CSD RFQ SYSTEM AWARENESS SESSION

PRESENTED BY:

Name: Palesa Motsamai

Designation: CSD Project Manager

Date: 17 February 2025

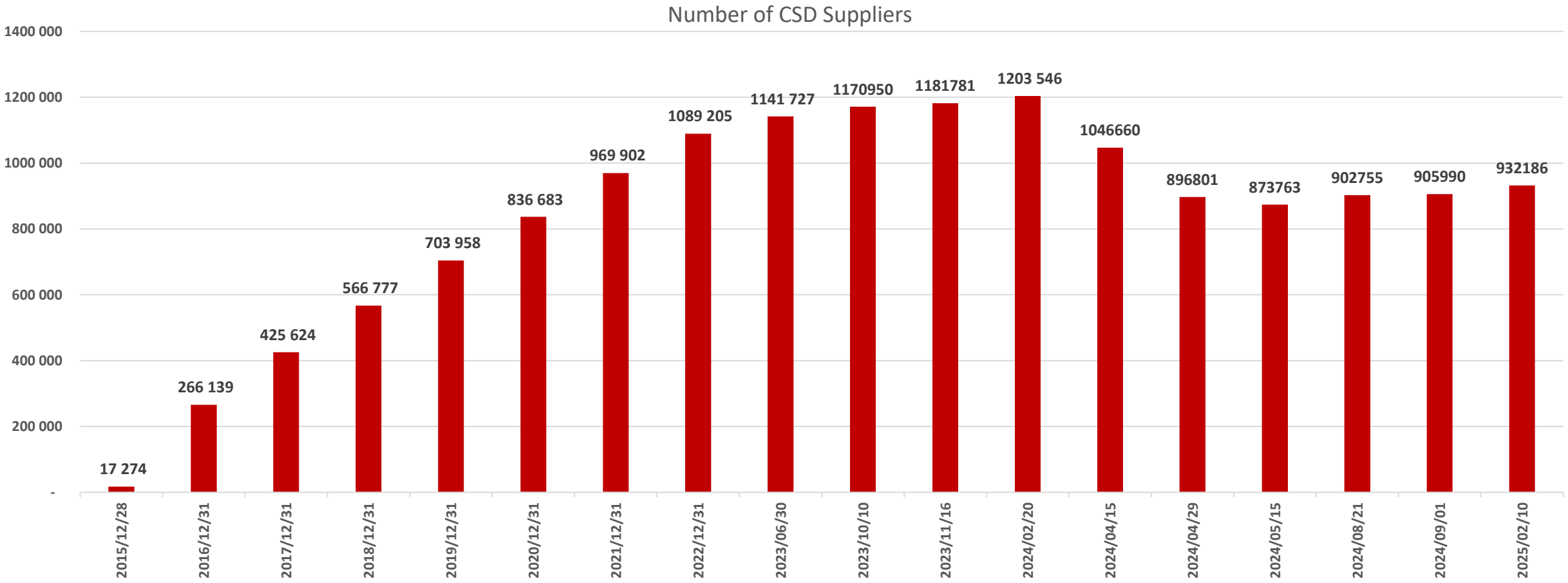


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