



NOTICE TO TENDERERS

Dear Valued Tenderer

eThekweni Municipality Supply Chain Management Unit automation project has resulted in improved and efficient business processes that promotes online procurement activities. As a result of the aforesaid, all prospective tenderers must upload their tender documents online via Supplier Self Service (SSS) system.

Tenderers who are not registered with SSS will not be able to:-

- (1) submit or upload their tender documents for all tender opportunities that eThekweni Municipality will be advertising and;
- (2) to participate in the economic growth and development within the eThekweni Municipal Area.

Prospective tenderers must follow a 3 step **REGISTRATION PROCESS** if they wish to participate in the public procurement.

Step 1: Register and be successfully verified on the National Treasury's Central Supplier Database (CSD) at www.csd.gov.za

The unique Identification (MAAA ... and the 36 unique number) given to the supplier will then be entered into the City's new Supplier Portal. Please request CSD summary report to aid your application.

CSD CONTACT DETAILS: 033 897 4535/ 4516/ 4624/ 4212 **EMAIL:** database@kzntreasury.gov.za

Step 2: Register on the eThekweni Supplier Portal at www.ethekwinisupplierportal.durban.gov.za
User guide has been attached to the website and SCM Administration support team contact numbers.

Step 3: Register on Supplier self -service by sending a request via an email to supplier.selfservice@durban.gov.za
Attach a copy of the directors ID and MAAA number

Once registration is complete, an email verifying your status will be sent to you as confirmation. Bidders should thereafter be able to submit bids via the following process.

BID VIEWING, TENDER DOCUMENT DOWNLOAD AND BID SUBMISSION PROCESS

To submit your bid once registered the following link must be followed for login to view advertised bids and to submit a bid advertised by EtheKweni Municipality.

<https://rfq.durban.gov.za/jde/E1Menu.maf>

For any Supplier self -service queries contact the following support desk:

Helpdesk: 031 322 7153/322 7133

Email: Supplier.Selfservice@durban.gov.za

We hope that this tender automation drive will improve communication, transparency, reduced tendering transaction costs, transparency and reliable public procurement process.

Yours sincerely,

Head

eThekweni Municipality Supply Chain Management Unit