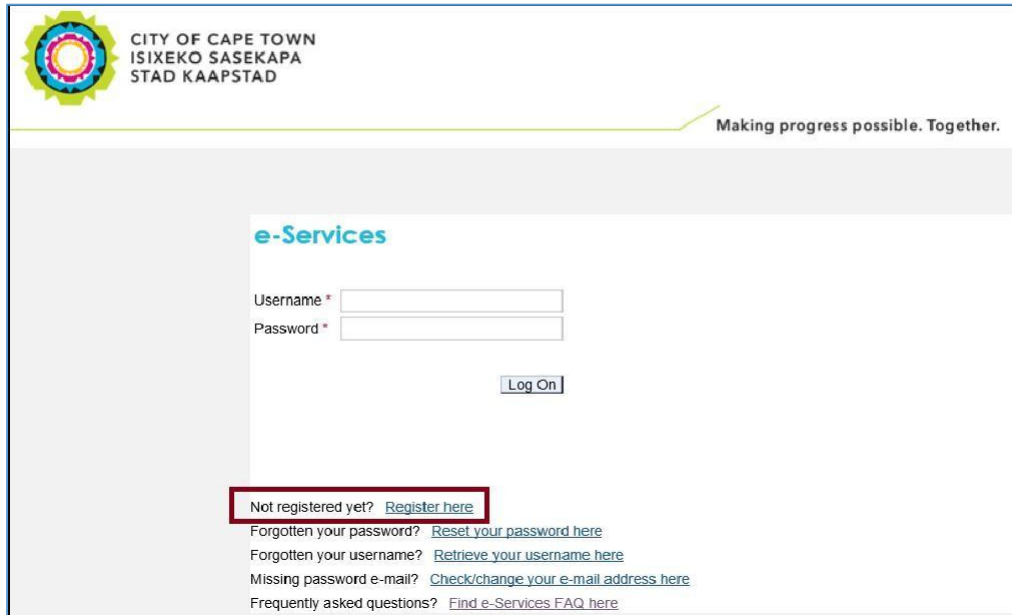
Any issues with CSD registration contact the CSD office

directly: Contact Number: 012 406 9222 / 012 315 5111

Email: csd@treasury.gov.za

HOW TO REGISTER ONLINE
THIS REGISTRATION MUST BE PERFORMED BY THE ADMINISTRATOR

Step 1. Log in and register yourself on E-service



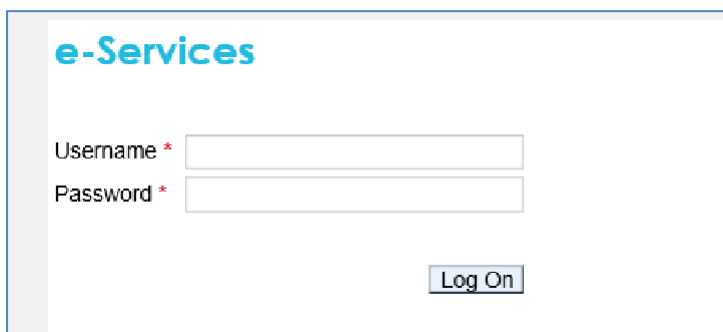
At this point, you will enter your personal information ...unique email address, username, etc. (Do not add the company/organisation details – this is for your personal information)

A temporary password will be e-mailed and used to log in the first time. Thereafter a unique password should be chosen.

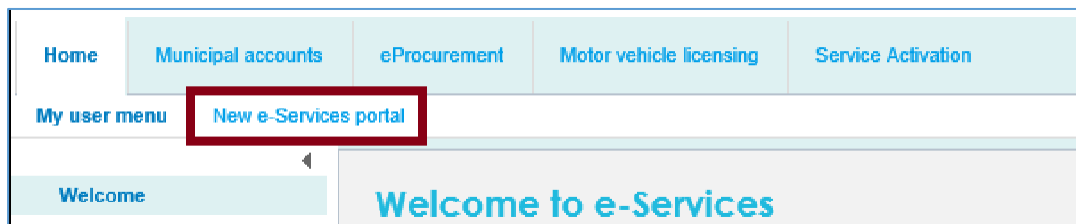
If you encounter any problems or errors with the above registration, send mail (help.uces@capetown.gov.za)

Step 2:

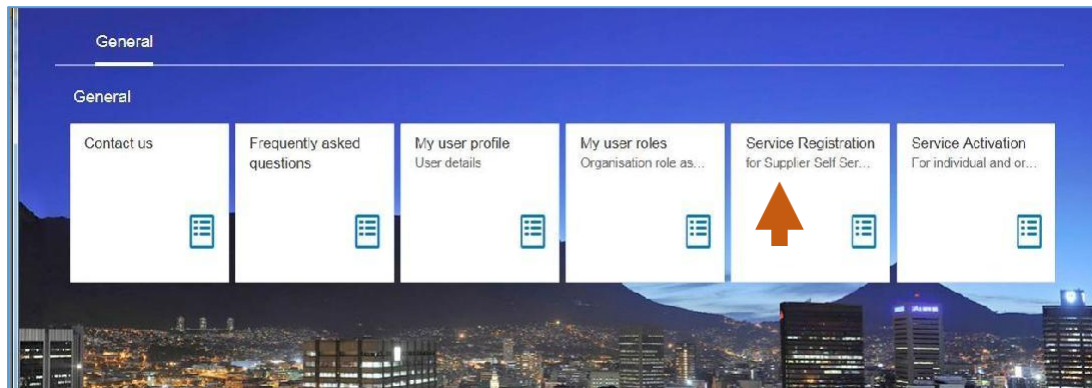
When you have your username and password you can now log on to register the supplier by entering your username and password



Step 3: Select “New E-service Portal

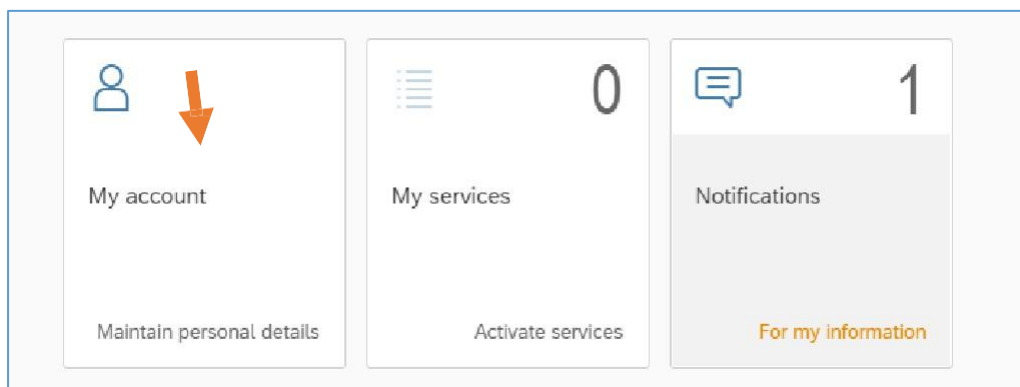


Step 4: Select “SERVICE REGISTRATION for Supplier Self Service” tile



Step 5:

Select the “My Account” tile



Step 6.1: Add information on DETAILS tab

ID number:

Details User Documents Addresses

*Title: Mr

*Name: Enter first name as in passport/ ID

*Surname: Enter surname as in passport/ ID

*Phone number: Land line Enter your number

Mobile Enter your number

*Resident type: ☒ South African permanent resident ☐ Foreign national

*Identification type: South African ID Document

*Identification number: Enter ID as on your identification document

Business partner number:  

Add information on DETAILS tab:

1. Add the *TITLE*
2. Enter *NAME* as on ID document
3. Enter *Surname* as on ID document
4. Add *LANDLINE /MOBILE number*
5. Select *RESIDENT* Type
6. Select *Identification* Type
7. Add *ID number*
8. Add *personal BP number* if any / if none leave blank

Step 6.2: Ensure Username and Email address is added on the User tab.

< Update my profile

ID number: Status:  Draft

Details User Documents Addresses

*Chosen user name: Enter the user ID you ... 

*e-mail: Enter an exclusive use e-mail account

*Confirm e-mail:

 Fields marked with * are compulsory input

Step 6.3: DOCUMENTS tab:

Add the ID copy by clicking on the drop-down V, click on ID document and + to upload the document.

Update my profile

ID number: Status: △ Draft

Details User Documents Addresses

Documents

*Document type Select an entry +

Upload a document of all required types

* ID Document

Accreditation

Utility Bill

No entries. Click + to add

Step 6.4: ADDRESSES tab: Click on the drop down V and "**Physical address**" and +Add

Update my profile

ID number: Status: △ Draft

Details User Documents Addresses

Addresses

*Address type Select an entry ? + Add

Maintain an address for all re...

* Physical address

No entries. Click + to add

Add address

*Category: Street address

*House number/ Street:

Building, Floor, Flat:

*City:

*Postal code:

*Region: Select an entry

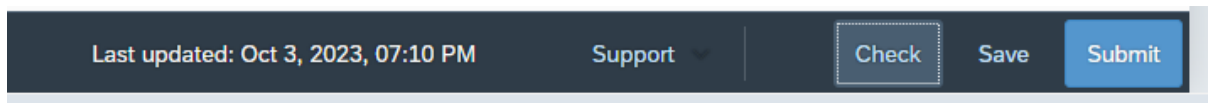
*Country: South Africa

Fields marked with * are compulsory input

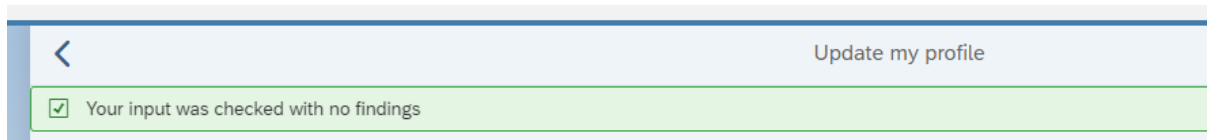
Cancel Confirm

address details and click CONFIRM

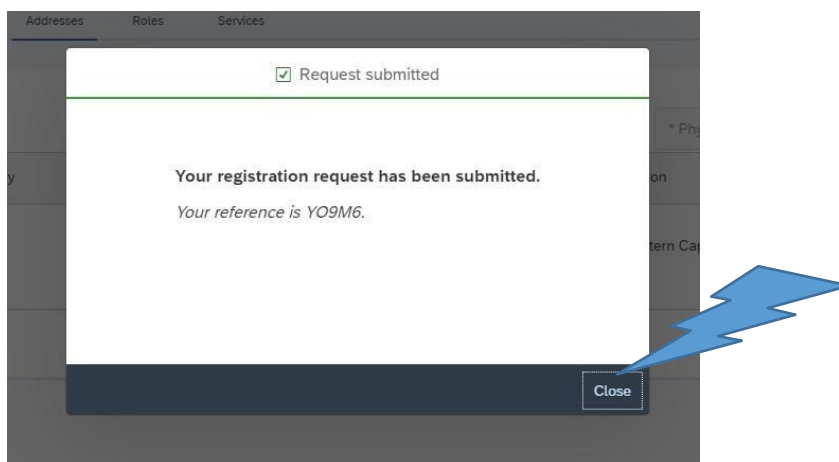
Step 7: Click on "CHECK" at the bottom



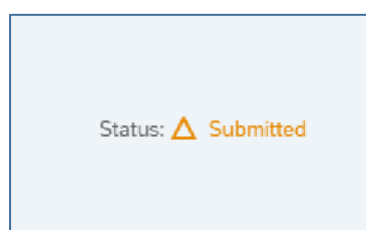
Step 8: If no findings on top than click on SUBMIT



Step 9: Click on CLOSE



The My Account tile status on top will show "Submitted".

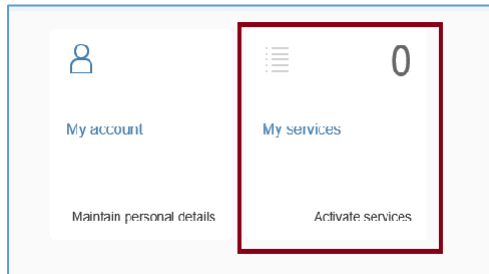


You have now completed the personal details of yourself.

(Only the MY Account tile was completed at this stage)

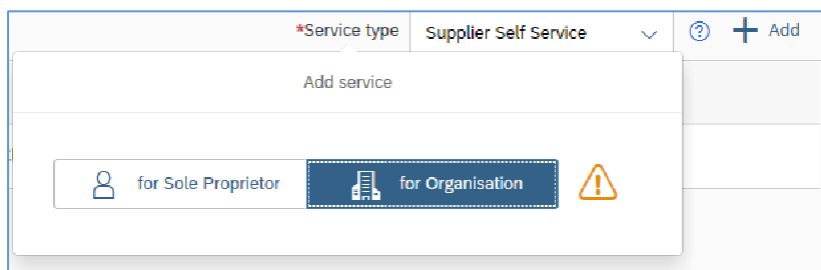
To create a **SERVICE** and add the Organisation

Step 10: Select the “**My Service**” tile and click to open.



Step 11:

Click in the BOX on the dropdown **V** and select **Supplier Self Service** and **+Add** and **for Organisation**



Step 12: Tick in the **small box** (I have verified ...) and then select “**STEP 2**”

A screenshot of a form with a checkbox that is checked. To the right of the checkbox is the text 'I have verified and updated my details where required'. Below this text is a blue button labeled 'Step 2'.

Step 13: Click on +ADD and start to process to add the Organisation.

Step 13.1: DETAILS tab: Add the Organisation details. Set the slider on **YES**

Add the company (organisation) details:

1. Set the slider to **YES**
2. Enter **LEGAL NAME**
3. Select **Org type** on dropdown (Branch or Head office)
4. Select **LEGAL ENTITY Type** (CC, PTY, etc)
5. Add **Company Registration number**
6. Add the supplier number OR Business Partner number
7. Click on the next Step to continue...

Step 13.2: ADDRESS tab: Add the Company Address details.

Click on the drop-down V and "MAIN ADDRESS" and +Add

The screenshot shows the 'Address' tab in a software interface. At the top, there are navigation tabs: 'Organisation details', 'Address' (selected), 'Documents', 'Contacts', and a profile icon. Below the tabs, the section is titled '2. Address'. Under 'Addresses', there is a table with columns: 'Address type', 'Address category', 'Location', 'Postal code', 'City', 'Region', and 'Country'. The 'Address type' dropdown is set to '* Main address'. To the right of the dropdown is a '+ Add' button. Below the table, it says 'No entries. Click + to add'.

A pop-up screen will open. Add the company address details and CONFIRM.

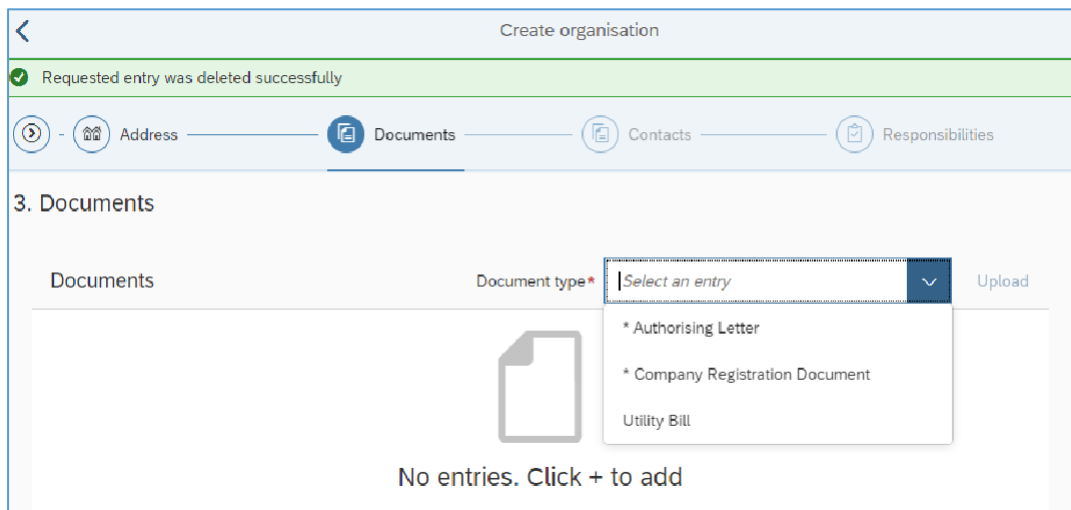
The screenshot shows the 'Add address' pop-up screen. It contains the following fields and options:

- Category:** * Street address (dropdown)
- House number/ Street:** * (text input, highlighted with a red box)
- Building, Floor, Flat:** (text input)
- City:** * (text input)
- Postal code:** * (text input)
- Region:** * Select an entry (dropdown)
- Country:** * South Africa (dropdown)

At the bottom, there is a message: "Fields marked with * are compulsory input". At the very bottom, there are two buttons: 'Cancel' and 'Confirm'.

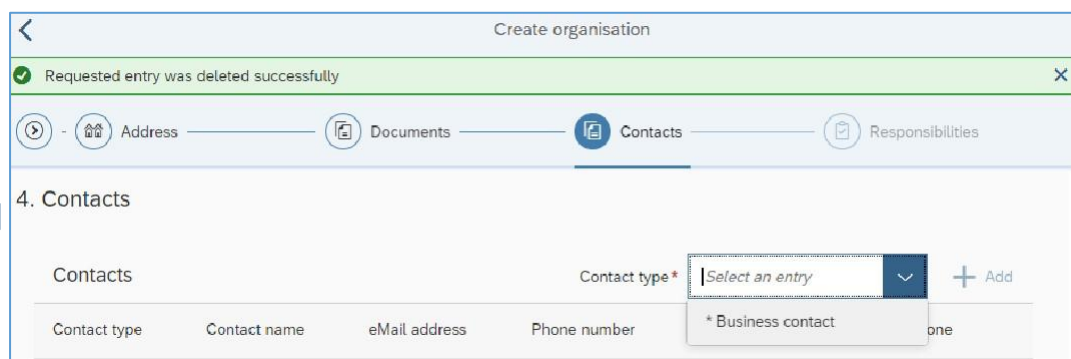
Step 13.3: Documents tab : Click in the box on the dropdown V and +Add and upload only:

- ☐ **Authorisation letter**
- ☐ **Company Registration** document



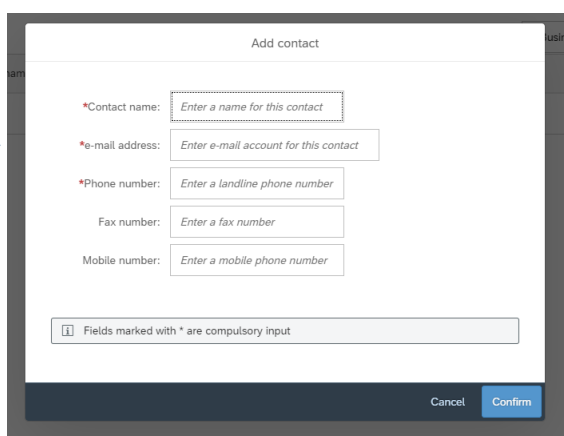
The screenshot shows the 'Create organisation' interface with the 'Documents' tab selected. A dropdown menu for 'Document type' is open, displaying three options: '* Authorising Letter', '* Company Registration Document', and 'Utility Bill'. The 'Upload' button is located to the right of the dropdown. Below the dropdown, there is a message: 'No entries. Click + to add'.

Step 13.4: Click on **Business Contact** and **+ ADD** and add the contact details of the *Authorisation Person*.



The screenshot shows the 'Create organisation' interface with the 'Contacts' tab selected. A dropdown menu for 'Contact type' is open, displaying one option: '* Business contact'. The '+ Add' button is located to the right of the dropdown. Below the dropdown, there is a table with columns: 'Contact type', 'Contact name', 'eMail address', 'Phone number', and 'one'.

A pop-up window will open. Add the details of the Authorisation Person.



The screenshot shows the 'Add contact' pop-up window. It contains the following fields: '*Contact name: Enter a name for this contact', '*e-mail address: Enter e-mail account for this contact', '*Phone number: Enter a landline phone number', 'Fax number: Enter a fax number', and 'Mobile number: Enter a mobile phone number'. A legend at the bottom states: 'Fields marked with * are compulsory input'. There are 'Cancel' and 'Confirm' buttons at the bottom right.

Click on CONFIRM

Step 13.5: RESPONSIBILITIES tab:

Click on the drop-down V and on Administrator. The details of the admin person will show. Double click on the details to pull in.

Do the same for the Authorisation person. If the authorisation person is a different person, then click on +ADD to enter his/her details.

5. Responsibilities

Responsibilities

Role	Name	Surname	ID type	ID number	Phone
No entries. Click + to add					

*Role: Select an entry (dropdown menu open showing: * Administrator, * Authorising person)

Add

Click on **CONTINUE** at the bottom

Step 14: Click on Step 4 to add the Sales & Accounts person role. Select the roles and submit.

4. Responsibilities

Responsibilities

Role	Name	Surname	ID type	ID number	Phone
No entries. Click + to add					

Role: Select an entry (dropdown menu open showing: * Accounting officer, * Sales person)

Add

Submit

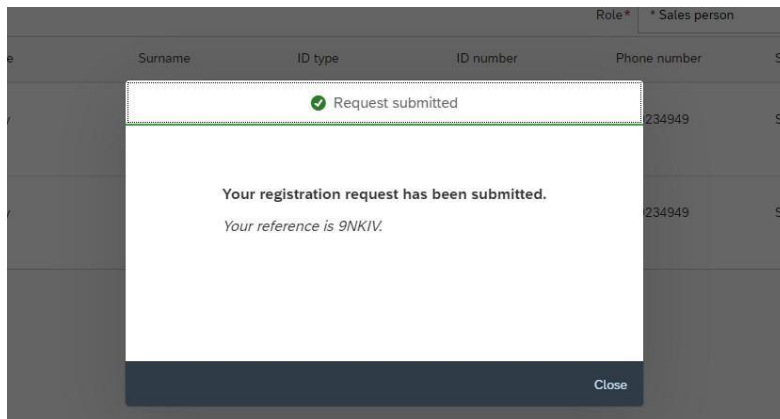
Select YES

Confirmation

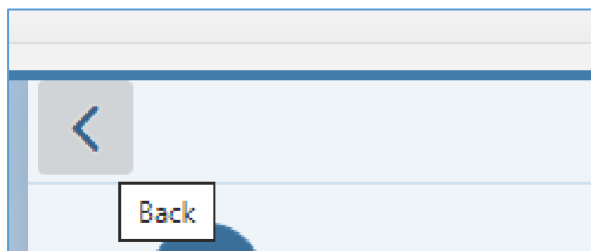
Submit registration for review by City of Cape Town?