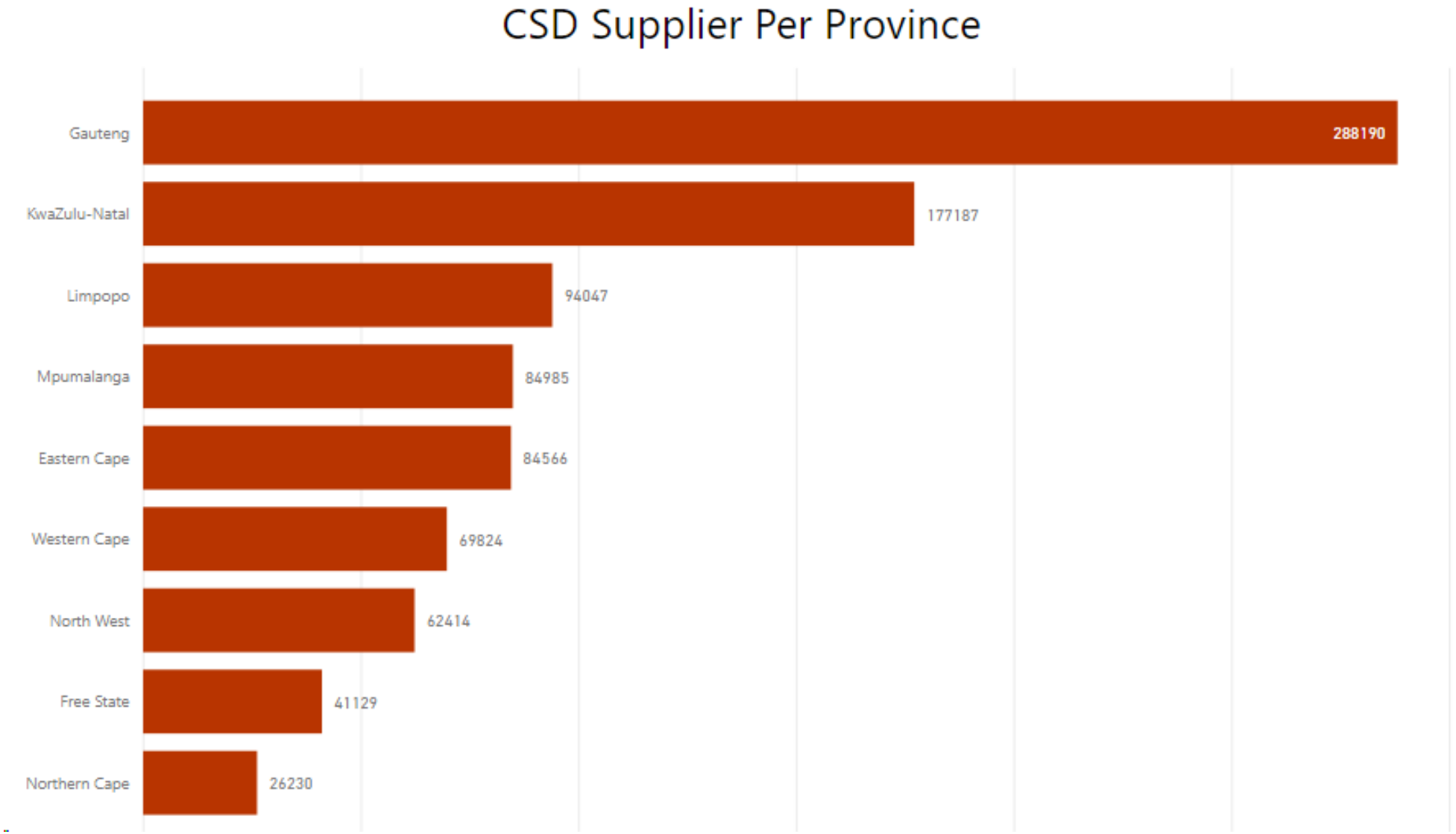
AGENDA

- CSD Supplier Status
- Request for Quotations (RFQs)
- Status on Enhancements:
  - Request for Quotations
  - Address Validation
  - Beneficial Ownership verification via CIPC

