

PUBLIC NOTICE: REGISTRATION ON HESSEQUA MUNICIPALITIES ROTATION REGISTER:

Paragraph 3.2.19 of Hessequa Municipality Supply Chain Management Policy makes provision for a rotation register system for the provision of comprehensive legal advisory services, litigation and conveyancing, consultant support in relation to SCM Governance and related internal control matters, consultant services of an Investigator and Initiator at disciplinary hearings, consultant support in relation to various legal matter and related internal control matters.

This notice calls for potential service providers to register on the Rotation Register. All registrations will be done through the Supply Chain Management Unit.

Registration of Service Providers:

- (1) Only suppliers who are registered and active on the Central Supplier Database may apply for registration on the register.
- (2) Professional Service Providers are required to advise the administrator of the database of any changes that impact their registration status on the Roster System database.
- (3) Renewal of Professional Service Providers registration on the Roster System database are required every two years. However, should a new supplier wish to register on this roster system, application may be made on an ad-hoc basis.
- (4) Suppliers who are currently registered on this roster system do not need to apply for listing. A supplier may check his registration status on www.hessequa.gov.za

Qualification to be registered on the Roster System database

- (1) Qualification of a Professional Service Providers should typically be done when the supplier register's on the Roster System.
- (2) This qualification can be updated as the Professional Service Provider progresses and acquires other capabilities and experience.
- (3) Admission to the Roster System database requires service providers to submit sufficient particulars for the Municipality to evaluate their eligibility and to establish their credentials and to assess their capabilities and capacities to perform contracts envisaged by the Municipality.

Below is a list of items that are currently on the rotation register:

No	Discipline
1.	Repairs to vehicles and mechanical machinery
2.	Repairs to boats and trailers
3.	Repairs to motorcycles
4.	Repairs to IT equipment
5.	Tyres
6.	Water and Sewerage pumps

Please note that registration on the Central Supplier Database (CSD) is Compulsory to do business with the Municipality. Please ensure that your business is active on CSD.

Application forms may be obtained from Mrs Ellouise Prins at Hessequa Municipality, Post Office Building, 19 Main Road, Riversdale, 6670. For any enquiries, please contact Ellouise Prins on 028 713 7986, or email ellouise@hessequa.gov.za.