Yes No

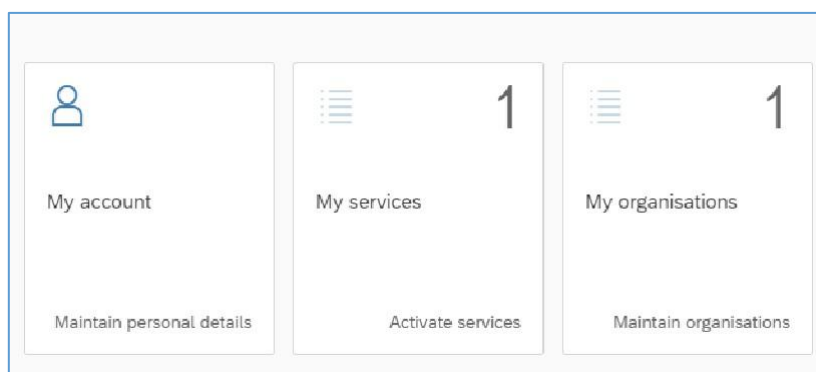
Close the window



Click on the black arrow on top to go back to the original screen.

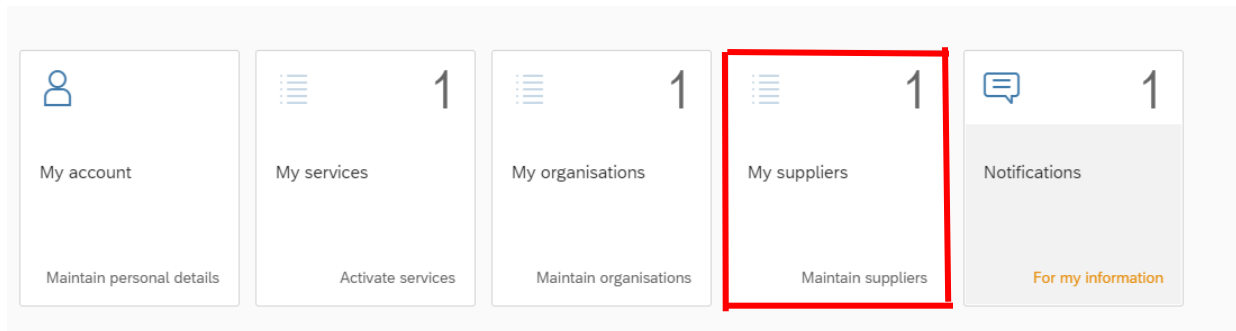


The My Account, My Services and My Organisation tiles will show.



You must now wait for the approvals of the My Account & My Organisation tiles **which can take a few days to approve.**

Once MY ACCOUNT & MY ORGANISATION tiles were approved, the **MY SUPPLIER** tile will show next to the My Organisation tile.



To complete the registration process, you must now click on the **My Supplier** tile to add the Industry keys and complete the Declaration.

1. Details tab: Select Industry Keys.
2. Ensure to check that the information on all the other tabs is still valid. (for example, the B-BBEE, Bank, Contact, etc).
3. If updates were done to any information listed on point 2, upload the supporting documents on the Documents tab.

1. Supplier details

Trading as name:

*CSD Number:

*Industry keys:

Community supplier: ☐ NO

Subcouncil:

*Income tax number:

*SARS TCS PIN:

VAT registration number:

Fields marked with * are compulsory input

4. On the Declaration Icon - Complete the Declaration online.

8. Declarations

Declarations

Declaration type *

Select an entry

Make a declaration for each required type

Supplier declaration

No entries. Click + to add

Add supplier

Bank accounts

Certificates

Documents

Declarations

8. Declarations

Declarations

Declaration type *

Supplier declaration

Make a declaration for each required type

Expiry date

+ Add

Schedule A screen will open.

- Complete 3.3 and complete all the questions by selecting NO or YES

Supplier Declaration

Schedule A

Schedule B

Schedule C

DECLARATION OF INTEREST - STATE EMPLOYEES

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative

Van Wyk Tracy

3.2 Identity number

8812090123066

*3.3 Position occupied in the Company (director, trustee, shareholder)

3.4 Company or Close corporation registration number

2019/532070/07

3.5 Tax reference number

9236352242

3.6 VAT registration number

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*3.8 Are you presently in the services of the state?

Please select...

*3.9 Have you been in the service of the state for the past twelve months?

Please select...

Annexure A (1)

- Schedule A – point 4 – click on ADD and enter the Name, Surname and Id number of the Directors listed on the CSD report. This includes Directors / Non-executive Directors/ Shareholders / Members and Owners.

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.

*Name:

*Surname:

*Identity type: ☐ SA ID ☐ Foreign ID

*Identity/Passport number:

*Type:

Employee number:

* denotes a required field

Add Close

Complete Schedule B

Supplier Declaration

Schedule A Schedule B Schedule C

CONFLICT OF INTEREST DECLARATION

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

*1. The applicant shall declare whether it has any conflict of interest in the transaction for which the quotation is submitted.

*2. The applicant shall declare whether it has directly or through a representative or intermediary promised, offered or granted

Complete Schedule C and click in the Disclaimer box and on Continue

Supplier Declaration

Schedule A Schedule B Schedule C

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

*4.1 Is the applicant, or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons doing business with the public sector?

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the audit statement system rule was applied.)
The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.

*4.2 Is the applicant or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.

*4.3 Was the applicant or any of its directors convicted by the court of law (including a court of law outside the Republic of South Africa) for fraud or corruption in the past five years?

*4.4 Does the applicant or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/ municipal entity, or to any other municipality/ municipal entity that is in arrears for more than three months?

*4.5 Was any contract between the applicant and the municipality/ municipal entity or any other organ of state terminated during the last five years on account of failure to perform on or comply with the contract?

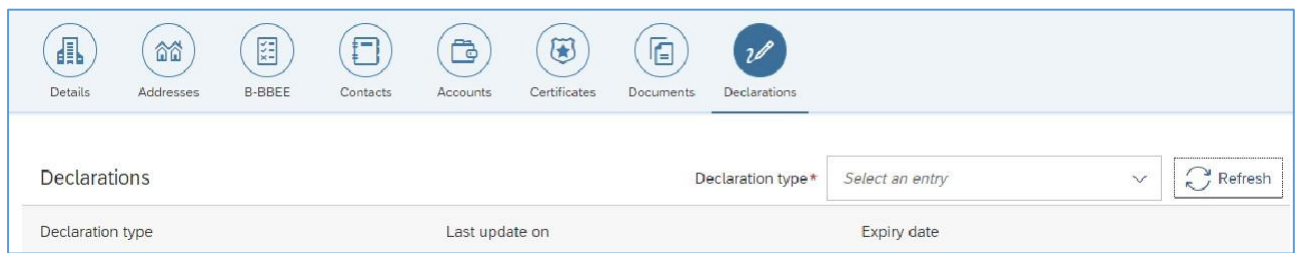
Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter and constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2001, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

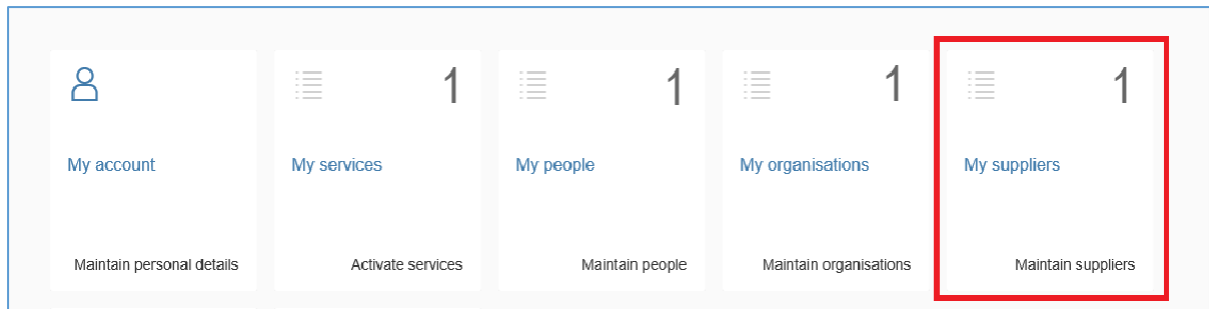
* denotes a required field

Continue

The declaration will pull through and click on REFRESH & thereafter on Continue and Submit.



The below tiles will show



Different online roles:

☐ Organisation

- An Organisation is a legal entity registered with CIPC and will have a company registration number, e.g. 2000/000123/07.
- An organisation must register four role players. These roles may be performed by the same or multiple individuals.

An Organisation must have individuals performing the following roles:

☐ **Administrator Role**

- The administrator is the person maintaining the online company data, as nominated by the Authorising Official.
- The administrator will allocate the other role players as stipulated below.
- This registration must be performed by the Administrator.

☐ **Authorizing Official Role**

- The authorising official does not perform an online function. It is his/her job to grant the authority to the administrator, as per Authorising letter (See Supporting Documents below).

□ **Salesperson Role**

- The Salesperson can view RFQs and submit quotations.
- The Salesperson cannot maintain the Organisation's data

! **Accounting Officer Role**

- The accounting officer can upload the Statements

Important:

- Your registration will take between 2 - 5 working days.
- Only the Salesperson, as assigned by the Administrator will be able to see the RFQ tile.
- On the RFQ tile, you will be able to view "Request for Quotations" and submit quotations online.

SAMPLE COPY OF AUTHORISATION LETTER

INSERT YOUR COMPANY'S LETTERHEAD HERE

Letter of authorisation

I, (**name of authorisation person**), in my capacity as (**position held in the company**) in (**the company's name**), hereby give authority to (**name of the administrator**), in his/her capacity as (**position held in the company**), to act as (**company name**) administrator in assigning, maintaining and managing user access for (**company name**).

Signed: _____

Date (DD/MM/YEAR): _____



Website: www.capetown.gov.za

COMPULSORY – TO REGISTER ON E-SERVICES - SOLE PROPRIETOR

First create a personal profile by having a unique Username and Password. Once the registration is completed you will get a temporary password in your email inbox. The temporary password must be changed immediately to your OWN password because it expires. Please ensure that you don't forget your Username and Password as this will cause delays during registration process.

Requirements below to be scanned individually (one by one) in a PDF Format

- ✓ ID Copy of the Owner
- ✓ CSD report
- ✓ SARS PIN Certificate
- ✓ Proof of Address
- ✓ BBBEE Certificate / Sworn Affidavit (optional)
- ✓ Bank Account Confirmation

Contact Details: For any assistance with online queries, the following helpline are available:

Supplier Online Queries: supplier.management@capetown.gov.za

PASSWORD & Login Queries: revenue.eservices.co.za

RFQ Related Queries: EProcurement.RFQ@capetown.gov.za

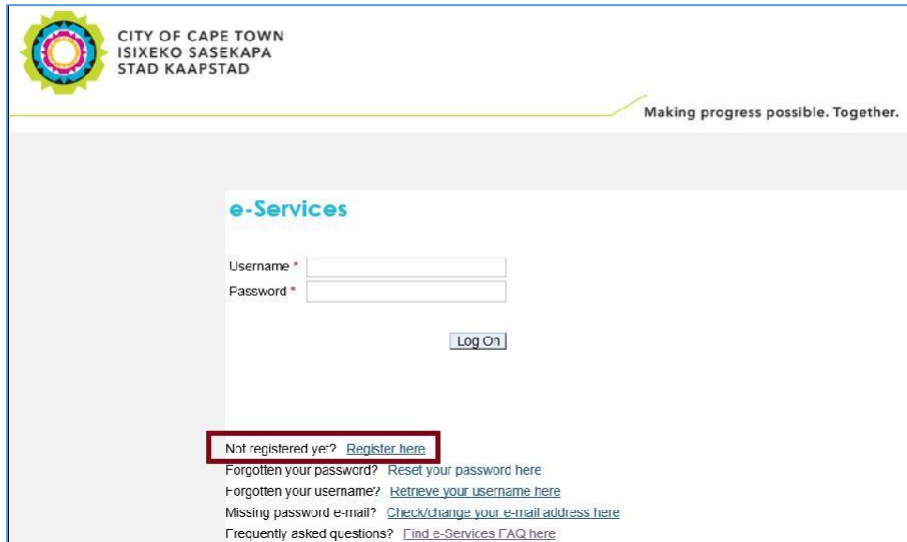
Any issues with CSD registration contact the CSD office

directly: Contact Number: 012 406 9222 / 012 315 5111

Email: csd@treasury.gov.za

HOW TO REGISTER ONLINE as a SOLE PROPRIETOR

Log in and register yourself on E-service : <https://eservices.capetown.gov.za/irj/portal/>



At this point, you will enter your personal information ...unique email address, username, etc.

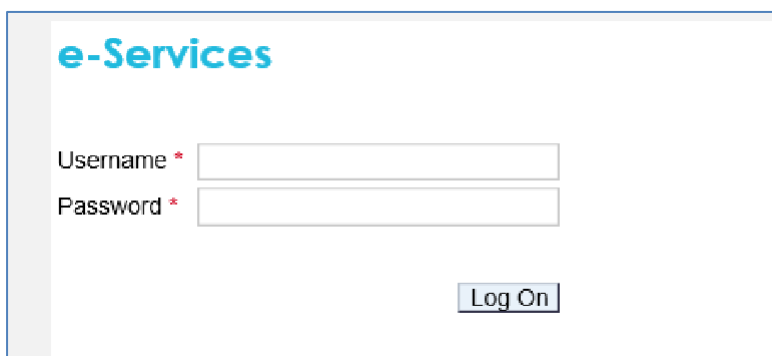
(Do not add the company/organisation details – this is for your personal information)

A temporary password will be e-mailed and use to log in the first time. Thereafter a unique password should be chosen.

If you encounter any problems or errors with the above registration, send mail (help.uces@capetown.gov.za)

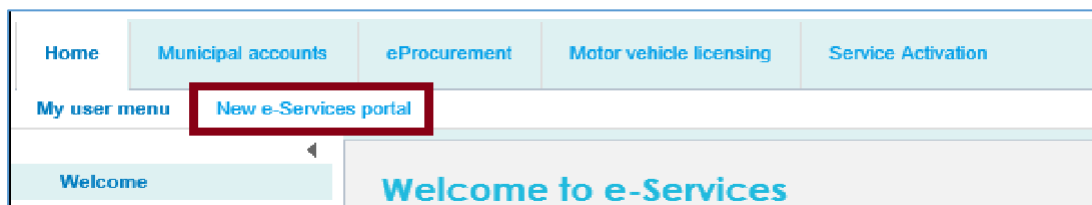
Step 1

When you have your username and password you can now log on to register the supplier by entering your username and password.



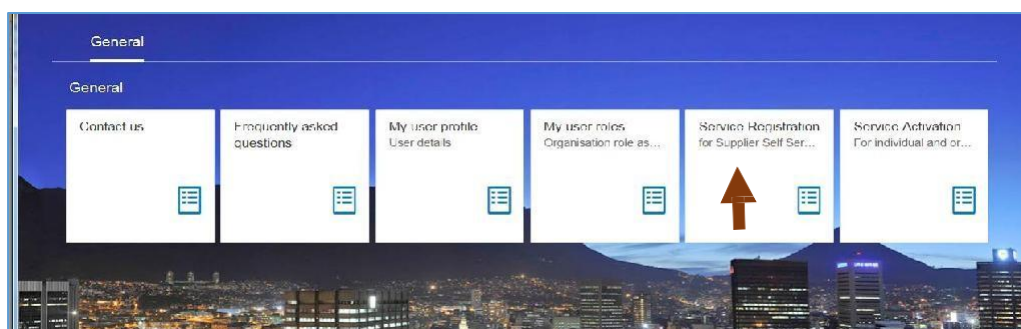
Step 2

Select **"New E-service Portal"**

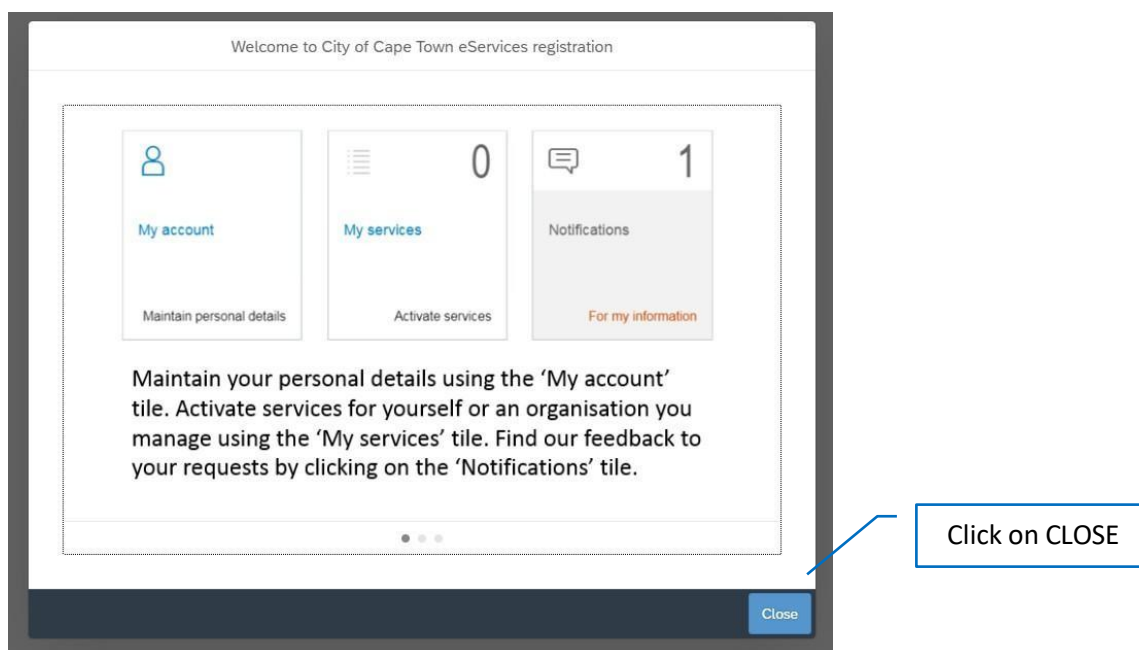


Step 3

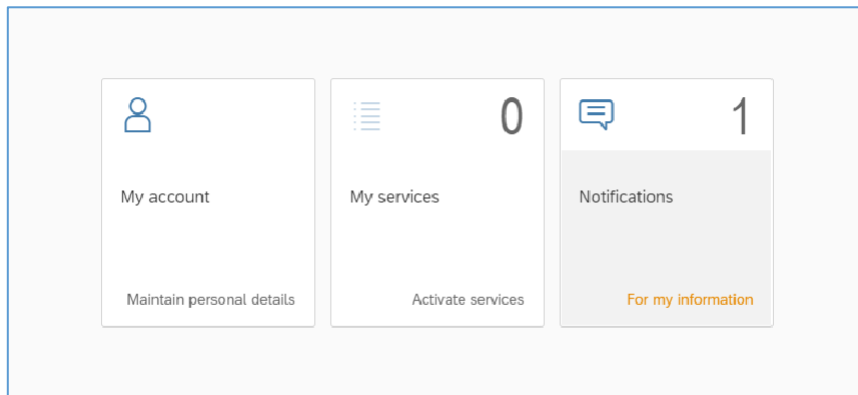
Select **"SERVICE REGISTRATION for Supplier Self Service"** tile



Step 4 : The below screen will show. Click on **CLOSE**



Step 5: Select the **MY ACCOUNT** tile



Step 6.1: Add information on DETAILS tab

The screenshot shows the 'DETAILS' tab selected in a profile update form. The form includes fields for: *Title (dropdown menu with 'Mr' selected), *Name (text input with placeholder 'Enter first name as in passport/ ID'), *Surname (text input with placeholder 'Enter surname as in passport/ ID'), *Phone number (two dropdown menus for 'Land line' and 'Mobile', each with a corresponding 'Enter your number' text input), *Resident type (radio buttons for 'South African permanent resident' and 'Foreign national'), *Identification type (dropdown menu with 'South African ID Document' selected), *Identification number (text input with placeholder 'Enter ID as on your Identification document'), and Business partner number (text input). A red box highlights the *Identification number field. A yellow warning icon is visible next to the Business partner number field.

Add information on DETAILS tab:

1. Add the TITLE
2. Enter NAMES as on ID document
3. Enter Surname as on ID document
4. Add LANDLINE /MOBILE Number
5. Select RESIDENT Type
6. Select Identification Type
7. Add ID number
8. Add personal BP number if any / if none leave blank

Step 6.2: Ensure Username and Email address is added

The screenshot shows the 'User' tab selected in the profile update form. The form includes fields for: *Chosen user name (text input with placeholder 'Enter the user ID you ...'), *e-mail (text input with placeholder 'Enter an exclusive use e-mail account'), and *Confirm e-mail (text input). A red box highlights the *Chosen user name field. A yellow warning icon is visible next to the *Chosen user name field. At the bottom, a note states: 'Fields marked with * are compulsory input.'

Annexure A (2)

Step 6.3: DOCUMENTS Tab:

Add the ID copy by clicking on the drop-down V, click on ID document and + to upload the document.

Update my profile

ID number: Status: △ Draft

Details User Documents Addresses

Documents

*Document type Select an entry +

Upload a document of all required types

* ID Document

Accreditation

Utility Bill

No entries. Click + to add

Step 6.4: ADDRESSES Tab: Click on the drop-down V and "**Physical address**" and +Add

Update my profile

ID number: Status: △ Draft

Details User Documents Addresses

Addresses

*Address type Select an entry ? + Add

Address type	Address category	Location	Postal code	City	Region
No entries. Click + to add					

Maintain an address for all re...

* Physical address

A pop-up window will open. Add your personal address details and enter CONFIRM.