Registered and Active Suppliers



Number of Suppliers per Province



Category of Persons Nation Wide – Majority Ownership

WOMEN



332,515
33%

YOUTH



256,961
27%

DISABLED PEOPLE



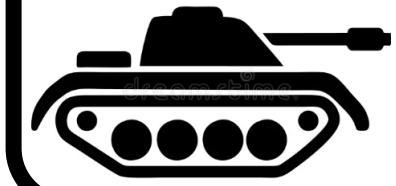
8,885
1%

RURAL AREAS



281,485
31%

MILITARY VETERANS



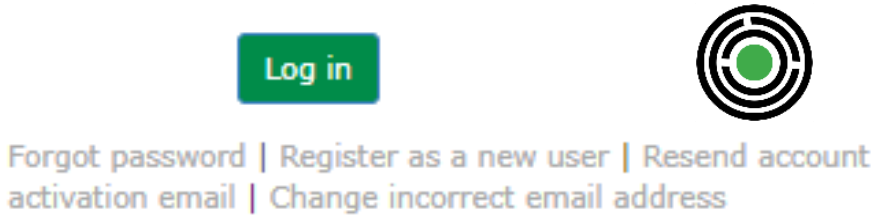
9,752
1%

MAJORITY BLACK OWNERSHIP



786,875
84%

TIPS when registering on CSD



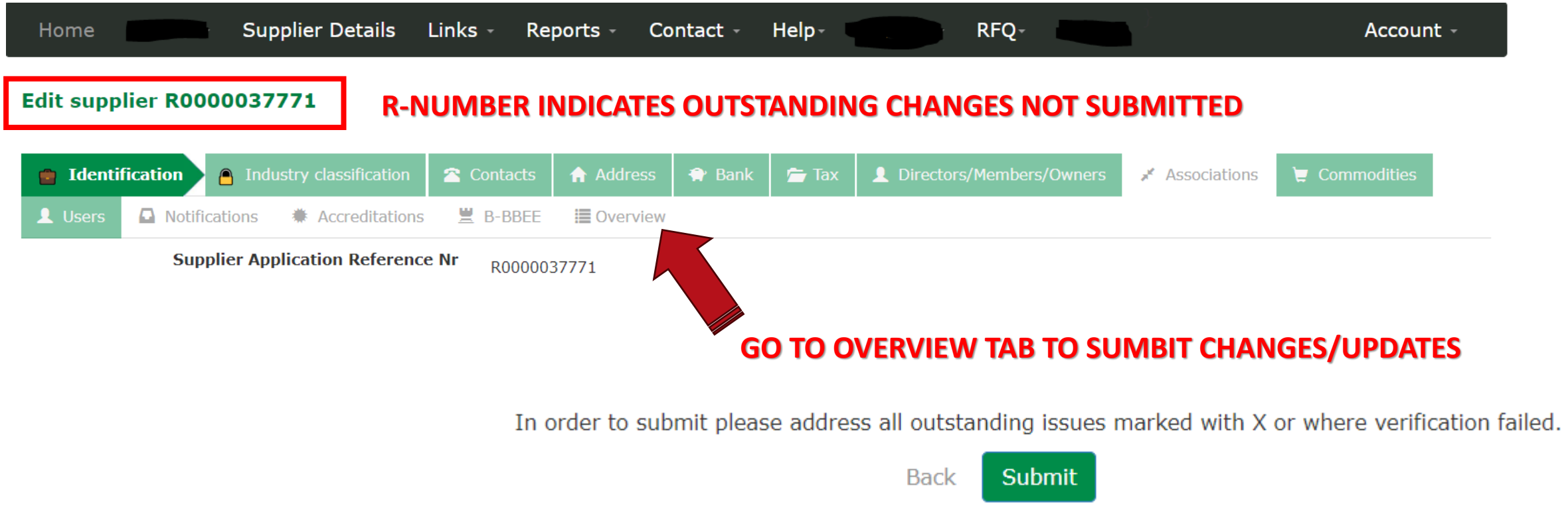
- CSD registration is free of charge to all users.
- Recommended browsers: Chrome or Edge.
- Security questions are essential in the re-set password process.
- Accept Terms & Conditions when logging into CSD.
- Acknowledge notifications to be able to log into CSD.
- Breaking news reflects all release notes.
- MyInbox will reflect all automated notifications.
- MyOrder reflects purchase orders issued by National and Provincial departments.
- Supplier Identification tab has a significant impact on screens/tabs to follow. Business rules are driven from this tab: Bank, Tax and B-BBEE.
- At minimum one contact is required to receive notifications (bank verification process) and RFQ invitations (Bid office contact). Ensure email addresses and cell phone numbers are up to date.

TIPS when registering on CSD

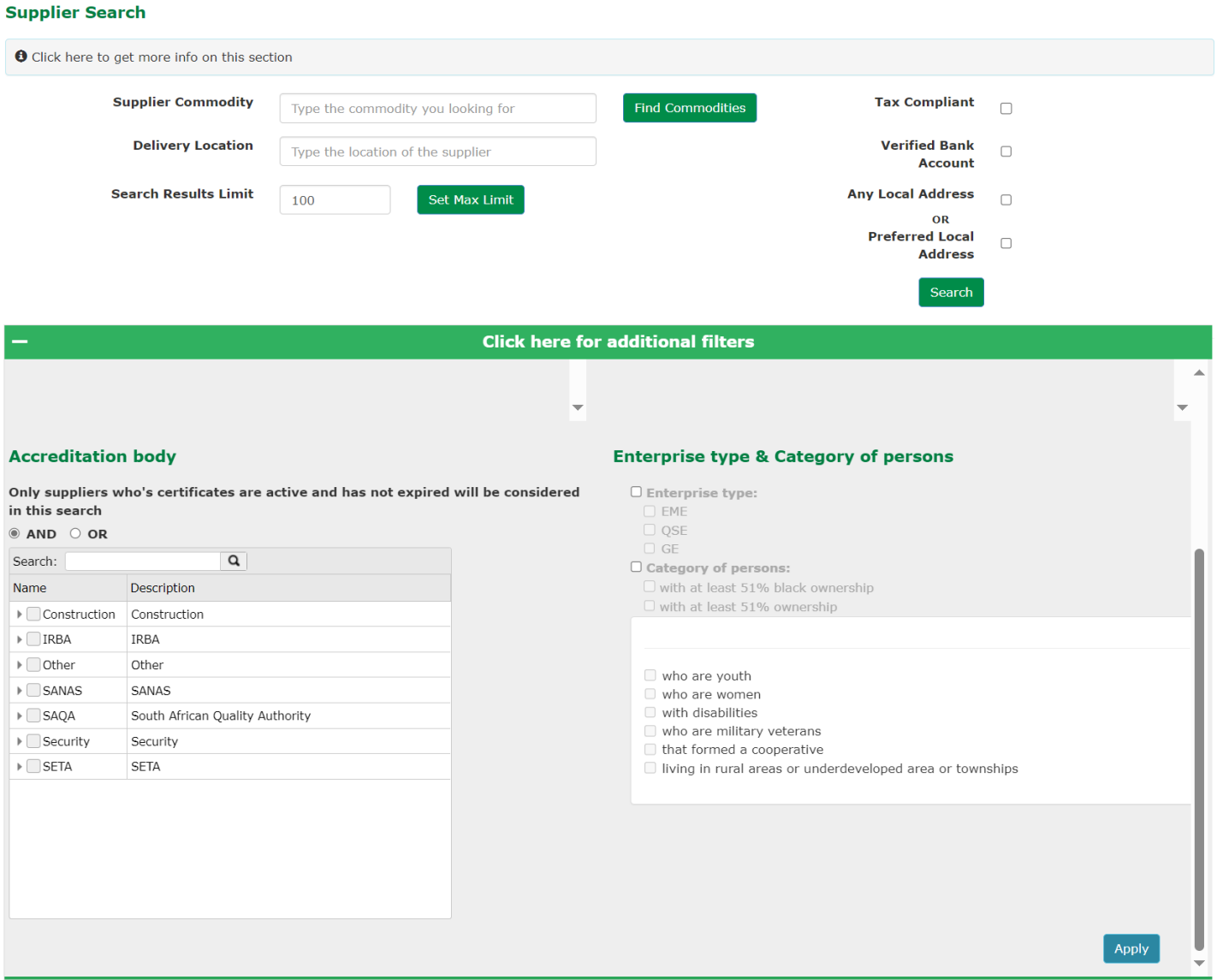
- Primary user updates e.g. company is registered by agent or employee who resigned.
- At minimum one physical and postal address is required.
- Banking details must be exactly like the bank. Verify one bank account at a time.
- If any one of the possible three tax reference number specified by the user is reflected as non-compliant by SARS, then the overall tax status is non-compliant.
- If directors are flagged as government employees, liaise with the Organ of State to update status on HR systems.
- Complete demographics of owners.
- Only specify commodities you are able to deliver. Do not misrepresent your company or try to mislead government. If you don’t respond to RFQs send by CSD, your commodity will be removed as you are considered not to be interested.

TIPS when registering on CSD

- CSD integrates with CIDB and PSIRA to obtain certification.
- Remember to submit changes on the Overview tab.