Add address

*Category: Street address

*House number/ Street:

Building, Floor, Flat:

*City:

*Postal code:

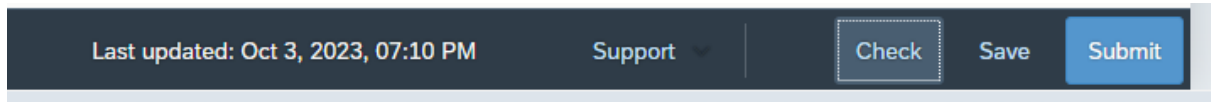
*Region: Select an entry

*Country: South Africa

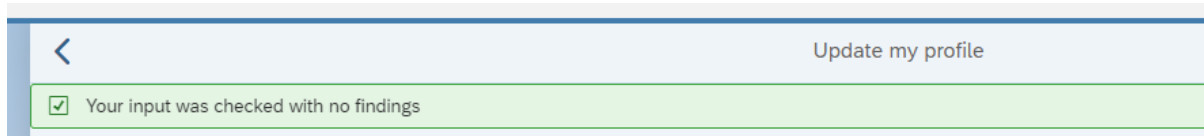
☐ Fields marked with * are compulsory input

Cancel Confirm

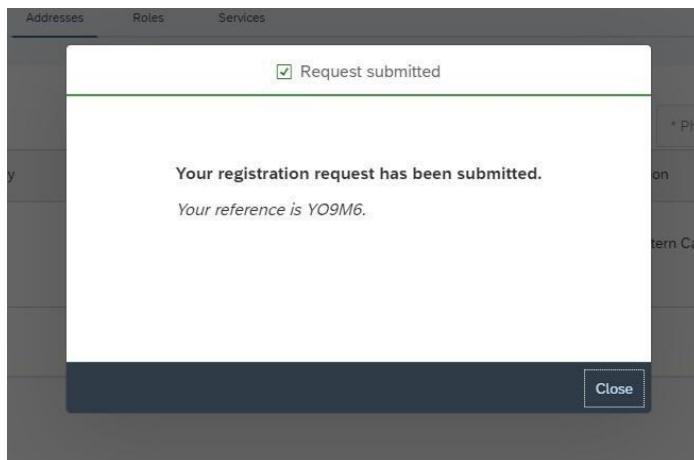
Step 7: Click on "CHECK" at the bottom



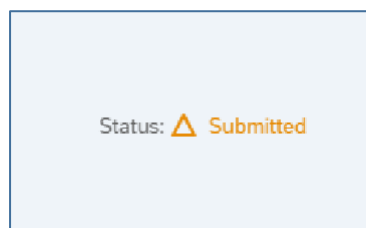
Step 8: If no findings on top than click on SUBMIT



Step 9: Click on CLOSE



The My Account tile status on top will show "Submitted".



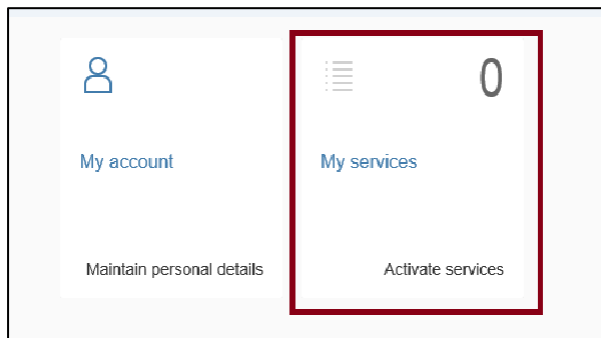
You have now completed the personal details of yourself.

(Only the MY Account tile was completed at this stage)

To create a **SERVICE** and add the Supplier

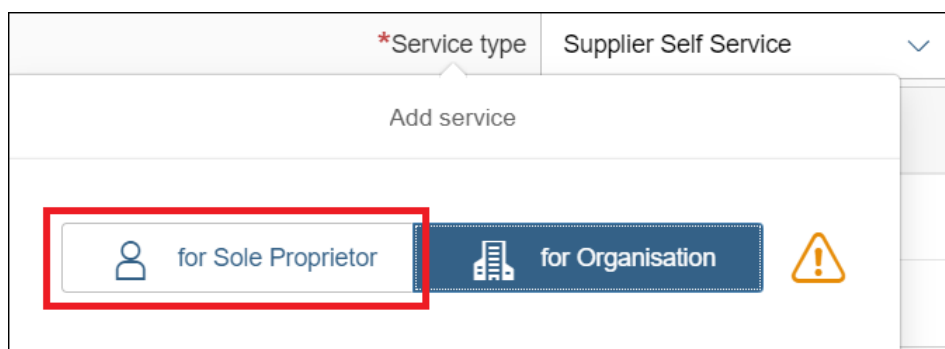
Step 10

Select the "**My Service**" tile and click to open (see below screen print)



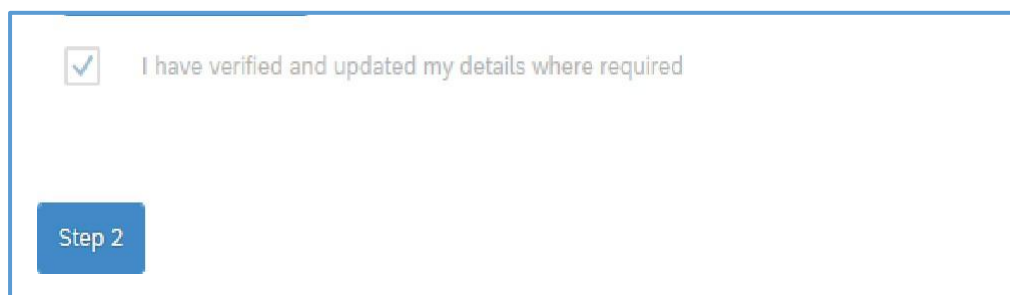
Step 11

Click in the BOX on the dropdown **V** and select **Supplier Self Service** and **+Add** and for **Sole Proprietor**



Step 12

Tick in the **small box** (I have verified ...) and then select "**Step 2**"



Annexure A (2)

Step 13

Click on **+ADD**. You will now be able to add the Supplier.

← Add supplier self service for me

Confirm your details — Select supplier — Confirm supplier

2. Select supplier

Suppliers

Enter search criteria...

+ Add

Name	Trading name	Registration number	Business partner ID	Legal entity type	Status
------	--------------	---------------------	---------------------	-------------------	--------

Step 13.1

Complete the information on the **DETAILS** tab

← Add supplier

Supplier details — B-BBEE — Addresses — Contacts — Bank accounts — Certificates —

1. Supplier details

Trading as name: * Name the supplier business is performed under

CSD Number: * Enter Central Supplier Database number

Industry keys: * ?

Community supplier: ☐ NO

Subcouncil: Select an entry

Income tax number: * Enter PAYE reference number

VAT registration number:

Add Supplier details:

1. Trading name
2. CSD Number
3. Select Industry keys (on drop down)
4. Income Tax Number
5. Add VAT details if vat registered.
6. Click on Step 2

Fields marked with * are compulsory input

Important to note: A community supplier can only apply for RFQs in the Ward they are residing in. If you select CBS – than you must provide the proof which must be stamped and signed by the Sub Council Office in your area. Leave the slider on NO if not a community supplier.

Annexure A (2)

Step 13.2

Complete the details on the **B-BBEE** tab

Add supplier

Supplier details

B-BBEE

Addresses

Contacts

Bank accounts

2. B-BBEE

B-BBEE classification type: *

Select an entry

B-BBEE level: *

Select an entry

Black ownership: * %

Black women ownership: * %

B-BBEE certificate expiry: *

Enter a date

Min. 51% youth:

NO

Min. 51% military veterans:

NO

Min. 51% underdeveloped community or township:

NO

Min. 51% cooperative:

NO

1. Select **correct** BEE CLASSIFICATION Type

2. Select B-BBEE LEVEL;

3. Add Black Ownership %

4. Add Black Female Ownership %

5. Select correct B-BBEE EXPIRY DATE on calendar.

Fields marked with * are compulsory input

Step 13.3 **Addresses** tab

Click on dropdown V and Supplier address and add address.

Add supplier

Draft saved successfully

Supplier details

B-BBEE

Addresses

Contacts

Bank accounts

Certificates

3. Addresses

Addresses

Address type *

Select an entry

* Supplier address

PO Box address

Address type

Address category

Location

Postal code

City

Region

Country

No entries. Click + to add

A pop-up box will open. Add the supplier address and

CONFIRM. The address details will pull in.

Addresses

*Address type

* Supplier address

+ Add

Address type

Address category

Location

Postal code

City

Region

Country

Supplier address

Street address

24 IG-HTINGALE STREET, AVONDALE

7349

ATLANTIS

Western Cape

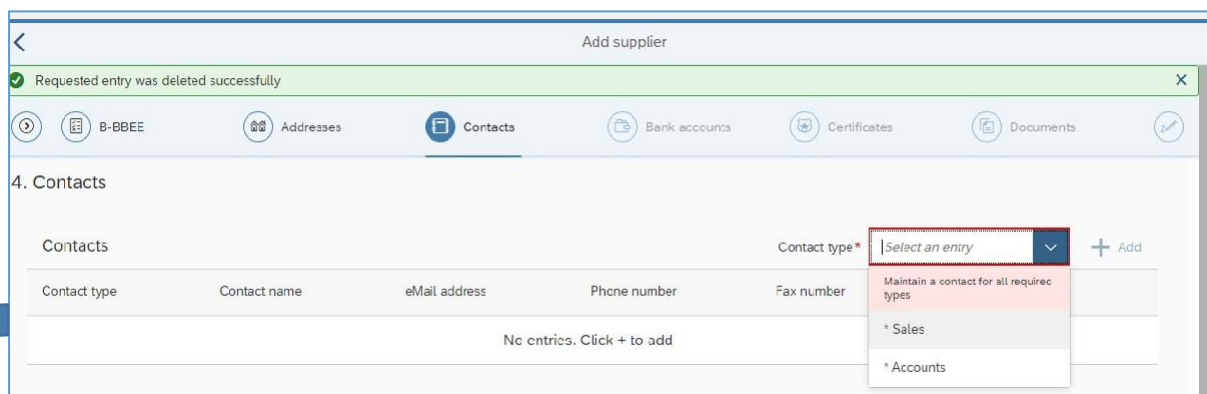
South Africa

Step 13.4**CONTACTS** tab

Click on dropdown V and Accounts. A pop-up window will open and add the contact details of the Accounts person.

Click on Confirm.

Thereafter do the same for the Salesperson.



Requested entry was deleted successfully

4. Contacts

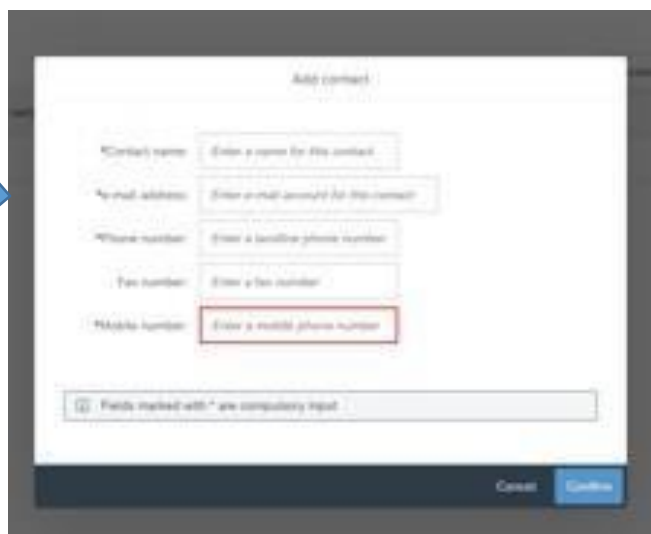
Contacts

Contact type * Select an entry + Add

Contact type	Contact name	eMail address	Phone number	Fax number
No entries. Click + to add				

* Sales

* Accounts



Add contact

*Contact name: Enter a name for this contact

*e-mail address: Enter an email account for this contact

*Phone number: Enter a landline phone number

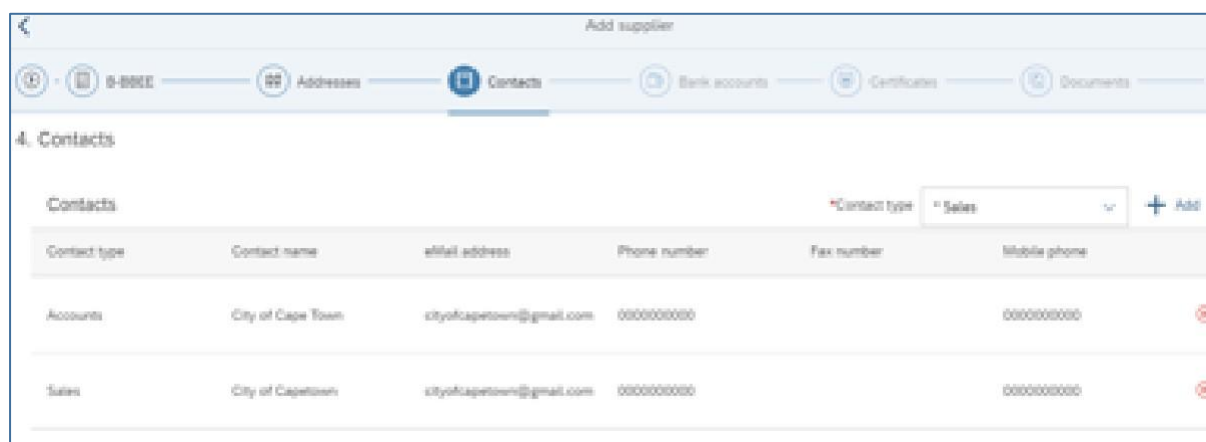
Fax number: Enter a fax number

*Mobile number: Enter a mobile phone number

Fields marked with * are compulsory input

Cancel Confirm

When done correctly the details for these people will show



4. Contacts

Contacts

*Contact type * Sales + Add

Contact type	Contact name	eMail address	Phone number	Fax number	Mobile phone
Accounts	City of Cape Town	cityofcapetown@gmail.com	0000000000		0000000000
Sales	City of Capetown	cityofcapetown@gmail.com	0000000000		0000000000

Step 13.5**BANK ACCOUNTS** – click on Main Supplier Account and +ADD

Requested entry was deleted successfully

Contacts Bank accounts Certificates Documents

5. Bank accounts

Bank accounts Account purpose* * Main supplier account + Add

Purpose	Bank name	Branch code	Account type	older

Specify a bank account for each required purpose

A pop-up box will open. Click on the drop down V and select where required. Add the bank details.

Bank account

Account location: * Select an entry

Account type: * Select an entry

Bank: * Select an entry

Branch code: * ?

Account number: *

Account holder: *

BANK INFORMATION to add:

1. Select Local
2. Select Cheque or Savings Account
3. Select the Bank on dropdown
4. Enter Bank Account Number
5. Enter Bank Account Holder Name

Fields marked with * are compulsory input

Cancel Confirm

Click on CONFIRM.

Step 13.6 CERTIFICATES Tab

Only applicable if the Organisation is registered with:

1. Compensation Industry on Duty Act (COIDA)
2. Construction Industry Development Board (CIBD)
3. Private Security Regulation Act (PSIRA)

6. Certificates

Certificate type: Select an entry + Add

Certificate type	Certificate number	Expiry date
No entries. Click + to add		

Options in dropdown:

- Compensation Industry on Duty Act
- Construction Industry Development Board
- Private Security Industry Regulation Act

13.7 DOCUMENTS Tab

Upload all the supporting documents against the correct option

7. Documents

Document type: Select an entry + Add

Document type	Document number	Expiry date
No entries. Click + to add		

Options in dropdown:

- * B-BBEE Certificate / Affidavit
- * Bank Account Confirmation
- * CIPC or Section 21 Document
- * CSD Registration
- * Proof of Address
- Bank Account Signatory Affidavit
- Other Document

Step 13.8 DECLARATION

Click in the box on **Supplier Declaration** and **+Add**

8. Declarations

Declarations	*Declaration type	+ Add
Declaration type	Supplier declaration	
	Make a declaration for each required type	
	Supplier declaration	

No entries. Click + to add

The declaration will open on Schedule A.

Complete 3.3

Add the position in the company on 3.3. (The person completing the declaration). Answer ALL the questions listed by selecting NO or YES

Supplier Declaration

Schedule A Schedule B Schedule C

DECLARATION OF INTEREST - STATE EMPLOYEES

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view to possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative: Van Wyk Tracy

3.2 Identity number: 8812060123066

*3.3 Position occupied in the Company (director, trustee, shareholder):

3.4 Company or Close corporation registration number: 2019/532070/07

3.5 Tax reference number: 9236352242

3.6 VAT registration number:

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*3.8 Are you presently in the services of the state? Please select..

*3.9 Have you been in the service of the state for the past twelve months? Please select..

Point 4 – click on ADD and add the names and id numbers of the owner listed on the CSD report.

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.

*Name:

*Surname:

*Identity type: ☐ SA ID ☐ Foreign ID

*Identity/Passport number:

*Type:

Employee number:

* denotes a required field

[Add](#) [Close](#)

Complete **Schedule B**

Supplier Declaration

Schedule A **Schedule B** Schedule C

CONFLICT OF INTEREST DECLARATION

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

*1. The applicant shall declare whether it has any conflict of interest in the transaction for which the quotation is submitted.

*2. The applicant shall declare whether it has directly or through a representative or intermediary promised, offered or granted

2.1 any inducement or reward to the City of Cape Town for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy

Should the applicant be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, he or she must please contact the following: Fraud.hotline@capetown.gov.za or the City's anti-corruption hotline at 0800 32 31 30 (toll free).

* denotes a required field

Complete **Schedule C** and click in the **Disclaimer box** and **Continue**

Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified himself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct. ☒

* denotes a required field

[Continue](#)

Click on **REFRESH**

Details Addresses B-BBEE Contacts Accounts Certificates Documents **Declarations**

Declarations Declaration type* [Refresh](#)

Declaration type	Last update on	Expiry date
------------------	----------------	-------------

The Declaration will pull through and click on **Continue and SUBMIT**.

Draft saved successfully

Addresses Contacts Bank accounts Certificates Documents Declarations

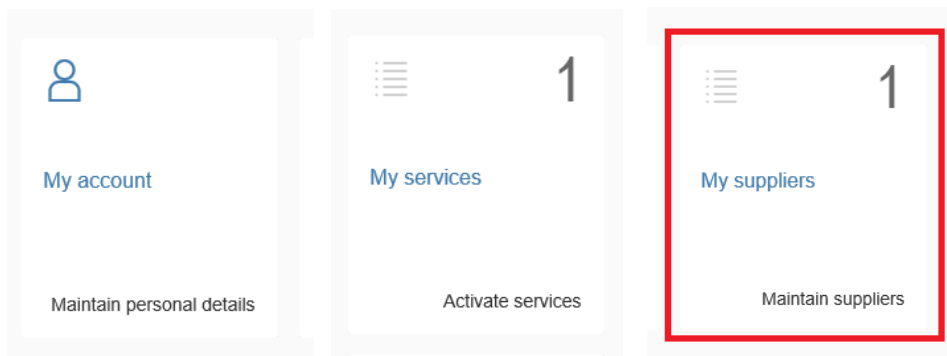
8. Declarations

Declarations Declaration type * Supplier declaration

Declaration type	Last update on	Expiry date
Supplier declaration	Monday, Jul 25, 2022	Monday, Jul 24, 2023

Continue

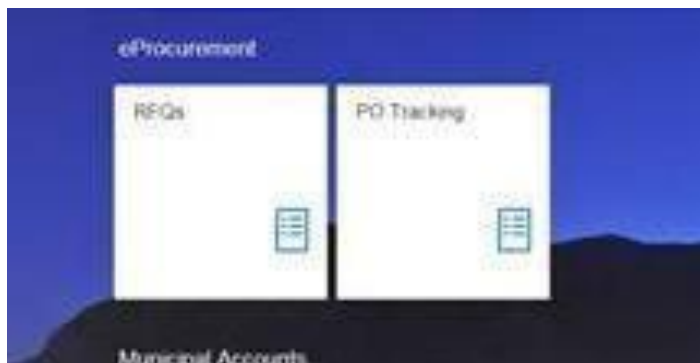
Once the online process was completed, all the below tiles should be showing



After the supplier registration has been completed and it has been approved by the City of Cape Town, please check and maintain your data online on the My Supplier tile.

Important Note:

Only when ALL the tiles were approved, the RFQ and PO Tracking tiles will show.





CITY OF CAPE TOWN ONLINE REGISTRATION (NEW SUPPLIER_1st time)

Website: www.capetown.gov.za

First create a personal profile by having a unique Username and Password. Once the registration is completed you will get a temporary password in your email inbox. The temporary password must be changed immediately to your OWN password because it expires. Please ensure that you don't forget your Username and Password as this will cause delays during registration process.

Requirements below to be scanned individually (one by one) in a PDF Format.

- ✓ Proof of Company Registration (CIPC) Page with Directors names
- ✓ Letter of Authorisation, selecting the administrator (see sample attached)
Must be completed and signed by the Director of the company.
- ✓ Authorising ID
- ✓ Administrators ID
- ✓ Sales & Accounts Person ID if different from Administrator or Authorisation person
- ✓ CSD report
- ✓ SARS PIN Certificate
- ✓ Proof of Address
- ✓ BBBEE Certificate / Sworn Affidavit
- ✓ Bank Account Confirmation

Contact Details: For any assistance with online queries, the following helpline are available:

Supplier Online Queries: supplier.management@capetown.gov.za

PASSWORD & Login Queries: revenue.eservices@capetown.gov.za

RFQ Related Queries: EProcurement.RFQ@capetown.gov.za

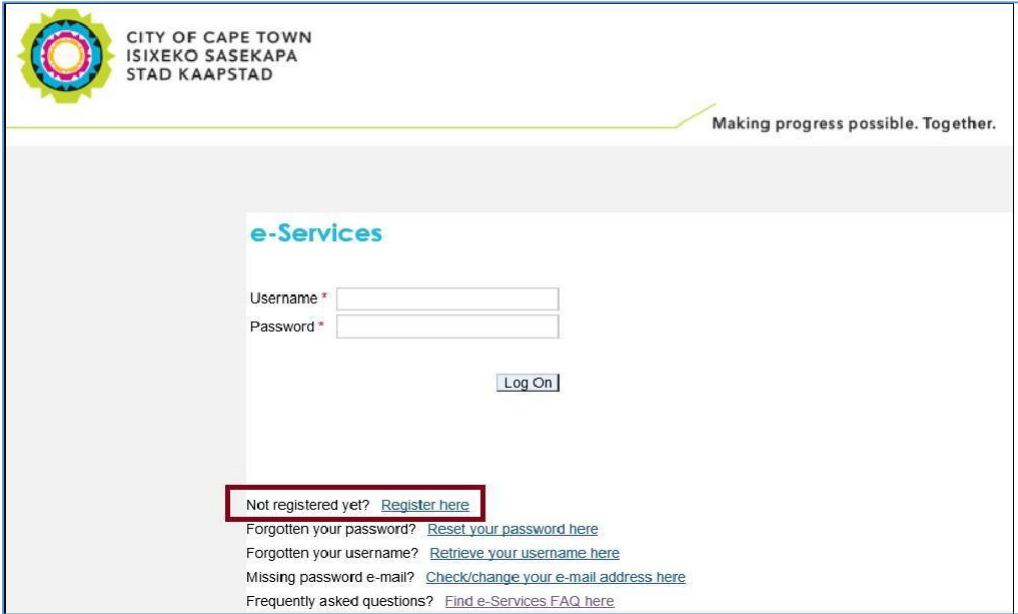
Any issues with CSD registration contact the CSD office

directly: Contact Number: 012 406 9222/ 012 315 5111

Email: csd@treasury.gov.za

HOW TO REGISTER ONLINE

Step 1. Log in and register yourself on E-service



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

e-Services

Username *

Password *

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)

At this point, you will enter your personal information ...unique email address, username, etc.

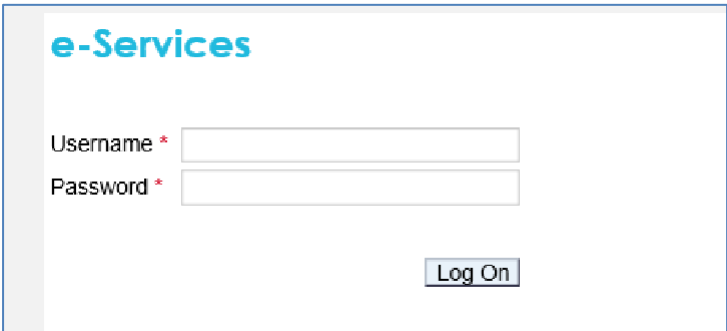
(Do not add the company/organisation details – this is for your personal information)

A temporary password will be e-mailed and used to log in the first time. Thereafter a unique password should be chosen.

If you encounter any problems or errors with the above registration, send mail (help.uces@capetown.gov.za)

Step 2:

When you have your username and password you can now log on to register the supplier by entering your username and password

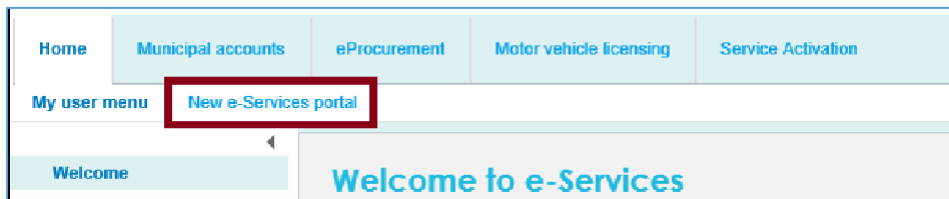


e-Services

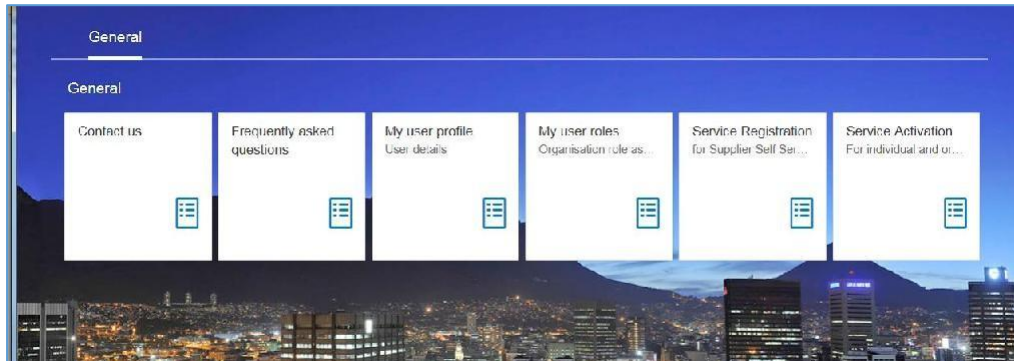
Username *

Password *

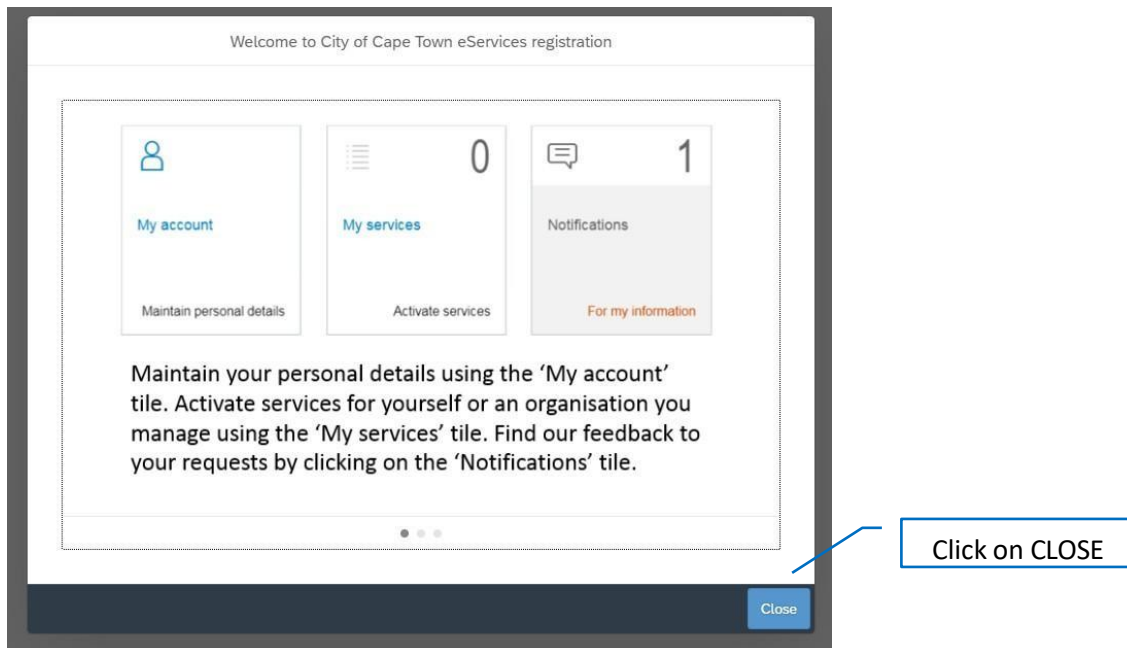
Step 3: Select "**New E-service Portal**"



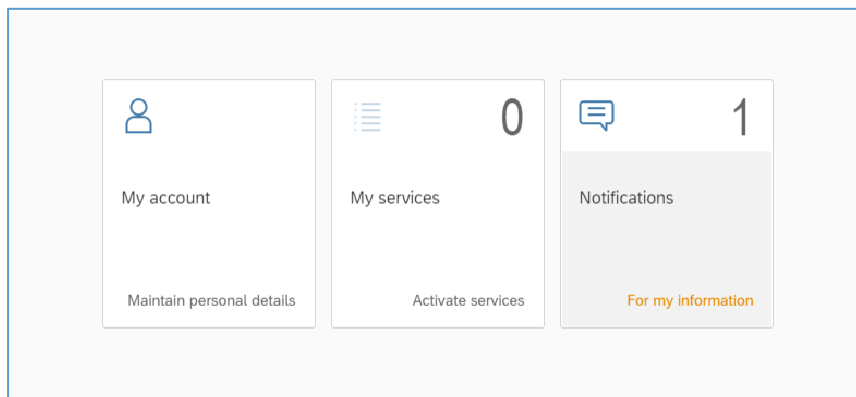
Step 4: Select "**SERVICE REGISTRATION for Supplier Self Service**" tile



Step 5: The below screen will show. Click on **CLOSE**



Step 6: Select the **MY ACCOUNT** tile



Step 6.1: Add information on DETAILS tab.

ID number:

Details

User

Documents

Addresses

*Title: Mr

*Name: Enter first name as in passport/ ID

*Surname: Enter surname as in passport/ ID

*Phone number: Land line Enter your number

Mobile Enter your number

*Resident type: ☒ South African permanent resident ☐ Foreign national

*Identification type: South African ID Document

*Identification number: Enter ID as on your identification document

Business partner number:

Add information on DETAILS tab:

1. Add the TITLE;
2. Enter first NAME (full name) as on ID document;
3. Enter Surname as on ID document;
4. Add LANDLINE / MOBILE number;
5. Select RESIDENT Type;
6. Select Identification Type
7. Add ID number
8. Add personal BP number if any / if none leave blank

Step 6.2: Ensure Username and Email address is added.

Update my profile

ID number:

Details

User

Documents

Addresses

*Chosen user name: Enter the user ID you ...

*e-mail: Enter an exclusive use e-mail account

*Confirm e-mail:

Fields marked with * are compulsory input.

Step 6.3: DOCUMENTS Tab:

Add the ID copy by clicking on the drop-down V, click on ID document and + to upload the document.

Update my profile

ID number: Status: ▲ Draft

Details User Documents Addresses

Documents

*Document type: Select an entry ▼ +

- Upload a document of all required types
- * ID Document
- Accreditation
- Utility Bill

No entries. Click + to add

Step 6.4: ADDRESSES Tab: Click on the drop down V and "**Physical address**" and +Add

Update my profile

ID number: Status: ▲ Draft

Details User Documents Addresses

Addresses

*Address type: Select an entry ▼ ? + Add

- Maintain an address for all re...
- * Physical address

Address type	Address category	Location	Postal code	City	Region
No entries. Click + to add					

A pop-up window will open. Add your personal address details and enter CONFIRM.

Add address

*Category: Street address ▼

*House number/ Street:

Building, Floor, Flat:

*City:

*Postal code:

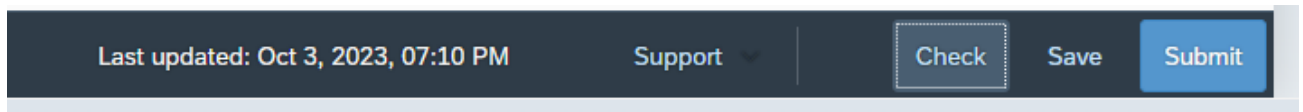
*Region: Select an entry ▼

*Country: South Africa ▼

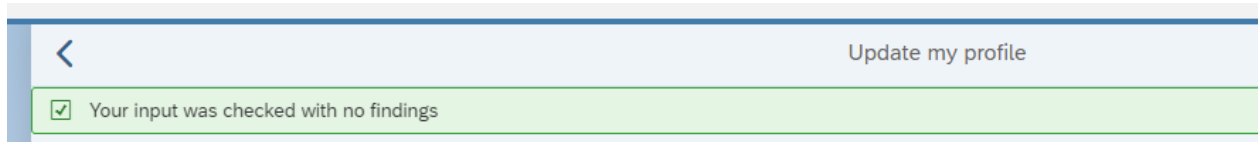
Fields marked with * are compulsory input

Cancel Confirm

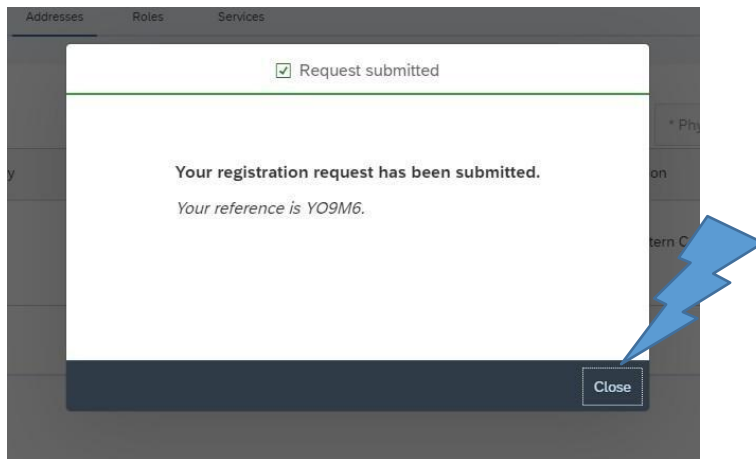
Step 7: Click on "CHECK" at the bottom



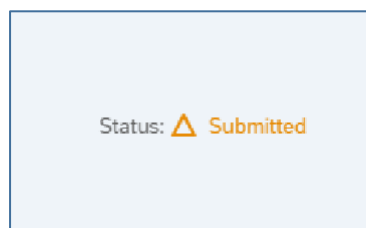
Step 8: If no findings on top than click on SUBMIT.



Step 9: Click on CLOSE



You will note that the My Account tile status on top will show "Submitted".

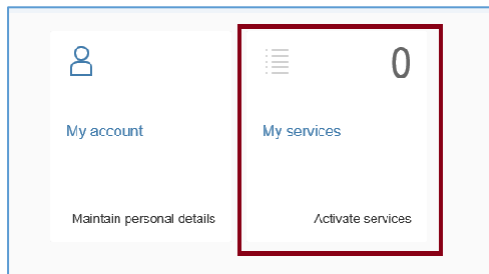


You have now completed the personal details of yourself.

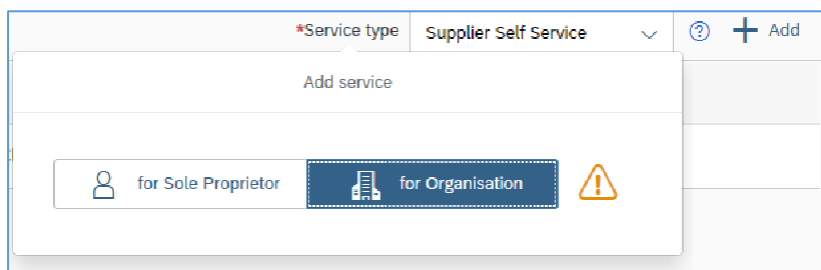
(Only the MY Account tile was completed at this stage)

To create a **SERVICE** and add the Organisation

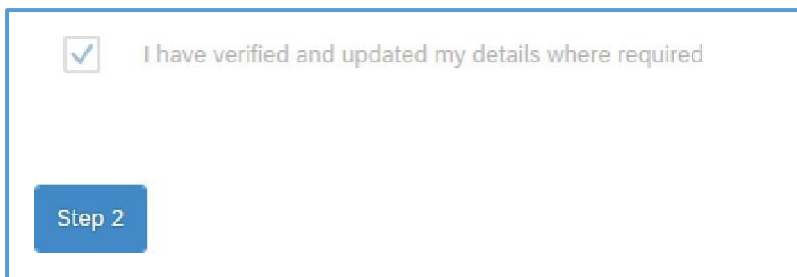
Step 10: Select the "My Service" tile and click to open (see below screen print)



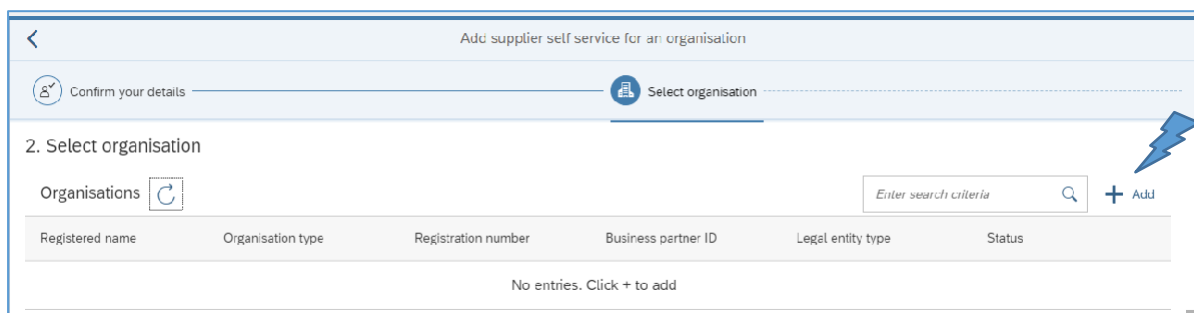
Step 11: Click in the BOX on the dropdown **V** and select **Supplier Self Service** and **+Add** and **for Organisation**



Step 12: Tick in the **small box** (I have verified ...) and then select "STEP 2"



Step 13: Click on +ADD and start to process to add the Organisation.



Step 13.1: DETAILS Tab: Add the Organisation details. Keep the slider on **NO**.

1. Organisation details

*Does this organisation already have a Business Partner number at City of Cape Town? ☐ NO ☒ YES

*Legal name: K2021886819 (SOUTH AFRICA)

*Organisation type: Head office

*Legal entity type: Private company, Pty Ltd

*Registration number: 2021/886819/07

Fields marked with * are compulsory input

Step 2

Save draft

Add the company details:

1. Enter **LEGAL NAME**;
2. Select **Org type** on dropdown (Branch or Head office);
3. Select **LEGAL ENTITY Type** (CC, PTY, etc);
4. Add **Company Registration number**;
5. Click on **Step 2** (to continue)

Step 13.2: ADDRESS Tab: Add the Company Address details.

Click on the drop down V and "MAIN ADDRESS" and +Add

2. Address

Addresses

Address type	Address category	Location	Postal code	City	Region
*Main address					

No entries. Click + to add

+ Add

A pop-up window will open up. Add the company address details and click on **CONFIRM**

Add address

*Category: Street address

*House number/ Street:

Building, Floor, Flat:

*City:

*Postal code:

*Region: Select an entry

*Country: South Africa

Fields marked with * are compulsory input

Cancel Confirm

Step 13.3: DOCUMENTS Tab: Clicking on the drop down V, and **Authorisation Letter** and **+** and upload the document. Do the same for the **Company Registration document**.

3. Documents

Documents

*Document type Select an entry +

- * Authorising Letter
- * Company Registration Document
- Utility Bill

No entries. Click + to add

Step 13.4: CONTACTS tab: Click in the box on the drop down V.
Click on Business contact and +Add.
A pop-up window will open up. Add the details of the Authorisation Person. Add the contact details for the Authorisation Person.

4. Contacts

Contacts

*Contact type Select an entry + Add

- * Business contact

No entries. Click + to add

Add contact

*Contact name:

*e-mail address:

*Phone number:

Fax number:

Mobile number:

Fields marked with * are compulsory input

Cancel Confirm

Click on **CONFIRM**

Step 13.5: RESPONSIBILITIES Tab: Click on the drop-down V and on Administrator. The details of the admin person will show. Double click on the person details to pull in.

Do the same for the Authorisation person. If the authorisation person is a different person, then click on +ADD to enter his/her details.

5. Responsibilities

Responsibilities

Role	Name	Surname	ID type	ID number	Phone
No entries. Click + to add					

*Role: Select an entry (dropdown arrow) ? + Add

* Administrator

* Authorising person

Thereafter click on the Authorising person role and do the same. If the authorisation person is a different person, then click on +ADD to enter his/her details. Click on **CONTINUE** at the bottom: -

Step 14: Click in the small box (I have verified.....) and click on Step 3

2. Select organisation

Organisations

Enter search criteria + Add

Registered name	Organisation type	Registration number	Business partner ID	Legal entity type	Status
K2021886819 (SOUTH AF...	Head office	2021/886819/07		Private company, Pty Ltd	Ready

Press the button to verify details of the organisation for which you are taking action. Confirm you have verified and updated where required by checking the box.

Update details

☒ I have verified and updated details where required

Step 3

Step 15: Click on +ADD. You will now be able to add the Supplier.

Step 15.1: Supplier DETAILS tab: Continue to add the Supplier information

Important to note: A community supplier can only apply for RFQ's in the Ward they are residing in. If you select CBS – than you must provide the proof which must be stamped and signed by the Sub Council Office in your area. Leave the slider on NO if not a Community Based Supplier.

Step 15.2: B-BBEE tab. Add details

2. B-BBEE

*B-BBEE classification type:

*B-BBEE level:

*Black ownership: %

*Black women ownership: %

*B-BBEE certificate expiry:

Min. 51% youth: ☐ NO

Min. 51% military veterans: ☐ NO

Min. 51% underdeveloped community or township: ☐ NO

Min. 51% cooperative: ☐ NO

Fields marked with * are compulsory input

Instructions:

1. Select correct BEE CLASSIFICATION Type;
2. Select B-BBEE LEVEL;
3. Add Black Ownership %;
4. Add Black Female Ownership %;
5. Select correct B-BBEE EXPIRY DATE on calendar.
(Refer to Bee document for information)

Save draft

Step 15.3: ADDRESSES Tab: - Click on dropdown V and Supplier address and Add +. A pop-up window will open up. Add the details of the Supplier address.

3. Addresses

Addresses

*Address type: Add

Address type	Address category	Location	Postal code	City	Region
No entries. Click + to add					

Address type dropdown options:

- * Supplier address
- PO Box address

When done correctly, the address will show as below. The Address type must show.

3. Addresses

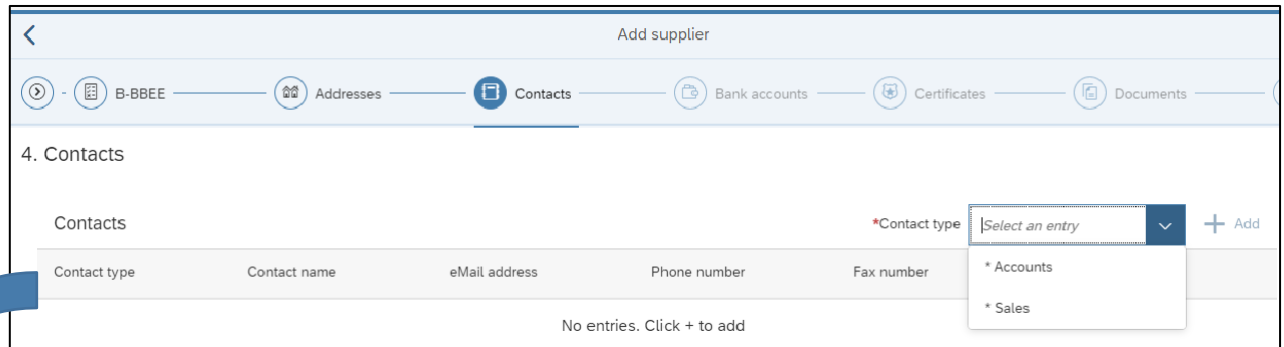
Addresses

*Address type: Add

Address type	Address category	Location	Postal code	City	Region	Country
Supplier address	Street address	24 IGHINGALE STREET, AVONDALE	7349	ATLANTIS	Western Cape	South Africa

Step 15.4: CONTACTS Tab

Click on dropdown V and Accounts. A pop-up window will open and add the contact details of the Accounts person. Click on Confirm. Thereafter do the same for the Salesperson.