TIPS when registering on CSD



Frequently revisit your profile

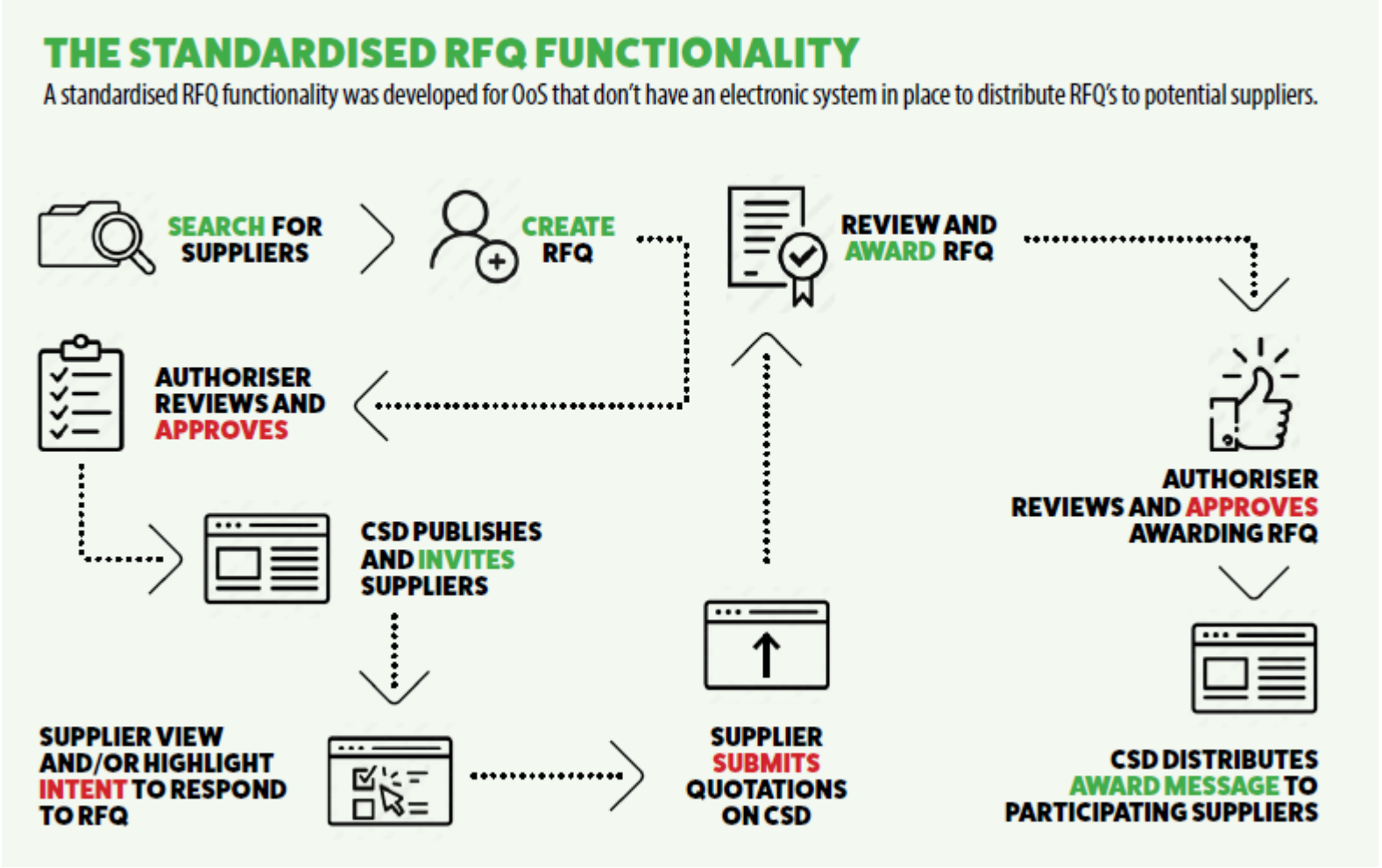
Compliance unlocks opportunities

Request for Quotations

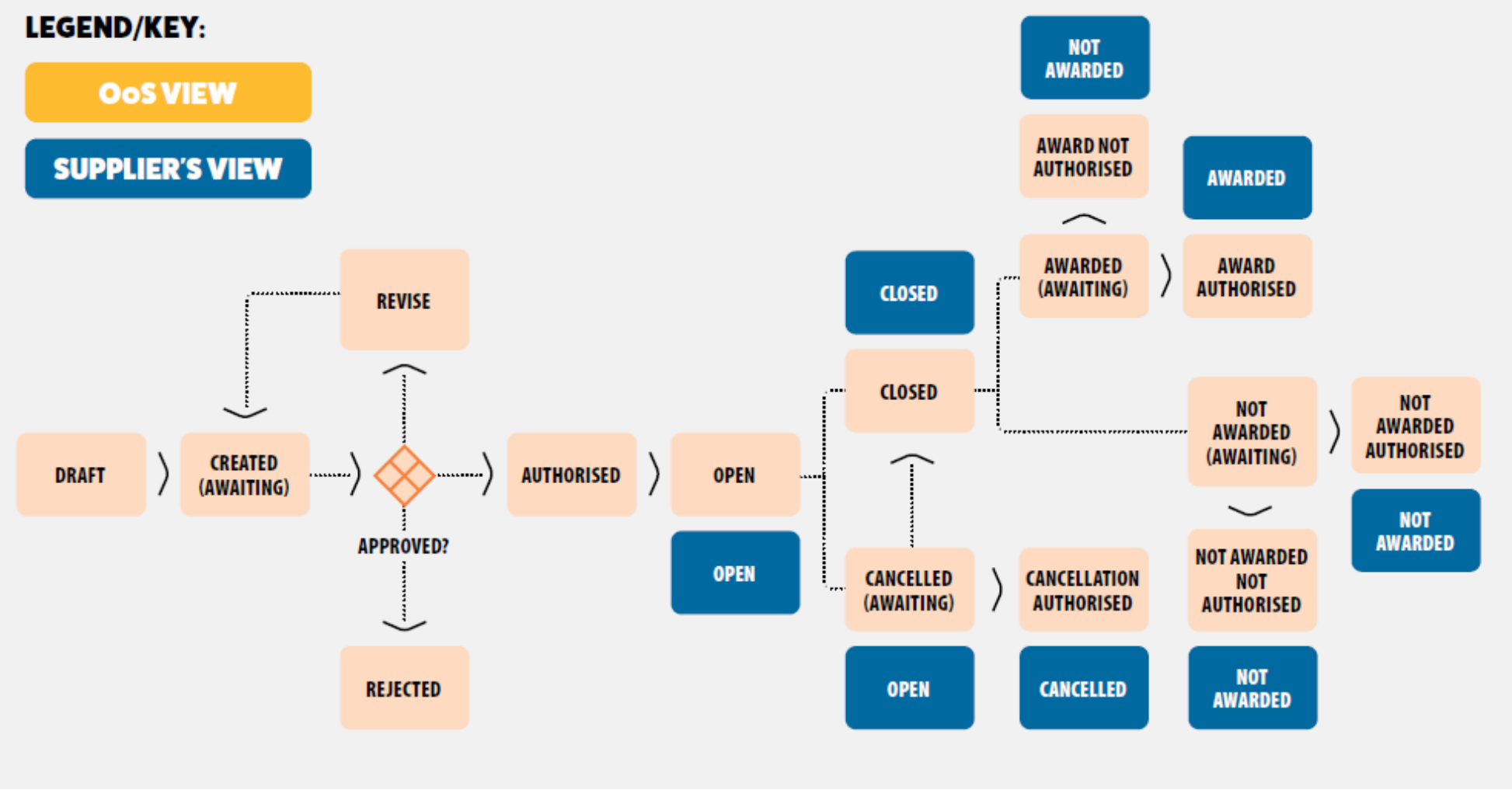


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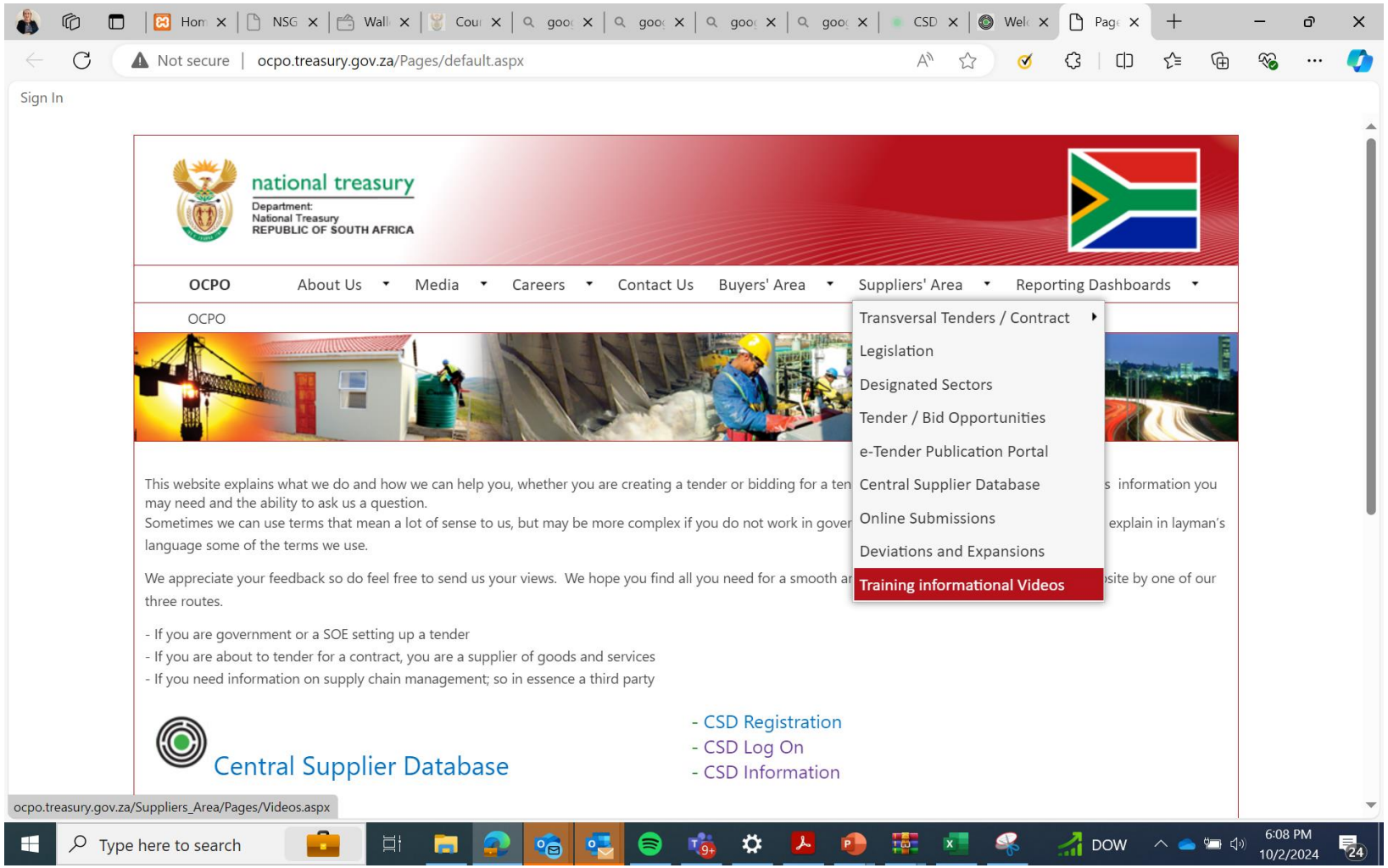
RFQ Process