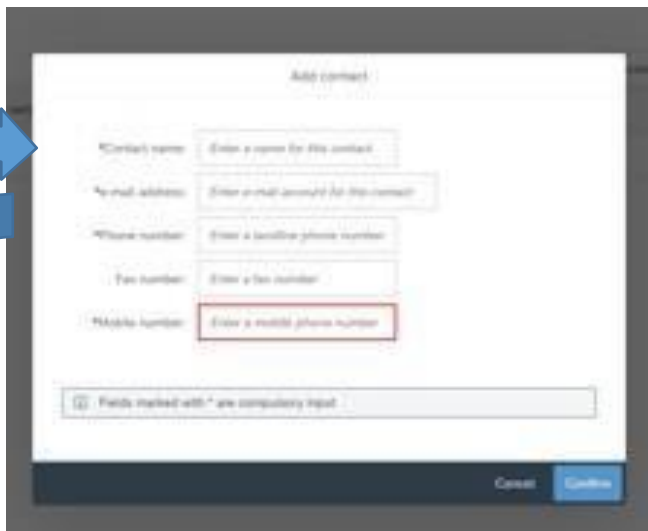
4. Contacts

Contacts

*Contact type Select an entry + Add

Contact type	Contact name	eMail address	Phone number	Fax number
No entries. Click + to add				

* Accounts
* Sales



Add contact

*Contact name

*e-mail address

*Phone number

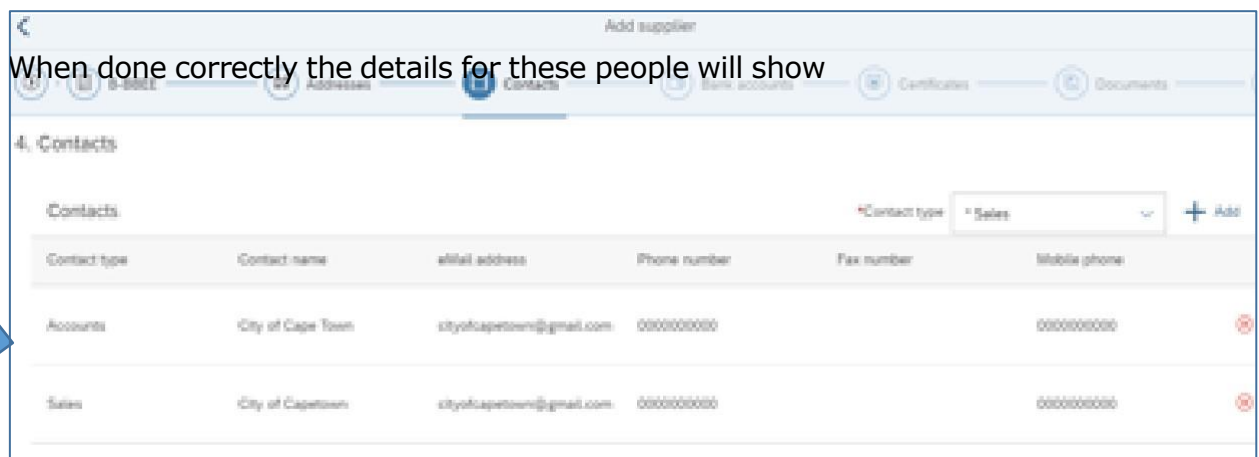
Fax number

*Mobile number

☐ Fields marked with * are compulsory input

Cancel Confirm

When done correctly the details for these people will show



4. Contacts

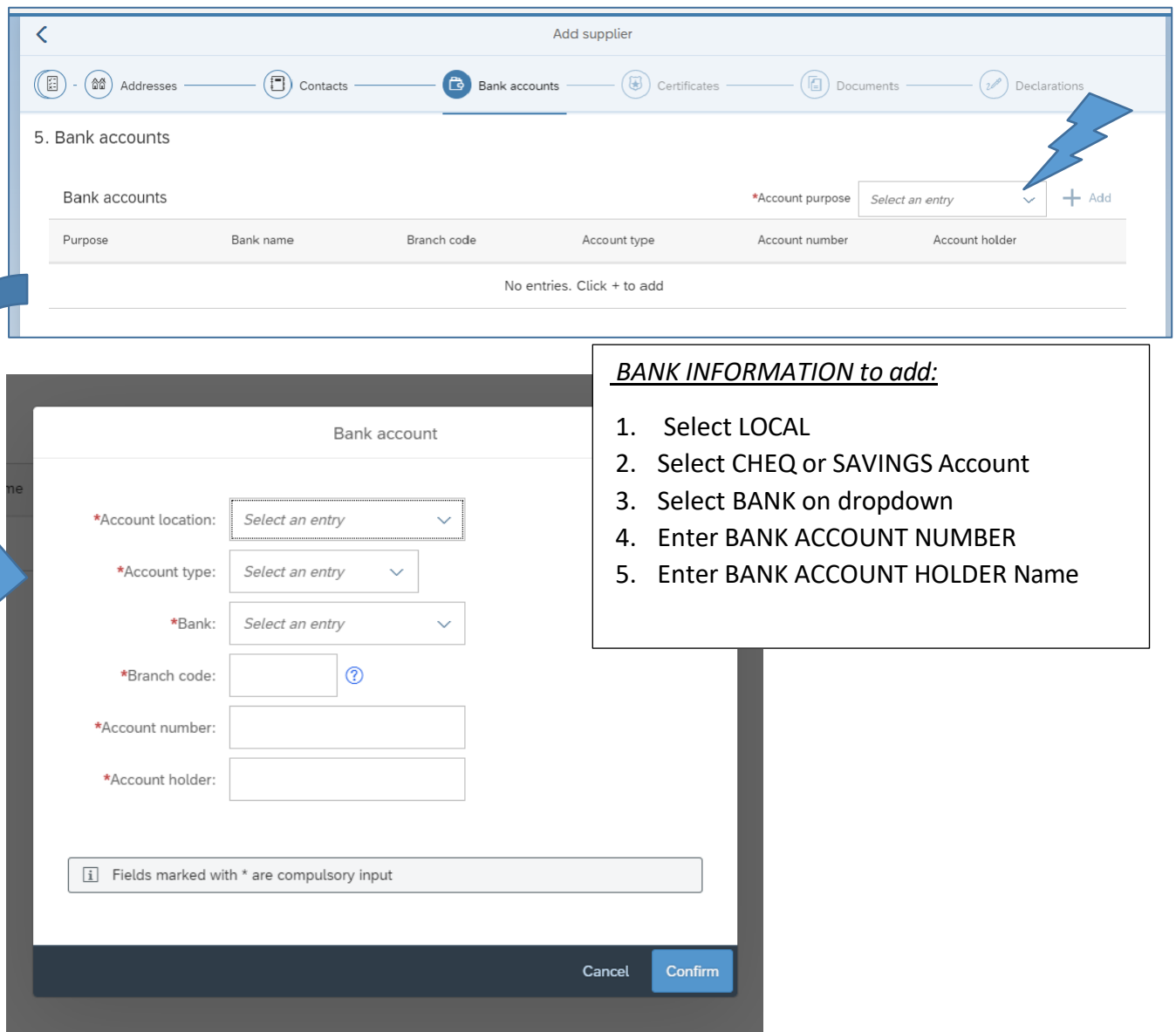
Contacts

*Contact type * Sales + Add

Contact type	Contact name	eMail address	Phone number	Fax number	Mobile phone
Accounts	City of Cape Town	cityofcapetown@gmail.com	0000000000		0000000000
Sales	City of Capetown	cityofcapetown@gmail.com	0000000000		0000000000

Step 15.5: Bank Accounts tab

Click on dropdown V and A pop-up window will open. Select the correct options on the drop down.



5. Bank accounts

Bank accounts *Account purpose Select an entry + Add

Purpose	Bank name	Branch code	Account type	Account number	Account holder
No entries. Click + to add					

Bank account

*Account location: Select an entry

*Account type: Select an entry

*Bank: Select an entry

*Branch code: ?

*Account number:

*Account holder:

i Fields marked with * are compulsory input

Cancel Confirm

BANK INFORMATION to add:

1. Select LOCAL
2. Select CHEQ or SAVINGS Account
3. Select BANK on dropdown
4. Enter BANK ACCOUNT NUMBER
5. Enter BANK ACCOUNT HOLDER Name

Click on **CONFIRM**.

Step 15.6: CERTIFICATES Tab

Only applicable if the Organisation is registered with:

1. Compensation Industry on Duty Act (COIDA)
2. Construction Industry Development Board (CIBD)
3. Private Security Regulation Act (PSIRA)

6. Certificates

Certificate type	Certificate number	Expiry date
No entries. Click + to add		

Certificate type: Select an entry + Add

- Compensation Industry on Duty Act
- Construction Industry Development Board
- Private Security Industry Regulation Act

Step 15.7: DOCUMENTS Tab

Upload all the supporting documents against the correct option

7. Documents

Document type	Document number	Upload date
No entries. Click + to add		

*Document type: Select an entry +

- * B-BBEE Certificate / Affidavit
- * Bank Account Confirmation
- * CIPC or Section 21 Document
- * CSD Registration
- * Proof of Address
- Bank Account Signatory Affidavit
- Other Document

Compulsory Documents:

1. CSD Report
2. Proof of Address
3. Bank Confirmation letter
4. Sars Pin document
5. Bank Confirmation letter
6. B-BBEE Certificate / Affidavit
7. CIPC or Section 21 document

Step 15.8: DECLARATION

Click in the box on the **dropdown V** and select **Supplier Declaration** and **+Add**

The screenshot shows the 'Add supplier' interface with the 'Declarations' tab selected. A dropdown menu is open, showing 'Supplier declaration' selected. An orange arrow points from the 'Add' button to the dropdown menu.

The screen below will appear. Click in the middle of the screen for the document to open.

The screenshot shows the 'Add declaration' dialog box. A blue arrow points to the 'Click to open' text in the center of the dialog.

Add the position in the company on 3.3 of the persons completing the declaration.

The screenshot shows the 'DECLARATION OF INTEREST - STATE EMPLOYEE!' form. A blue lightning bolt icon points to the '3.3 Position occupied in the Company (director, trustee, shareholder)' field.

Complete ALL listed QUESTIONS by selecting **NO** or **YES**.

When the answer is YES - furnish with the detail.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in [paragraph 4](#) below.

*3.8 Are you presently in the services of the state?

*3.9 Have you been in the service of the state for the past twelve months?

*3.10 Do you have a relationship (family, friend, business interest, other) with persons in service of the state?

*3.11 Are you aware of any relationship (family, friend, business interest, other) between any other bidder and any persons in service of the state?

*3.12 Are any of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

*3.13 Are any spouse, child, parent or close family member of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?

*3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

* denotes a required field

Schedule A – point 4 – click on ADD and enter the Name, Surname and Id number of the Directors listed on the CSD report. This includes Directors / Non-executive Directors/ Shareholders / Members and Owners.

Complete Schedule A, B and C of the declaration. ENSURE all questions were answered.

Supplier Declaration

☐ Schedule A ☐ Schedule B ☒ Schedule C

At the bottom of Schedule C – tick in the DISCLAIMER BOX and CONTINUE

☒ Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

* denotes a required field

Note: If one of the questions were not answered, the Disclaimer box will be greyed out.

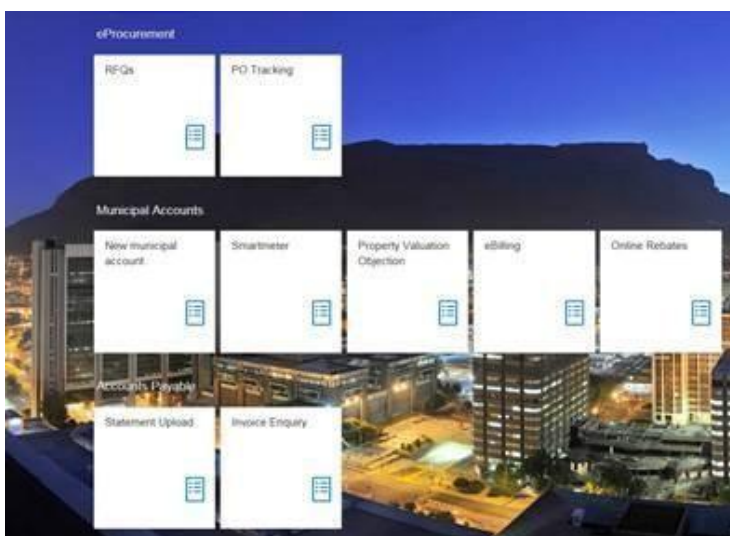
Click on **REFRESH**

Click on Step 4 and add the Sales and Accounts Person roles.

Once the online process is completed, all the below tiles should be showing except the MY PEOPLE tile, depending on the different people selected for the different roles.

Important Note:

Only when ALL the above-mentioned tiles were approved, the RFQ and PO Tracking tiles will show.



Different online roles:

☐ Organisation

- An Organisation is a legal entity registered with CIPC and will have a company registration number, e.g. 2000/000123/07.
- An organisation must register four role players. These roles may be performed by the same or multiple individuals.

An Organisation must have individuals performing the following roles:

☐ **Administrator Role**

- The administrator is the person maintaining the online company data, as nominated by the Authorising Official.
- The administrator will allocate the other role players as stipulated below.
- This registration must be performed by the Administrator.

☐ **Authorizing Official Role**

- The authorising official does not perform an online function. It is his/her job to grant the authority to the administrator, as per Authorising letter (See Supporting Documents below).

☐ **Sales Person Role**

- The Sales person can view RFQs and submit quotations.
- The Sales Person cannot maintain the Organisation's data

☐ **Accounting Officer Role**

- The accounting officer can upload the

Statements Important Notices:

- ◆ *Your registration will take between 2 - 5 working days.*
- ◆ *Only the Sales Person, as assigned by the Administrator will be able to see the RFQ tile.*
- ◆ *On the RFQ tile, you will be able to view "Request for Quotations" and submit quotations online.*

SAMPLE COPY OF AUTHORISATION LETTER

Insert Company Name,
Co Registration number,
Physical Address,
Email address.

Letter of authorisation

I, (**name of authorisation person**), in my capacity as (**position held in the company**) in

(**the company's name**), hereby give authority to (**name of the administrator**), in his/her

capacity as (**position held in the company**), to act as (**company name**) administrator in

assigning, maintaining and managing user access for (**company name**).

Signed: _____

Date (DD/MM/YEAR): _____

Annexure A (4)



How to complete the Declaration online

1. Declaration to be completed by the person with the Administrator role.
2. Click on *New E-services Portal*;
3. Select the tile "Service Registration for Supplier Self Service";
4. Click on the *MY SUPPLIER* tile to open and on the company details to expand;
5. Select the *DECLARATION* tab

6. Click in the box on the dropdown V and select *Supplier Declaration* and **+ADD**

Complete the information on:-

7. Schedule A - 3.3, add the position held in the company;
8. Complete ALL listed QUESTIONS by selecting **NO** or **YES**
9. On **3.10** when the answer is YES - furnish with the following detail;
Name
ID number
Relationship
Designation
Department
Organ of
State
10. On 3.11, 3.12 C**3.13** _If the answer is YES – furnish with the following details;
ID number (N/A) if declared on 3.10
Relationship
Designation
Department
Organ of
State

Annexure A (4)

11. On 3.14 _ If the answer is YES – furnish with the following details

Company Name AND
Company Registration
Number

Note: Unfortunately due to limited space, if more than one company, add the details on a separate document (annexure) on the company's letterhead and save in PDF format and upload on the Documents tab.

12. On point 4 – Click on ADD DETAILS and add their name, surname and identification numbers of the directors/ members/owners;

*3.13 Are you spouse, child or parent of the company's directors, trustees

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.

*Name:

*Surname:

*Identity type: ☒ SA ID ☐ Foreign ID

*Identity/Passport number:

*Type: DIRECTOR

Employee number:

* denotes a required field

Add Close

Note: All Directors / Non-executive Directors / Shareholders / Members / Owners listed on the CSD report must be added onto the Declaration.

13. Complete Schedule B by selecting either YES or

NO If YES, furnish the particulars

14. Complete Schedule C by selecting either YES

or NO If YES, furnish the particulars

Disclaimer

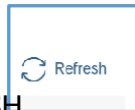
*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified himself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

* denotes a required field

Continue

Note: If one of the questions were not answered, the Disclaimer box will be greyed out.

Annexure A (4)



Ensure to complete all the questions. Thereafter click on REFRESH button.
16. The Declaration will show with the creation date as well as the expiry date.

Declarations			*Declaration type
Declaration type	Last update on		Expiry date
Supplier declaration	Wednesday, Jan 28, 2026		Wednesday, Jan 27, 2027

17. Click on **Submit**.



WHERE TO UPDATE THE SUPPLIER DETAILS ONLINE

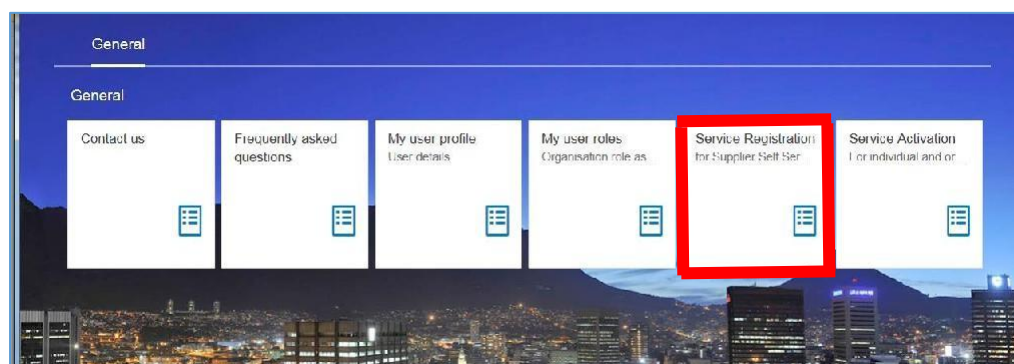
1. The Administrator must logon. (Only administrator can do changes)

A screenshot of the e-Services login page. It features a light blue header with the text "e-Services". Below this, there are two input fields: "Username *" and "Password *". A "Log On" button is positioned to the right of the password field.

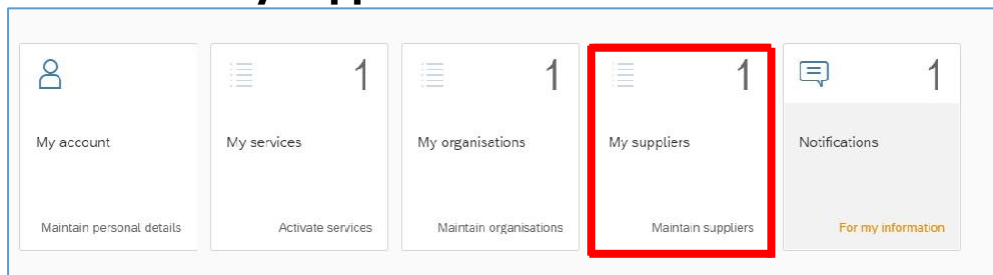
2. Select **New E-service Portal**



3. Select **Service Registration for Supplier Self Service** tile



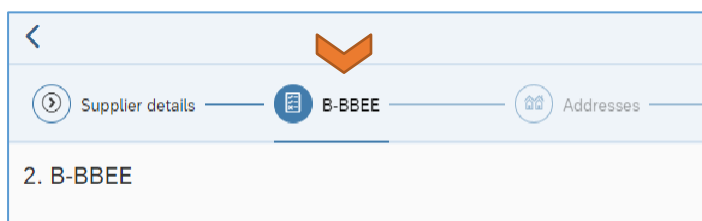
4. Select the **My Supplier** Tile



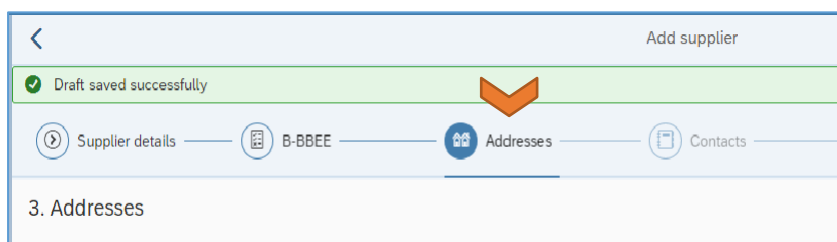
5. The **Supplier Details** screen will open up.

The screenshot shows the 'Add supplier' screen. The 'Supplier details' section includes fields for: Trading as name, *CSD Number, *Industry keys, Community supplier (radio button), Subcouncil, *Income tax number, *SARS TCS PIN, and VAT registration number. A green arrow points to the 'Industry keys' field with the text 'To add/ change Industry keys'. A note at the bottom states: 'Fields marked with * are compulsory input'.

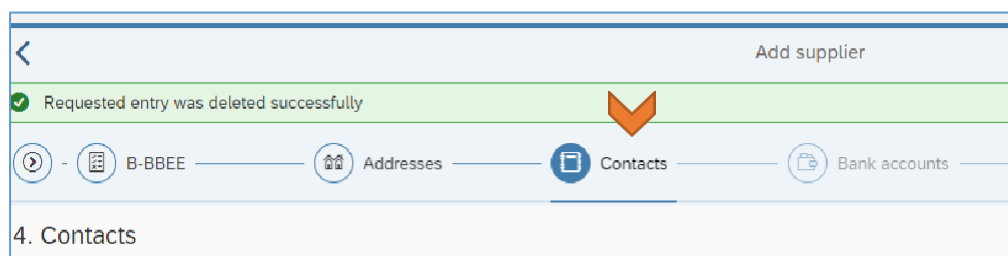
6. **B-BBEE** Icon to update bee details



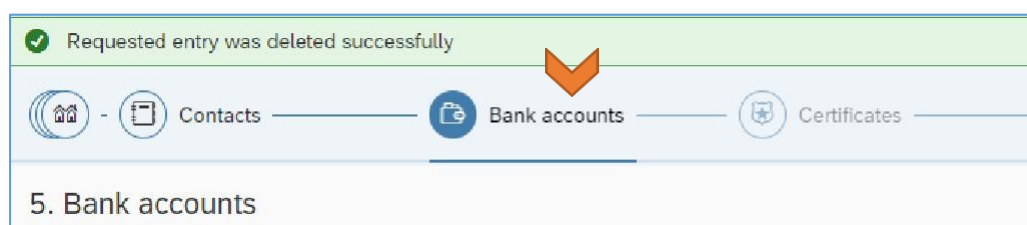
7. **Address** Icon to change address details of the supplier.



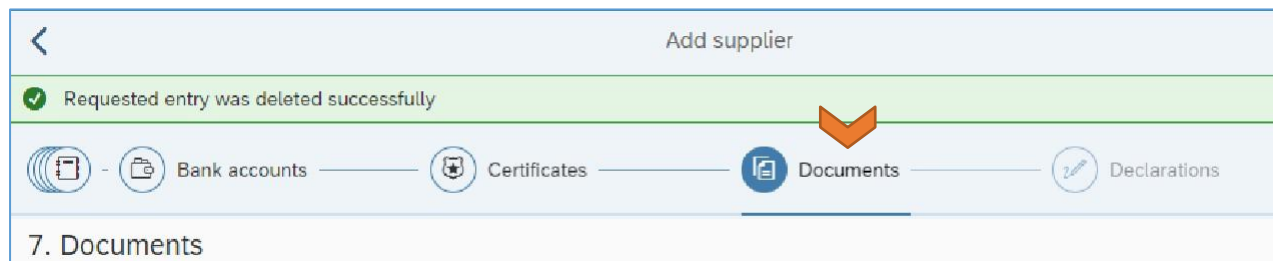
8. **Contacts** Icon to add company contacts.



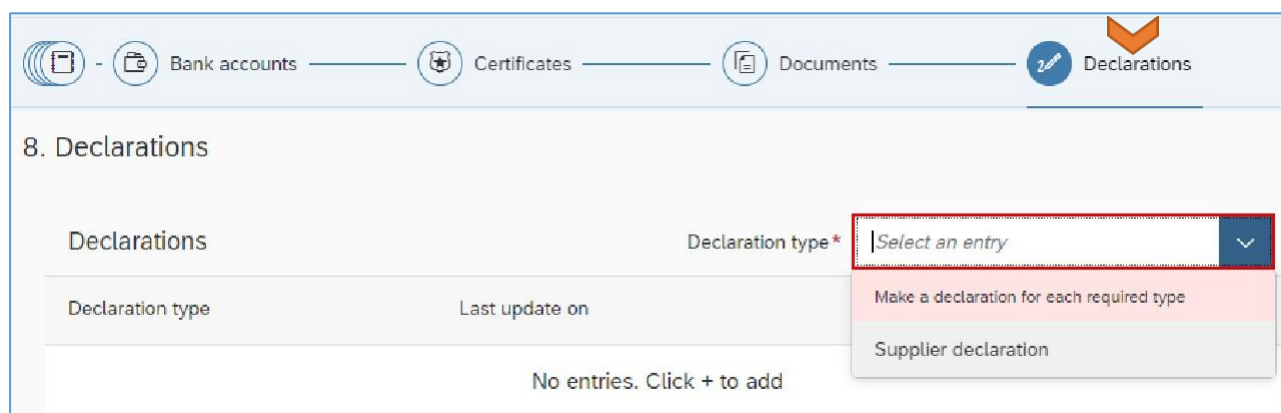
9. **Bank Accounts** to upload the bank details.



10. **Documents** Icon – to upload the supporting documents for the changes done.



11. **Declaration** Icon.



SUBMIT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

HOW TO SUBMIT A QUOTATION

Request for quotations (RFQs) for procurement up to R750 000 Incl. VAT

OVERVIEW

Purpose

- This document is meant to guide you on how to successfully submit bids in response to City RFQs.

What is a Request for Quotation (RFQ)?

- A RFQ is an invitation to bid on Goods and Services up to a value of R750 000.
- The City publishes RFQ adverts on the Procurement Portal.

In order to submit a quotation you will need:

1. To be registered as a user with [e-services](#).
2. To be assigned as a Transacting User for your organization.
3. Applicable Roles: Supplier Self-Service Transacting Person.

Log On

1. Start the process by logging on to [e-Services](#)
2. Click the **Log On** button
 - Use your unique **Username** and **Password** received when you registered for e-Services with the City of Cape Town.



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Making progress possible. Together.

e-Services

Username *

Password *

Not registered yet? [Register here](#)

Forgotten your password? [Reset your password here](#)

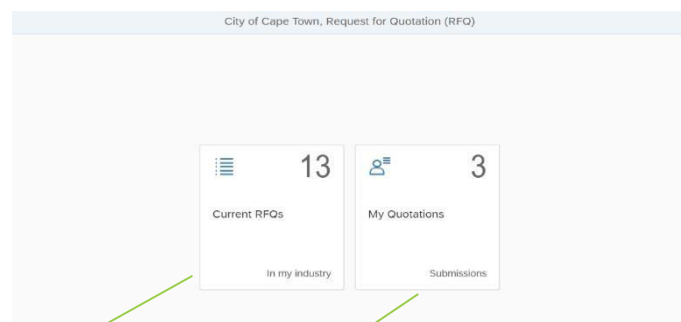
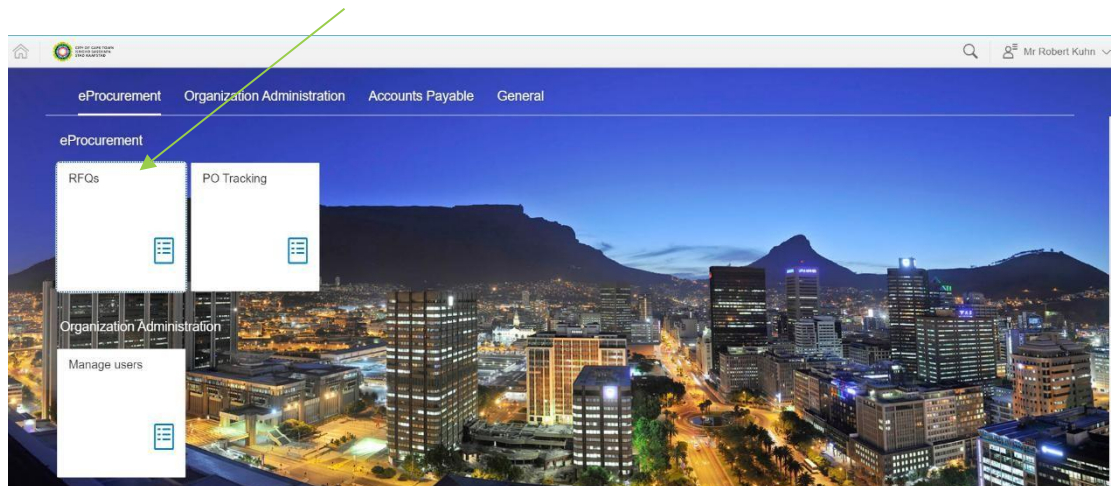
Forgotten your username? [Retrieve your username here](#)

Missing password e-mail? [Check/change your e-mail address here](#)

Frequently asked questions? [Find e-Services FAQ here](#)

VIEW RFQs

- Once you log in you will see a list of tiles. Click the **RFQs tile**.
 - The RFQs tile will allow you to view your submitted and open RFQs.



Current RFQs

- To view open RFQs click on the **Current RFQs** tile.

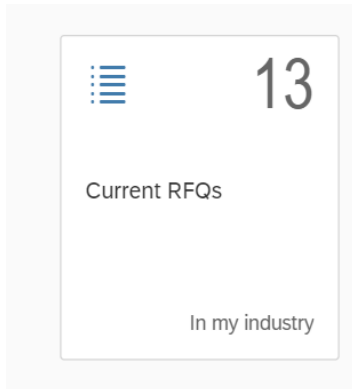
My Quotations

- Once you start with a submission the **"My Quotations"** tile will appear, which shows the status of the RFQs you submitted and those in draft.

Quotations			
6 All Quotes	1 Submitted	3 Draft	0 Awarded
	1 Unawarded	1 Unsuccessful	0 Withdrawn
Reference No	RFQ Title	Closing Date	Status
SF12500014	COBIT MATURITY ASSESSMENT	09/09/2024	Draft
GC12500135	AGRICULTURE	16/09/2024	Draft
GE12500165	BEADING-GLAZING;WOOD;3M	09/09/2024	Draft
GD11900966	TOOLS AND EQUIPMENT	19/03/2019	Unsuccessful
SN22900151	GO LIVE	22/06/2019	Unawarded
SS12100206	WOMEN'S DAY PROGRAM- WARD ALLO	16/11/2020	Submitted

RFQ DETAILS

1. To submit a quotation, you need to view the current open RFQs. Click **Current RFQs tile**



2. RFQ Type

- Click **RFQ Type dropdown** arrow to view options
- Select **RFQ type** (Goods, Services, All)
- Click on the **Category** dropdown arrow to view categories for which you are registered (e.g. Cleaning Materials)
- **NB:** Suppliers will only be able to view and submit RFQs that correspond to the Industry Keys they are registered for.

<

RFQ Filters

Reference Number

Search

RFQ Type:

All

Goods

Services

Category:

CLEANING MATERIALS

CLEANING MATERIALS

STATIONERY & OFFICE ACC

Value:

Closing Date :

Posted Date :

RFQ List

Please note that only 10 records are displayed. If you still cannot find what you looking for, click on More or refine your search further

Reference No	Title	Category	Closing Date	Posted Date	
GA12500233	CLOTHING ITEMS : VARIOUS ITEMS	CLOTHING, PPE & ACCESSORIES	18/10/2024	10/10/2024	>
GA12500236	CLOTHING ITEMS : OVERALLS / SHIRTS	CLOTHING, PPE & ACCESSORIES	18/10/2024	10/10/2024	>
GD12500317	SUPPLY VEGA PULS C21 SENSOR	TOOLS & MACHINERY	18/10/2024	10/10/2024	>
GD12500303	INSULATION TESTER 1000V MIT310A MEGGAR	TOOLS & MACHINERY	18/10/2024	10/10/2024	>
GD12500305	DIGITAL CLAMP-ON METER	TOOLS & MACHINERY	18/10/2024	10/10/2024	>
GA12500232	CLOTHING ITEMS : SHOES / BOOTS	CLOTHING, PPE & ACCESSORIES	18/10/2024	10/10/2024	>
GC12500184	CLEANING MATERIALS	CLEANING MATERIALS	18/10/2024	10/10/2024	>
GD12500318	WELDING KIT	TOOLS & MACHINERY	18/10/2024	10/10/2024	>
GC12500186	CHEMICALS	CHEMICALS	18/10/2024	10/10/2024	>
GC12500182	CHEMICALS	CHEMICALS	18/10/2024	10/10/2024	>

3. Select the RFQ record from the list to view more details.

- In this example we will be submitting a quote for GA12500233 (Clothing Items)

Annexure C

RFQ Details

Reference Number : GA12500233RFQ Type: GoodsClosing Date : 18/10/2024 15:00:00

Further RFQ details

Download RFQ summary

RFQ title: CLOTHING ITEMS : VARIOUS ITEMS

Category: CLOTHING, PPE & ACCESSORIES

Status: Open

Posted Date: 10/10/2024

Delivery Date: 03/01/2025

Delivery To: Metro Police Head Quarters MATERIALS STORE / PH: 427 5091

Delivery Address: 7 Martin Hammerslagg road Cape Town

Contact Person: Kim Mussell

Telephone: 021 427 5089

Mobile Number:

Buyer Email: GA1.Quotations@capetown.gov.za

Buyer Details: R.Ross

Buyer Phone Number: 021 400 9530

RFQ Line Items

RFQ Attachments

Quotation Conditions

Item No	Short Description	Quantity	Unit Of Measure
00010	SHOES;Men;Round Toe;Parabellum;Black;8	10	PAA
00020	SHIRT;Ladies;S/Slv;Blue;XL	20	EA

Make a quote

4. Click the **Quotation Conditions** icon.

- Click on Special Conditions list item to download the special conditions.
- Read and familiarise yourself with the content.

RFQ Details

Reference Number : GA12500233RFQ Type: GoodsClosing Date : 18/10/2024 15:00:00

Further RFQ details

Download RFQ summary

RFQ Line Items

RFQ Attachments

Quotation Conditions

Quotation Conditions

Special conditions- RFQ stock.docx

QUOTATION NUMBER:[GA12500233]

(C) SPECIAL CONDITIONS OF CONTRACT

The standard CCT Special Conditions of Contract are not reproduced in this quotation document. These special conditions must be downloaded from the CCT website by following this link: <http://web1.capetown.gov.za/web1/procurementportal>

By submitting a quotation suppliers warrant that they have familiarised themselves with the aforesaid Special Conditions of Contract.

ADDITIONAL SPECIAL CONDITIONS OF CONTRACT

The special conditions listed below are in addition to those contained in the CCT standard Special Conditions of Contract and must be fully complied with:

Clause 1.5: Procurement Procedures

1.5.1 The CCT intends to award [per line item]

Clause 10.1: Delivery Period of Goods

The delivery period for this contract will be as indicated on the Pricing Schedule

Clause 11.2 (a): Amount of Public Liability Insurance

The amount required for each claim for public liability insurance for this contract is R5 million

Annexure C

5. Click on the **RFQ Attachments** icon.
 - Click on the items to download.
 - Ensure that you download, carefully review and complete the attachments listed.

RFQ Details

Further RFQ details

2

RFQ Line Items

5

RFQ Attachments

1

Quotation Conditions

Download RFQ summary

RFQ Attachments

MBD 6.1 IN TERMS OF PPR2022 - Annexure B updated.docx

Authorisation for the Deduction of outstanding amounts owed to the City of Cape Town.docx

Supplier-Application-Declaration-of-Interest-State-Employees-SCM 555B V5....pdf

OccupationalH&SForm.docx

AuthorisationForm.docx

6. Click **RFQ Line items** icon.
 - Take note of the closing date and time

RFQ Details

Reference Number : GA12500233

RFQ Type: Goods

Closing Date : 18/10/2024 15:00:00

Further RFQ details

Download RFQ summary

RFQ title: CLOTHING ITEMS : VARIOUS ITEMS

Category: CLOTHING, PPE & ACCESSORIES

Status: **Open**

Posted Date: 10/10/2024

Delivery Date: **03/01/2025**

Delivery To: Metro Police Head Quarters MATERIALS STORE / PH: 427 5091

Delivery Address: 7 Martin Hammerschlagg road Cape Town

Contact Person: Kim Mussell

Telephone: 021 427 5089

Mobile Number:

Buyer Email: GA1.Quotations@capetown.gov.za

Buyer Details: R.Ross

Buyer Phone Number: 021 400 9530

2

RFQ Line Items

5

RFQ Attachments

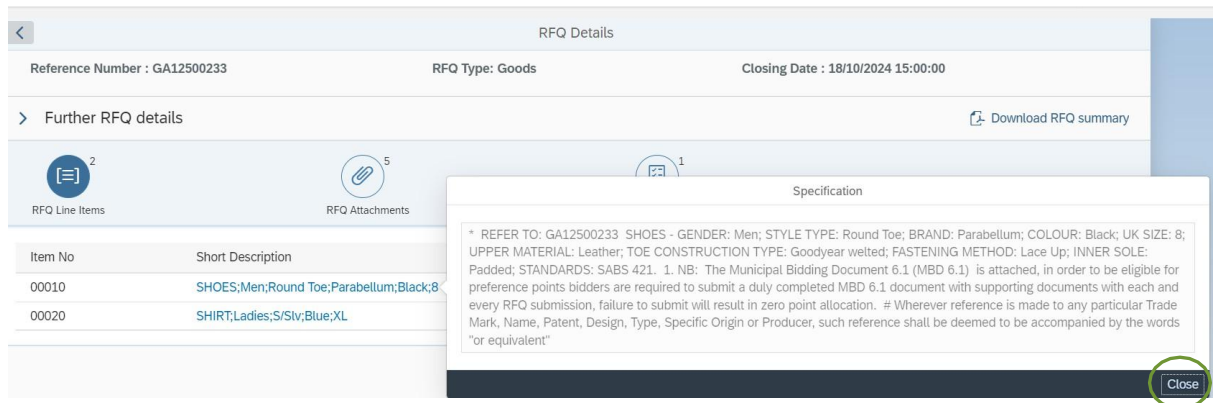
1

Quotation Conditions

Item No	Short Description	Quantity	Unit Of Measure
00010	SHOES;Men;Round Toe;Parabellum;Black;8	10	PAA
00020	SHIRT;Ladies;S/Slv;Blue;XL	20	EA

Annexure C

7. Click each line item to display each RFQ specification in detail for the selected line.
 - Once you reviewed the specifications for each line item **close** the box.



The screenshot shows the 'RFQ Details' page for Reference Number GA12500233, RFQ Type: Goods, and Closing Date: 18/10/2024 15:00:00. The 'Further RFQ details' section includes a table of RFQ Line Items and a 'Specification' modal window.

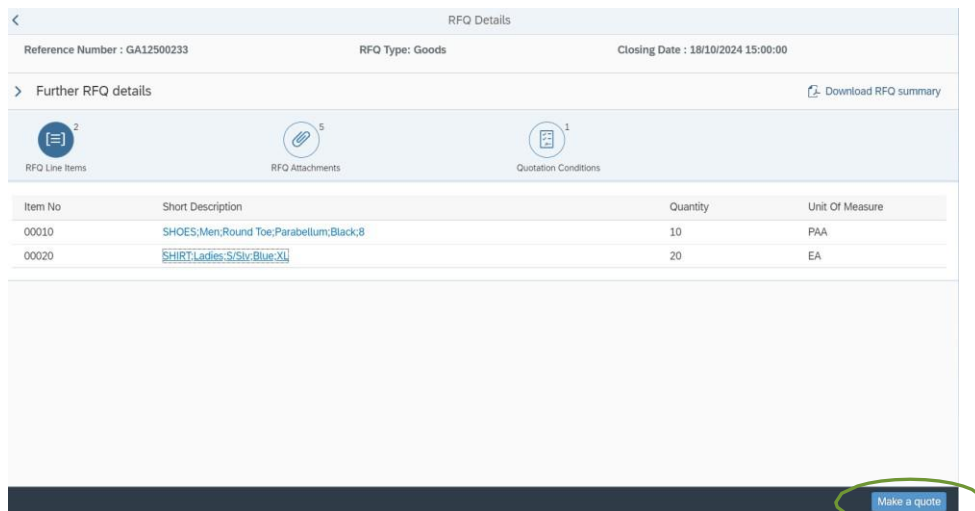
Item No	Short Description
00010	SHOES;Men;Round Toe;Parabellum;Black;8
00020	SHIRT;Ladies;S/S;Blue;XL

The 'Specification' modal window displays the following text:

* REFER TO: GA12500233 SHOES - GENDER: Men; STYLE TYPE: Round Toe; BRAND: Parabellum; COLOUR: Black; UK SIZE: 8; UPPER MATERIAL: Leather; TOE CONSTRUCTION TYPE: Goodyear welted; FASTENING METHOD: Lace Up; INNER SOLE: Padded; STANDARDS: SABS 421. 1. NB: The Municipal Bidding Document 6.1 (MBD 6.1) is attached, in order to be eligible for preference points bidders are required to submit a duly completed MBD 6.1 document with supporting documents with each and every RFQ submission, failure to submit will result in zero point allocation. # Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent"

A 'Close' button is visible in the bottom right corner of the modal window.

8. Click the **Make a Quote** button.



The screenshot shows the 'RFQ Details' page for Reference Number GA12500233, RFQ Type: Goods, and Closing Date: 18/10/2024 15:00:00. The 'Further RFQ details' section includes a table of RFQ Line Items and a 'Make a Quote' button.

Item No	Short Description	Quantity	Unit Of Measure
00010	SHOES;Men;Round Toe;Parabellum;Black;8	10	PAA
00020	SHIRT;Ladies;S/S;Blue;XL	20	EA

The 'Make a Quote' button is highlighted with a green circle in the bottom right corner of the page.

SUBMIT A QUOTE

STEP 1 – Price Schedule

1. Click the **Information icon**.

Submit quote

Reference Number : GA12500233 Closing Date : 18/10/2024 15:00:00

Price Schedule Preference schedule Independent Quotation Supplier Declaration Attachments

1. Price Schedule

Robert Kuhn who is duly authorised to act on behalf of SUS TEST VENDOR 150101

HEREBY AGREES to the following form of offer

Please fill in all the fields per line item and tick the checkbox to continue with your quotation. If price is left blank it will be interpreted as NOT Quoted and a comment to be provided. If zero (0) is captured against any line item, that item will be deemed as being offered FREE OF CHARGE.

2. Read and familiarise yourself with **Form of offer** and click **Ok** when completed.

Submit quote

Reference Number : GA12500233

Price Schedule Preference schedule Independent Quotation Supplier Declaration Attachments

1. Price Schedule

Robert Kuhn who is duly authorised to act on behalf of SUS TEST VENDOR 150101

HEREBY AGREES to the following form of offer

Please fill in all the fields per line item and tick the checkbox to continue with your quotation. If price is left blank it will be interpreted as NOT Quoted and a comment to be provided. If zero (0) is captured against any line item, that item will be deemed as being offered FREE OF CHARGE.

The Supplier:

1. Confirms that it has satisfied itself as to the correctness and validity of the quotation offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the quotation documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
2. Offers to supply all or any of the goods and/or render all or any of the services described in the quotation document to the CCT in accordance with the:
 - 2.1. terms and conditions stipulated in this contract document;
 - 2.2. specifications stipulated in this quotations document; and
 - 2.3. at the prices as set out in the Price Schedule; and
 - 2.4. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Ok

3. Click **Price Excl. Vat text box**.
 - Insert your bid price in the Price Excl. Vat text box for each line item.

Item No	Specification	Unit Of Measure	Quantity	Price Excl. Vat	More
00010	SHOES;Men;Round Toe;Parabellum;Black;8	PAA	10	100.00 ZAR	
00020	SHIRT;Ladies;S/Slv;Blue;XL	EA	20	50.00 ZAR	

The signatory confirms that it has examined the documents listed (including Schedules and Annexures) and has accepted all the Conditions ☐

4. Click the **More** button.
 - Specify the Brand/model
 - Comments box to be used to inform the City e.g. item supplied Free of charge.
 - Click OK when complete.
 - Complete this for **each line item**

Annexure C

Additional Details

Please fill in all the fields per line item and tick the checkbox to continue with your quotation. If zero (0) is captured against any line item, that item will be deemed as being offered FREE OF CHARGE.