THE STANDARDISED RFQ FUNCTIONALITY
A standardised RFQ functionality was developed for OoS that don't have an electronic system in place to distribute RFQ's to potential suppliers.
SEARCH FOR SUPPLIERS
CREATE RFQ
REVIEW AND AWARD RFQ
AUTHORISER REVIEWS AND APPROVES
CSD PUBLISHES AND INVITES SUPPLIERS
AUTHORISER REVIEWS AND APPROVES AWARDING RFQ
SUPPLIER VIEW AND/OR HIGHLIGHT INTENT TO RESPOND TO RFQ
SUPPLIER SUBMITS QUOTATIONS ON CSD
CSD DISTRIBUTES AWARD MESSAGE TO PARTICIPATING SUPPLIERS

RFQ Statuses



OCPO Website: http://ocpo.treasury.gov.za



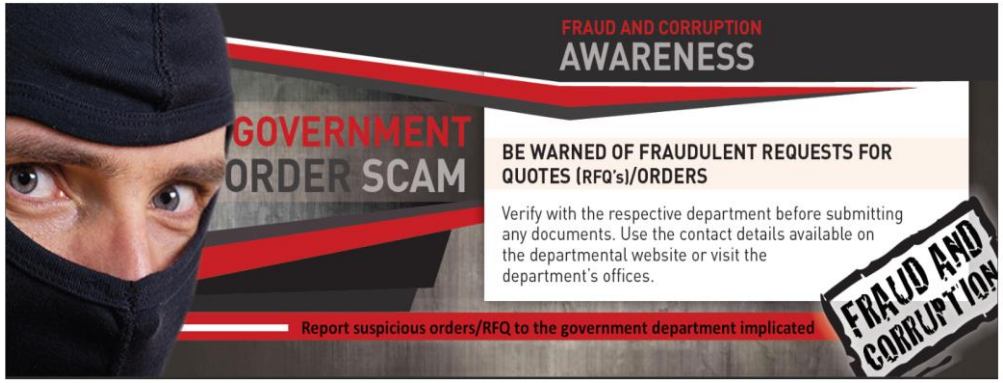
Fraudulent RFQs

The CSD is operated in line with the Protection of Personal Information Act 4 of 2013 that prescribes that the collected information can only be used for the government business only unless the custodian of the information has indicated differently.

There are various security measures that we have taken to curb this practice, namely:

- Suppliers regularly receive alerts on scams when logging in on CSD
- Personally identifiable information for suppliers is not voluntarily displayed when government officials search for suppliers,
- The RFQ notifications that are sent by CSD do not contain any links, instead suppliers are urged to login on CSD to view the RFQ details
- Suppliers that received from National and Provincial government orders, can view them on CSD to ensure that they are not fraudulent orders







CSD Will Never Send a Link To Suppliers

My Inbox - View

Communication Type Email

Sent Date 2022-10-06 06:00:00

To Address XXXXXXXXXXXXXXXXXXXXXXXX

Subject MAAAXXXXX RFQ Invitation - BE RFQ 001\2022 06-10-2022 06:00

Message

NOTIFICATION

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Dear XXXXXXXXXX

You are invited to participate in this RFQ process as a potential supplier - XXXXXXXXXXXXXXXXXXXXXX

RFQ Number: BE RFQ 001\2022

RFQ Title: School uniforms

RFQ Description:
Uniforms required for boys and girls

RFQ Details			
Organ of State	**Publish Date**	**Closing Date**	**RFQ Validity Date**
Basic Education	**06-10-2022 06:00**	**06-10-2022 08:00**	**07-10-2022**

Please Note: The RFQ validity date begins after the closing date.

To view more details about this RFQ, please login to your CSD account.