Item No	Specification
00010	SHOES;Men;Round Toe;Parabellum;Black;8
00020	SHIRT;Ladies;S/Slv;Blue;XL

The signatory confirms that it has examined the documents listed (including Schedules and Annexures) and has accepted all the Conditions of Sale provided. If

Brand/ Model/Service Specification:
Parabellum Brand

Comment:
deliver as required

More

More

OK

5. Click the **checkbox**

- In order to continue, you must tick the check box

Submit quote

Reference Number : GA12500233 Closing Date : 18/10/2024 15:00:00

Price Schedule Preference schedule Independent Quotation Supplier Declaration Attachments

1. Price Schedule

Robert Kuhn who is duly authorised to act on behalf of **SUS TEST VENDOR 150101**

HEREBY AGREES to the following form of offer [i](#)

Item No	Specification	Unit Of Measure	Quantity	Price Excl. Vat		More
00010	SHOES;Men;Round Toe;Parabellum;Black;8	PAA	10	100.00	ZAR	More
00020	SHIRT;Ladies;S/Slv;Blue;XL	EA	20	50.00	ZAR	More

The signatory confirms that it has examined the documents listed (including Schedules and Annexures) and has accepted all the Conditions of Sale



Step 2

Annexure C

STEP 2 – Preference schedule

1. Click **Step 2** button
 - This contains the preference schedule information

1. Price Schedule

Robert Kuhn who is duly authorised to act on behalf of **SUS TEST VENDOR 150101**

HEREBY AGREES to the following form of offer [1](#)

Item No	Specification	Unit Of Measure	Quantity	Price Excl. Vat		More
00010	SHOES;Men;Round Toe;Parabellum;Black;8	PAA	10	100.00	ZAR	More
00020	SHIRT;Ladies;S;Slv;Blue;XL	EA	20	50.00	ZAR	More

The signatory confirms that it has examined the documents listed (including Schedules and Annexures) and has accepted all the Conditions ☒

Step 2

2. Click the **Manage supplier data** button
 - This will open a new tab

Price Schedule

Preference schedule

Independent Quotation

Supplier Declaration

Attachments

2. Preference schedule

Review your B-BBEE credentials below, click the 'Manage supplier data' button to navigate to supplier maintenance to make changes if necessary

B-BBEE classification: Non contributor

Min. 51% youth: No

Min. 51% military veterans: No

Min. 51% underdeveloped community or township: No

Min. 51% cooperative: No

Use this button to navigate to your supplier master data in order to change your B-BBEE credentials

Manage supplier data

The supplier declares that:

I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works (optional)

☒

Note on allocated preference points

[1](#)

3. Update your **B-BBEE** information
 - **Click the Check button** to confirm that all compulsory fields have been captured.
 - Click **Save** once complete

Annexure C

The screenshot shows the 'Update supplier' form with the 'B-BBEE' tab selected. The form contains the following fields and options:

- *B-BBEE classification type: Generic enterprise (dropdown)
- *B-BBEE level: Level 2 (dropdown)
- *Black ownership: 60 %
- *Black women ownership: 40 %
- *B-BBEE certificate expiry: Mar 20, 2025 (calendar icon)
- *B-BBEE certificate number: 9820412
- *B-BBEE certificate agency: BEE Rated Verification Agency (dropdown)
- Min. 51% youth: ☐ NO
- Min. 51% military veterans: ☐ NO
- Min. 51% underdeveloped community or township: ☐ NO
- Min. 51% cooperative: ☐ NO

At the bottom, there is a status bar with the text 'Last updated: Oct 13, 2024, 01:52 PM' and buttons for 'Support', 'Check', 'Delete', 'Save', and 'Continue'.

4. Upload substantiating documents

- Click **Document type drop down**
- Select B-BBEE Certificate/Affidavit option
- Click **Add** button and attach your **B-BBEE certificate**. Ensure that your B-BBEE certificate is valid. (valid for **12 months**)

The screenshot shows a modal window titled 'Upload substantiating document(s)'. Inside the modal, there is a section labeled 'Documents' with a dropdown menu for '*Document type' set to '* B-BBEE Certificate / Affidavit'. A green circle highlights the dropdown arrow, and another green circle highlights a '+' button next to it. Below the dropdown, there is a large empty box with a document icon and the text 'No entries. Click + to add' and 'Drop files to upload, or use the "+" button.' At the bottom right of the modal is a 'Close' button.

- Displayed is the relevant Document type attached.

Annexure C

The screenshot shows the 'Update supplier' form with tabs for Details, Addresses, B-BBEE, Contacts, Accounts, Certificates, Documents, and Declarations. The B-BBEE tab is active, showing fields for classification type (Generic enterprise), level (Level 2), and ownership percentages. A modal titled 'Upload substantiating document(s)' is open, displaying a document named 'B-BBEE Certificate.pdf' with a file size of 476 KB. The modal includes a 'Close' button.

5. Click **Continue** button

The screenshot shows the 'Update supplier' form with the B-BBEE tab active. The form includes fields for classification type (Generic enterprise), level (Level 2), ownership percentages (60% Black ownership, 40% Black women ownership), certificate expiry date (Mar 20, 2025), certificate number (9820412), and certificate agency (BEE Rated Verification Agency). There are also radio buttons for minimum 51% requirements for youth, military veterans, underdeveloped community, and cooperative. The 'Continue' button is highlighted with a green circle.

6. Click **Confirm** button

The screenshot shows the 'Preference schedule' page with a confirmation modal open. The modal text reads: 'Confirm that you have viewed and made changes to your preference schedule where necessary.' The 'Confirm' button is highlighted with a green circle. The background shows the B-BBEE classification as 'Non contributor' and the minimum 51% requirements as 'No'.

Annexure C

7. Click the **checkbox**

Submit quote

Price Schedule — Preference schedule — Independent Quotation — Supplier Declaration — Attachments

B-BBEE expiry date: 20/03/2025

B-BBEE certificate number: 9820412

B-BBEE certificate agency: BEE Rated Verification Agency

Min. 51% youth: No

Min. 51% military veterans: No

Min. 51% underdeveloped community or township: No

Min. 51% cooperative: No

Use this button to navigate to your supplier master data in order to change your B-BBEE credentials [Manage supplier data](#)

The supplier declares that:

I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works (optional) ☒

Note on allocated preference points [i](#)

8. Click the **information icon**

The supplier declares that:

I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works (optional) ☒

Note on allocated preference points [i](#)

9. Read and familiarise yourself with the Preference Points and click **Ok** when completed.

Price Schedule — Preference schedule — Independent Quotation — Supplier Declaration — Attachments

Review your B-BBEE credentials below. Click the Manage supplier data button to navigate to supplier maintenance to make changes if necessary

B-BBEE classification: Non contributor

Min. 51% youth: No

Min. 51% military veterans: No

Min. 51% underdeveloped community or township: No

Min. 51% cooperative: No

Use this button to navigate to your supplier master data in order to change your B-BBEE credentials [Manage supplier data](#)

The supplier declares that:

I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works (optional) ☒

Note on allocated preference points [i](#)

Preference Points

Note: Bidders who do not tick the above box will be allocated preference points but the sanctions relating to breaches of preference conditions in Section 3 will be applicable if the bidder contravenes the conditions in Section 2.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the supplier, hereby certifies that the preference claimed based on the B-BBEE status level of contribution indicated in Table 1, qualifies the supplier, subject to condition 8 in Section 2 above, for such preference claimed, and acknowledges that:

- (i) the information furnished is true and correct;
- (ii) the preference claimed is in accordance with the conditions of this schedule;
- (iii) the supplier may be required to furnish documentary proof to the satisfaction of the CCT that the BBEE level of contributor as at the closing date is correct; and
- (iv) he/she understands the conditions under which preferences are granted, and confirms that the supplier will satisfy the conditions pertaining to the granting of preferences.

[Step 3](#) ☒ [Ok](#) [Save draft](#)

10. Click **Step 3** button

Annexure C

STEP 3 – Independent Quotation

1. Click information icon

Submit quote

Price Schedule Preference schedule **Independent Quotation** Supplier Declaration Attachments

3. Independent Quotation

i Fill in all the fields to proceed

Certificate of Independent Quotation

I **Robert Kuhn**, certify on behalf of **SUS TEST VENDOR 150101** that I have read and agree to the following statements *i*

The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of the section 13(3) of the Electronic Communications and Transactions Act, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

2. Read and familiarise yourself with the **Certificate of Independent Quotation** and **close** when complete.

Certificate of Independent Quotation

That:

1. I have read and understand the contents of this Certificate;
2. I understand that this quotation will be disqualified if the Certificate is found not to be true and complete in every respect;
3. I am authorised by the supplier to sign this Certificate, and to submit this quotation, on behalf of this supplier;
4. Each person whose signature appears on this quotation has been authorised by the supplier to determine the terms of, and to sign the quotation on behalf of the supplier;
5. For the purposes of this Certificate and this quotation, I understand that the word 'competitor' shall include any individual or organisation, other than the supplier, whether or not affiliated with the supplier, who:
 - (a) has been requested to submit a quotation in response to this call for quotations;
 - (b) could potentially submit a quotation in response to this call for quotations, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the supplier and/or in the same line of business as the supplier.
6. The supplier has arrived at this quotation independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not submit a quote;
 - (e) the submission of the quotation which does not meet the specifications and conditions of the quotation; or
 - (f) submitting a quotation with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this call for quotation relates.
9. The terms of this quotation have not been, and will not be, disclosed by the supplier, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to quotations and contracts, quotations that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, Act 89 of 1998, and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation, and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Close

3. Tick the checkbox

Submit quote

Price Schedule Preference schedule **Independent Quotation** Supplier Declaration Attachments

3. Independent Quotation

Certificate of Independent Quotation

I **Robert Kuhn**, certify on behalf of **SUS TEST VENDOR 150101** that I have read and agree to the following statements *i*

The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of the section 13(3) of the Electronic Communications and Transactions Act, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

Step 4

4. Click **Step 4** button

Annexure C

STEP 4 – Supplier Declaration

1. Click **Manage supplier data** button
 - **NB: A declaration is required for every submission.**
 - The declaration is divided into three sections. To navigate select icon **Schedule A, B or C** for any changes needed.
 - Answer all questions (Yes or No) If YES is selected, the application will open a field below each question to capture more details.

Submit quote

Price Schedule Preference schedule Independent Quotation **Supplier Declaration** Attachments

4. Supplier Declaration

i Press the 'Manage supplier data' button to verify your supplier declaration. To continue check the box to acknowledge accuracy of your declaration

Use this button to navigate to your supplier master data in order to verify your latest declaration **Manage supplier data**

The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of the section 13(3) of the Electronic Communications and Transactions Act, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct. ☐

2. Complete **Schedule A (Declaration of Interest – State employees)**

Supplier Declaration

Schedule A Schedule B Schedule C

DECLARATION OF INTEREST - STATE EMPLOYEES

i Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state. *i*

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative Kuhn Robert

3.2 Identity number IT150101

*3.3 Position occupied in the Company (director, trustee, shareholder) Technical support test

3.4 Company or Close corporation registration number 1980/150101/07

3.5 Tax reference number 123456789

3.6 VAT registration number

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in [paragraph 4](#) below.

*3.8 Are you presently in the services of the state? No

*3.9 Have you been in the service of the state for the past twelve months? No

Annexure C

3. Click the **Schedule B** icon.

- Complete **Schedule B (Conflict of Interest Declaration)**

Supplier Declaration

Schedule A Schedule B Schedule C

CONFLICT OF INTEREST DECLARATION

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

*1. The applicant shall declare whether it has any conflict of interest in the transaction for which the quotation is submitted. No

*2. The applicant shall declare whether it has directly or through a representative or intermediary promised, offered or granted No

2.1 any inducement or reward to the City of Cape Town for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy

Should the applicant be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, he or she must please contact the following: Fraud.hotline@capetown.gov.za or the City's anti-corruption hotline at 0800 32 31 30 (toll free).

* denotes a required field

4. Click the **Schedule C** icon.

- Complete **Declaration of Suppliers Past Supply Chain Management Practices**

Supplier Declaration

Schedule A Schedule B Schedule C

DECLARATION OF SUPPLIER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

Where the entity submitting the quotation is a partnership/ consortium/ joint venture each part of the partnership/ consortium/ joint venture must sign a declaration in terms of the Municipal Finance Management Act, Act 56 of 2003, and attach it to the schedule.

1. The application may be rejected if that applicant or any of its directors/ members have:

- abused the municipalities/municipal entity's supply chain management system or committed any improper conduct in relation to such system
- been convicted for fraud or corruption during the five years
- willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years or
- been listed in the Register for Tenders defaulters in terms of section 29 of the Prevention and combating of corrupt Activities Act (No 12 of 2004)

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

*4.1 Is the applicant or any of its directors listed on the National Treasury's Database of Restricted suppliers as companies or persons doing business with the public sector? No

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accountant Officer/ Authority of the institution that imposed the restriction after the audi alteram partem rule was applied)
The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the page.

*4.2 Is the applicant or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? No

Continue

5. Click the **Scroll down** arrow.

Annexure C

6. Tick the **disclaimer check box** after completing all the questions by selecting either Yes or No.

Supplier Declaration

Schedule A

Schedule B

Schedule C

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the homepage ^

*4.3 Was the applicant or any of its directors convicted by the court of law (including a court of law outside the Republic of South Africa) for fraud or corruption in the past five years?

*4.4 Does the applicant or any of its directors owe any municipal rates and taxes or municipal charges to the municipalities/ municipal entity, or to any other municipality/municipal entity that is in arrears for more than three months?

*4.5 Was any contract between the applicant and the municipality/municipal entity or any other organ of state terminated during the last five years on account of failure to perform on or comply with the contract?

Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified himself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct. ☐

* denotes a required field

Continue

7. Click the **Continue** button.

Supplier Declaration

Schedule A

Schedule B

Schedule C

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the homepage ^

*4.3 Was the applicant or any of its directors convicted by the court of law (including a court of law outside the Republic of South Africa) for fraud or corruption in the past five years?

*4.4 Does the applicant or any of its directors owe any municipal rates and taxes or municipal charges to the municipalities/ municipal entity, or to any other municipality/municipal entity that is in arrears for more than three months?

*4.5 Was any contract between the applicant and the municipality/municipal entity or any other organ of state terminated during the last five years on account of failure to perform on or comply with the contract?

Disclaimer

*The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of section 13(3) of the Electronic Communications and Transactions ACT, 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified himself and by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

* denotes a required field

Continue

Annexure C

8. Click **confirm** button

The screenshot shows the 'Supplier Declaration' step of a 'Submit quote' process. A modal window titled 'Confirmation' is displayed, asking the user to confirm they have viewed and made changes to their supplier declaration where necessary. The 'Confirm' button in the modal is circled in green. Below the modal, there is a 'Manage supplier data' button and a checkbox for electronic signature.

Submit quote

Price Schedule Preference schedule Independent Quotation **Supplier Declaration** Attachments

4. Supplier Declaration

Press the 'Manage supplier data' button to verify your supplier declaration.

Use this button to navigate to your supplier master data in order to verify your latest declaration [Manage supplier data](#)

The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of the section 13(3) of the Electronic Communications and Transactions Act , 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

Confirm

9. Click Close application and go back to **RFQs app** link label.

The screenshot shows a success message: 'Declaration submitted successfully'. Below the message is a large checkmark icon and the text 'You have successfully submitted a declaration'. A link labeled 'Close application and go back to RFQs app' is provided at the bottom.

Declaration submitted successfully

You have successfully submitted a declaration

[Close application and go back to RFQs app](#)

10. Tick the **checkbox**

The screenshot shows the 'Supplier Declaration' step. The 'Supplier Declaration' tab in the top navigation bar is highlighted. Below the 'Manage supplier data' button, there is a checkbox for electronic signature, which is checked. The 'Step 5' button is circled in green and has an arrow pointing to it.

Submit quote

Price Schedule Preference schedule Independent Quotation **Supplier Declaration** Attachments

4. Supplier Declaration

Use this button to navigate to your supplier master data in order to verify your latest declaration [Manage supplier data](#)

The signatory hereby acknowledges that, by ticking the appropriate box, the latter act constitutes an electronic signature, within the meaning of the section 13(3) of the Electronic Communications and Transactions Act , 25 of 2000, and that the City of Cape Town will rely on the electronic signature as valid and binding on the signatory. The signatory confirms that he/she has identified herself by signing the declaration electronically (by ticking the box), the signatory certifies the information on the declaration form as true and correct.

Step 5

11. Click **Step 5** button

Annexure C

STEP 5 – Attachments

1. Click the **attachment type drop down** to view the required attachments.
 - To add attachment, click on the **Add** button and attach your document.
2. Click on **Proof of insurance/insurance Warranty**. Click on Add button and select attach your proof of insurance
3. Click on **Authorization for deduction**. Click on Add button and attach your completed authorisation for deductions form
4. Click on **other**. Click the Add button to attach additional documentation required. (e.g. Sample, MBD6.1 form)

5. Attachments

Suppliers must either attach proof of the following insurances required in terms of the General and Special Conditions of Contract to this schedule or submit an Insurance Broker's Warranty attesting to their compliance herewith:

1. Public Liability Insurance
2. Motor Vehicle Insurance
3. Registration or insurance in terms of the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.

Failure to submit proof of all the above, either with this quotation or within any further time for submission stated in a written request from the CCT, will result in the Supplier's quotation being declared as non-responsive.

① Attach document(s) below to continue - allowed file formats [jpg, png, jpeg, bmp, pdf, docx, doc, excel]

Uploaded (0)

Attachment Type

Attachment required
Proof of Insurances / Insurance Broker's Warranty
* Authorization for deduction
Other



No files found.

Drop files to upload, or use the "+" button.

5. Click **Review** button

Submit quote

Price Schedule — Preference schedule — Independent Quotation — Supplier Declaration — Attachments

3. Registration or insurance in terms of the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.

Failure to submit proof of all the above, either with this quotation or within any further time for submission stated in a written request from the CCT, will result in the Supplier's quotation being declared as non-responsive.

Uploaded (4)

Attachment Type

Proof of insurance.pdf	Proof of Insurances / Insurance Broker's Warranty	⊗
Authorisation.pdf	Authorization for deduction	⊗
Sample.pdf	Other	⊗
MBD6.1 Form.pdf	Other	⊗

Review

Annexure C

- This screen contains the summary of your submission

<

Review

Review your quote before submission to City of Cape Town

Pricing Schedule

Number of items responded to

2 of 2

Total Quotation Amount(Excl VAT)

ZAR 2,000.00

Preference Schedule

B-BBEE Status Level of Contributor

Level 2

I have viewed and made changes to my Supplier details where necessary

Yes

Preference Declaration

Sub-contract > 25%

Independent Quotation

Certificate of Independent Quotation Determination

Yes

Declarations

Supplier Declaration Determination

Yes

Attachments

Draft saved

Submit Quotation

6. Click **Submit Quotation** button

<

Review

B-BBEE Status Level of Contributor

Level 2

I have viewed and made changes to my Supplier details where necessary

Yes

Preference Declaration

Sub-contract > 25%

Independent Quotation

Certificate of Independent Quotation Determination

Yes

Declarations

Supplier Declaration Determination

Yes

Attachments

Proof of Insurances / Insurance Broker's Warranty

[Proof of insurance.pdf](#)

Scoring form

No document attached

Other

[Sample.pdf](#)

Other

[MBD6.1 Form.pdf](#)

Eligibility form

No document attached

CIDB certificate

No document attached

Authorization for deduction

[Authorisation.pdf](#)

Declaration of occupational health and safety

Draft saved

Submit Quotation

Annexure C

7. Click the **Back to Home Page** link label.

Application Successfully Submitted



Thank you - Your Bid has been successfully submitted.
Your submission reference number is:
R061701000

[Back To Home Page](#)



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

HOW TO ACKNOWLEDGE PURCHASE ORDERS

OVERVIEW

Purpose

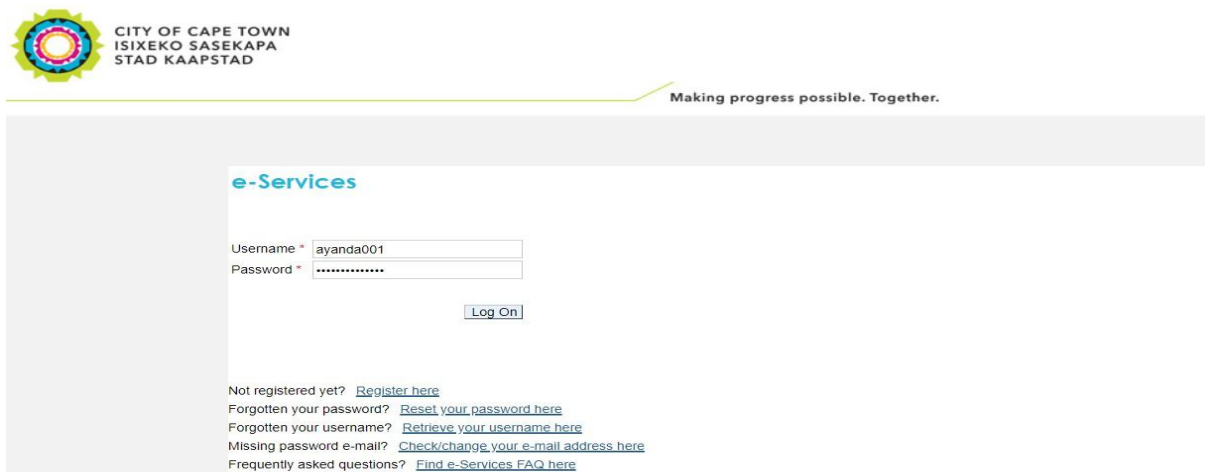
This document provides guidance on how to successfully acknowledge your purchase orders and monitor the status of your purchase orders.

In order to view purchase orders you will need:

1. To be registered as a user with [e-services](#).
2. To be assigned as a Transacting User for your organization.
3. Applicable Roles: Supplier Self-Service Transacting Person (Sales Person).

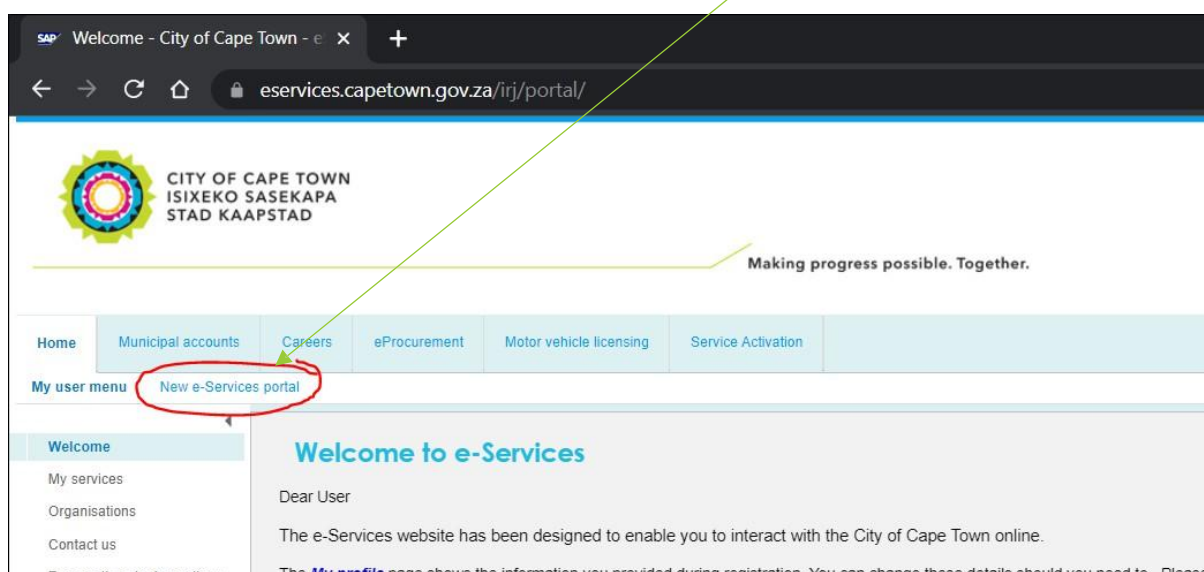
Log On

1. Start the process by logging on to **e-Services**
2. Click the **Log On** button
 - Use your unique **Username** and **Password** received when you registered for e-Services with the City of Cape Town.



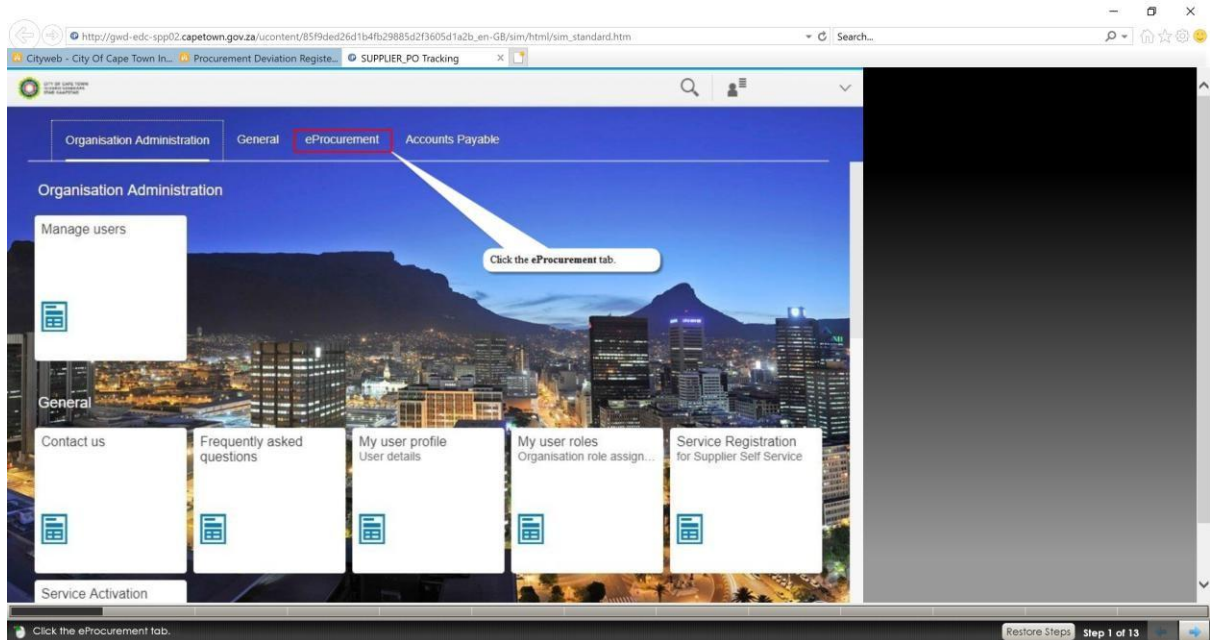
The screenshot shows the City of Cape Town e-Services login page. At the top left is the City of Cape Town logo with the text "CITY OF CAPE TOWN", "ISIXEKO SASEKAPA", and "STAD KAAPSTAD". To the right is the slogan "Making progress possible. Together." Below this is the "e-Services" heading. The login form contains two input fields: "Username" with the value "ayanda001" and "Password" with masked characters. A "Log On" button is positioned below the password field. At the bottom of the form, there are several links: "Not registered yet? Register here", "Forgotten your password? Reset your password here", "Forgotten your username? Retrieve your username here", "Missing password e-mail? Check/change your e-mail address here", and "Frequently asked questions? Find e-Services FAQ here".

3. Once you log in you will see a list of tiles. Click the **New e-Services portal**.

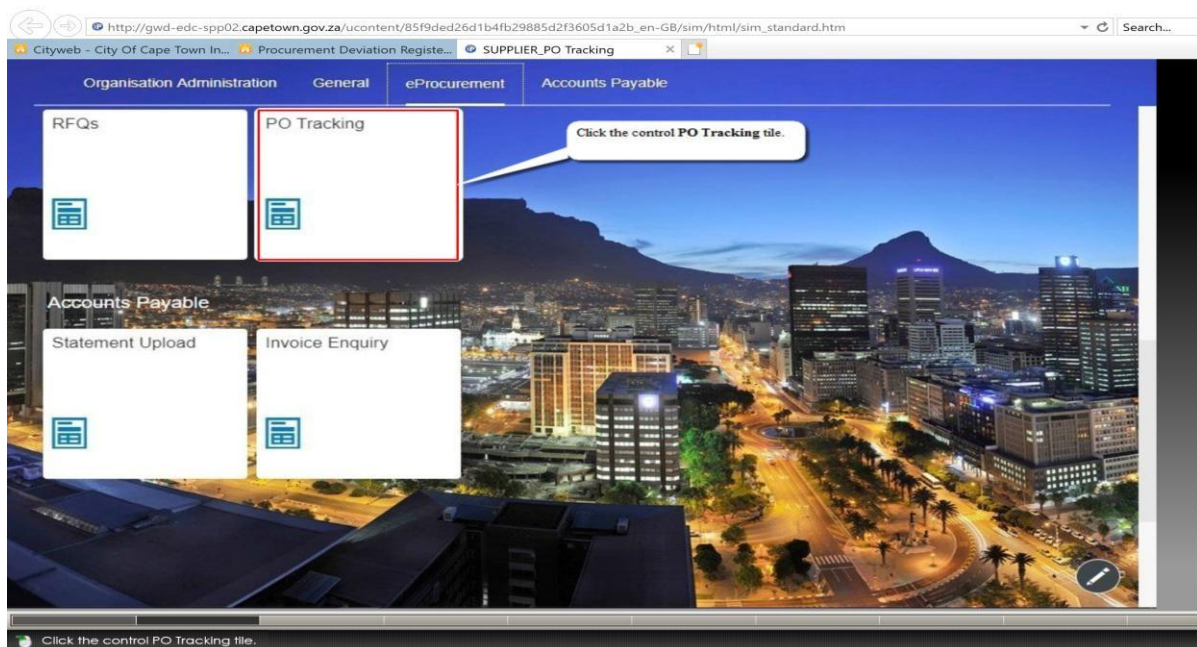


Annexure D

4. Once you have logged in to the e-Services portal you will click on the e-procurement tab

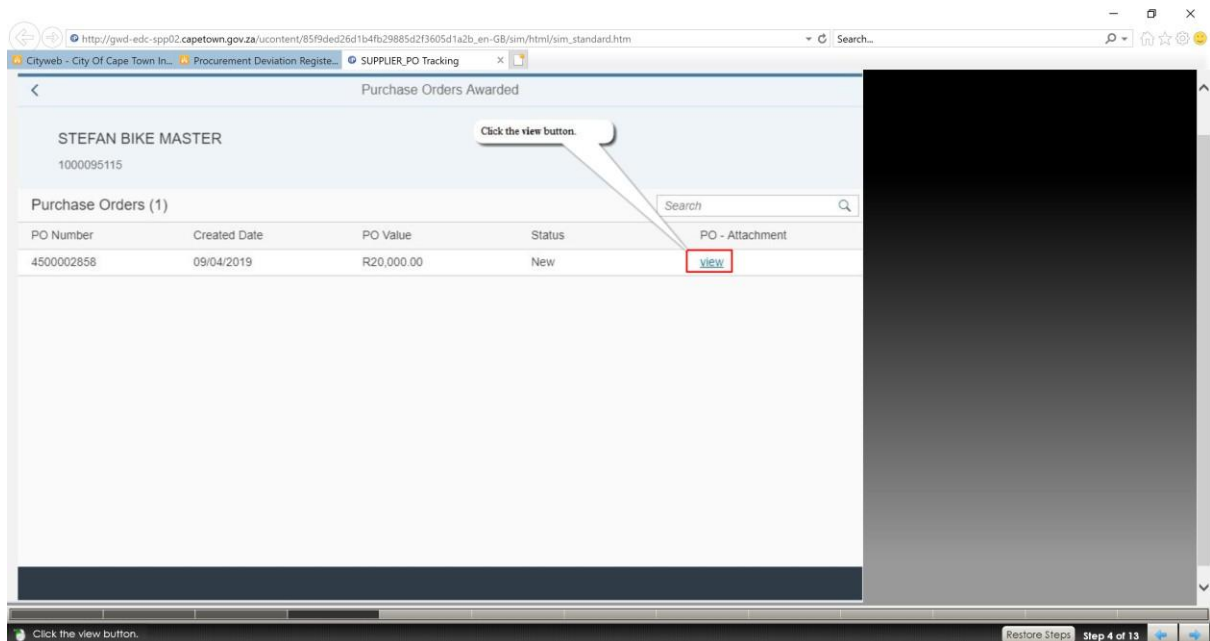
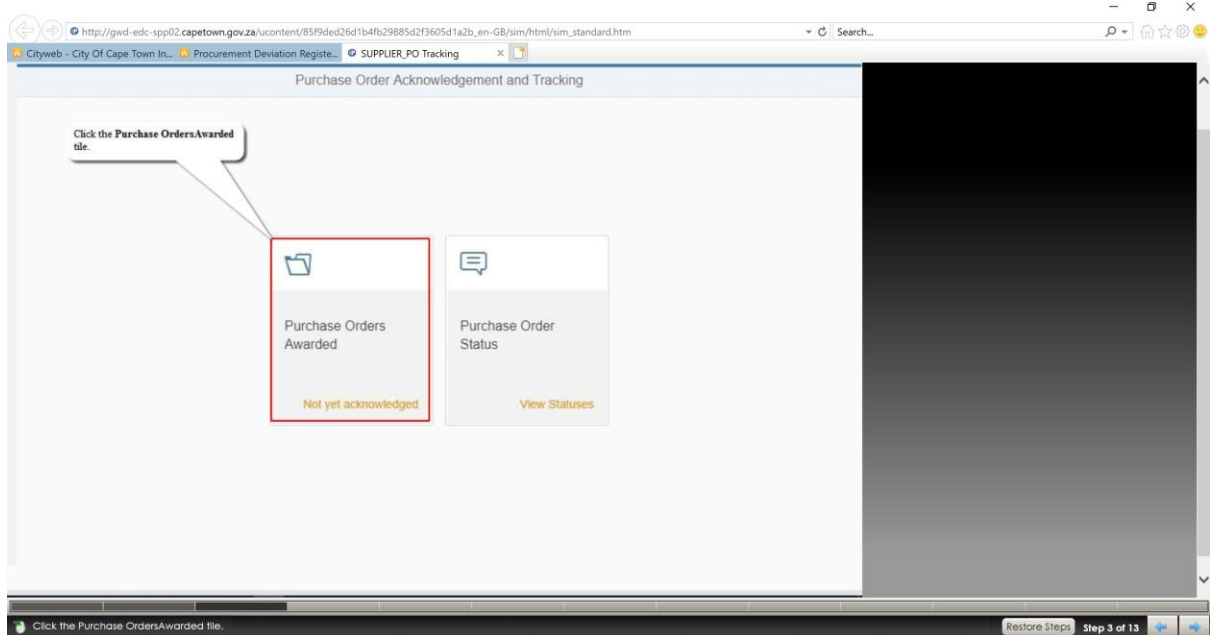


5. You will see the various tiles appear and click the Po tracking tile.



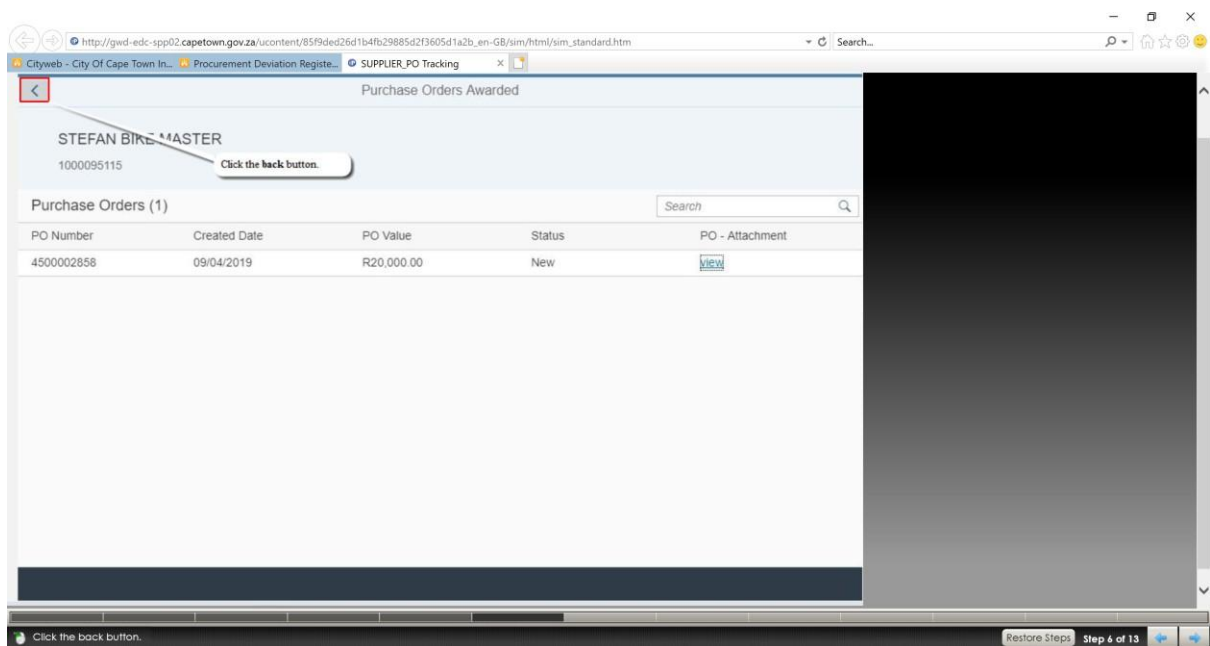
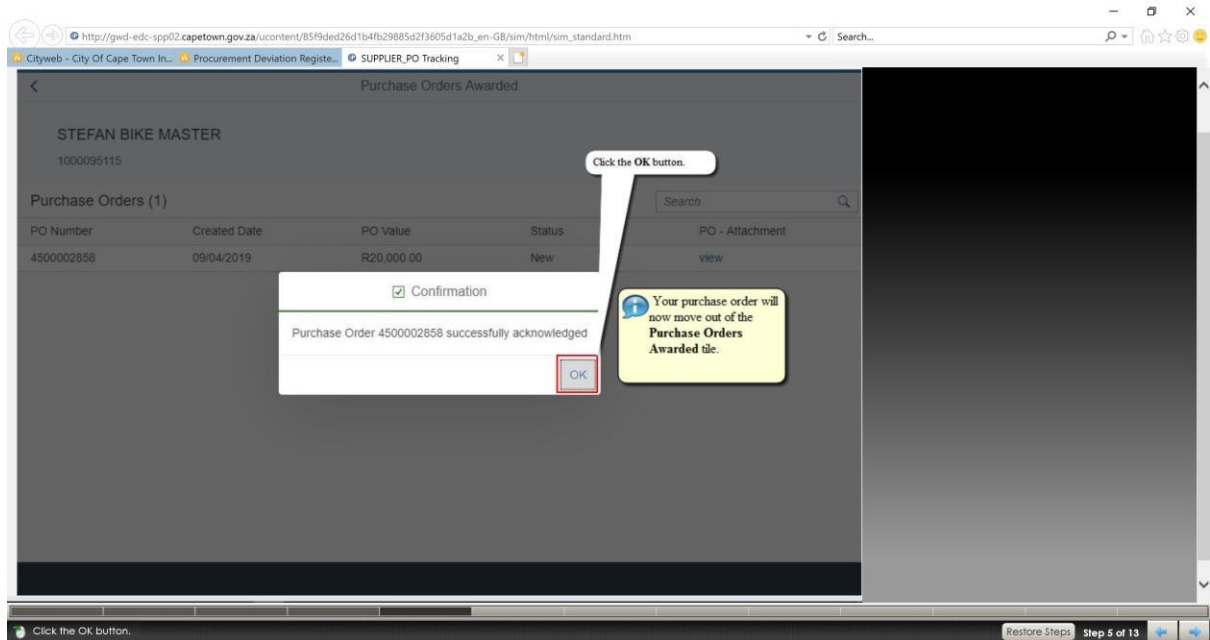
Annexure D

6. Click on the Purchase orders awarded tile. Once the tile opens then select the view button next to the purchase order status.



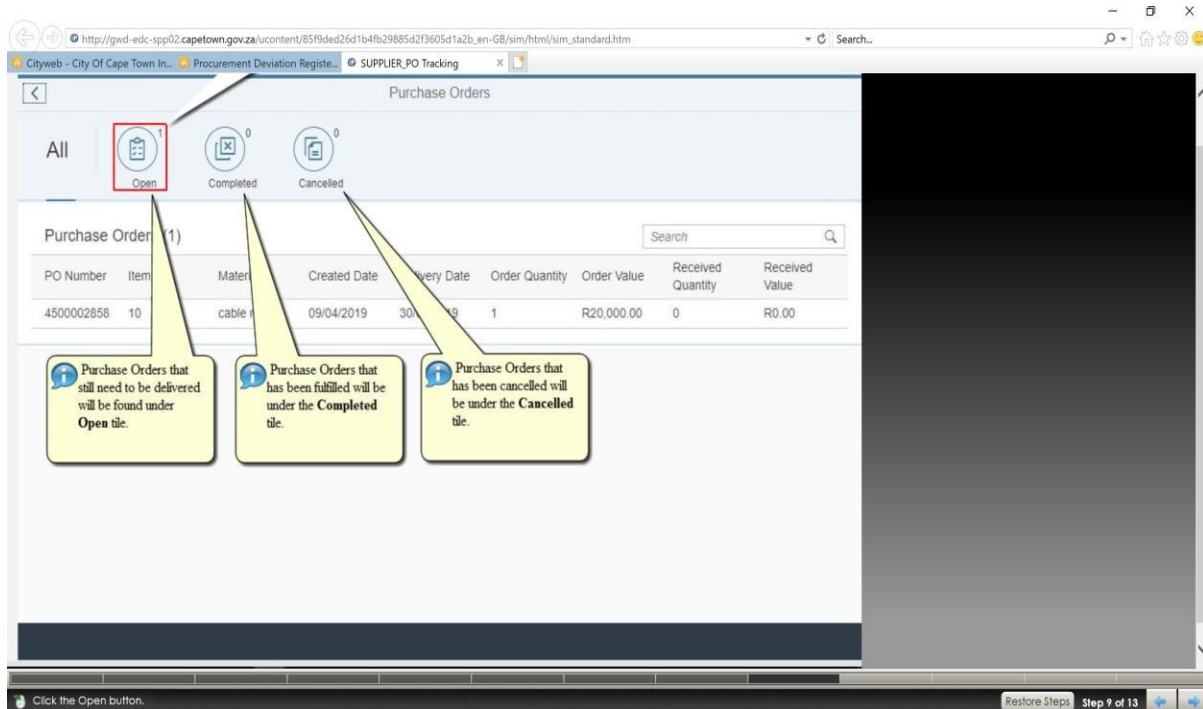
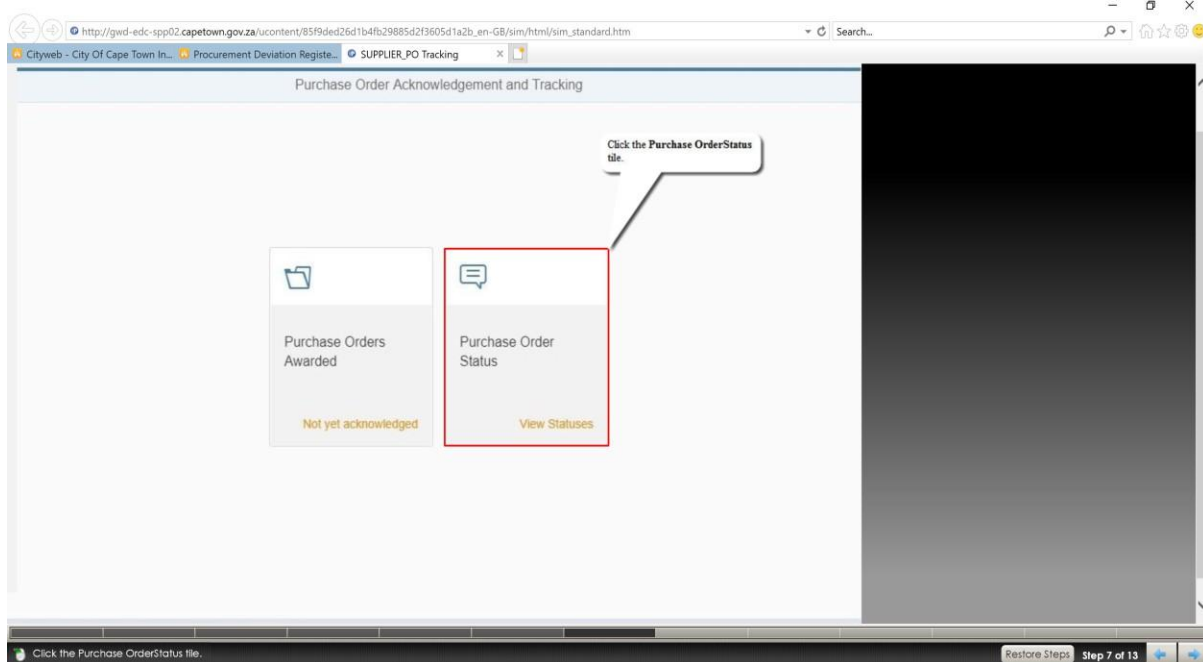
Annexure D

7. Once you have viewed the purchase order the system will prompt that it was successfully acknowledged and you may proceed to click "OK".



Annexure D

8. It is to be noted that once you have acknowledged your purchase order it will move to your Purchase order status tile where you can continue to track it.



Annexure D

Cityweb - City Of Cape Town In... Procurement Deviation Register... SUPPLIER_PO Tracking

Purchase Orders Statuses

4500002858	09/04/2019	R20,000.00	view
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Click the back button.

Restore Steps Step 10 of 13

Cityweb - City Of Cape Town In... Procurement Deviation Register... SUPPLIER_PO Tracking

Purchase Orders

All Open Completed Cancelled

Purchase Orders (1)

PO Number	Item	Material	Created Date	Delivery Date	Order Quantity	Order Value	Received Quantity	Received Value
4500002858	10	service 123	25/03/2019	27/03/2019	1	R0.00	1	R20,000.00

NOTE: once you have delivered your purchase order and it has been invoiced, the received value will be displayed here.

Click the back button.

Restore Steps Step 11 of 13