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FOR MORE INFORMATION:
Central Supplier Database Contact Centre

eMail: CSD@treasury.gov.za

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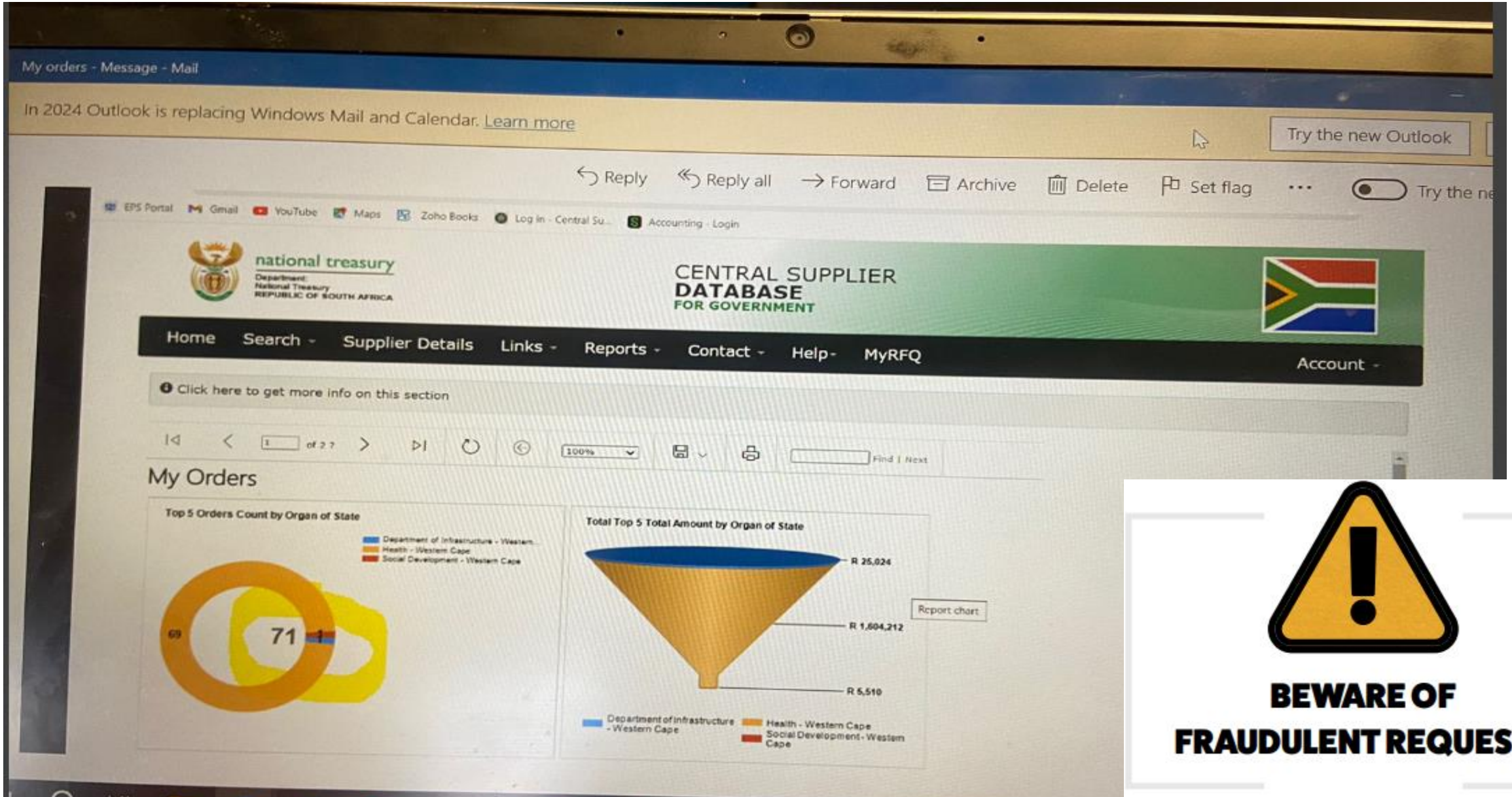
If you did not intend to register on the CSD and would like to unsubscribe to CSD system generated emails, click on unsubscribe which will enable you to dis-associate yourself from a supplier or Organ of State or to delete a supplier master from the CSD.

Back to list



BEWARE OF FRAUDULENT REQUESTS

Suppliers can view orders on CSD My Orders



What suppliers need to know and try to understand?

1. What services or goods have your registered for on the CSD?
2. Are you familiar with the commodities you are requested to quote on?
3. Are you familiar with the mandate and services required by the department requesting you to quote on? E.g. National Treasury does not require medicine.
4. Is the email domain correct where you need to send the quote?
5. Are you familiar with how government procures their services?



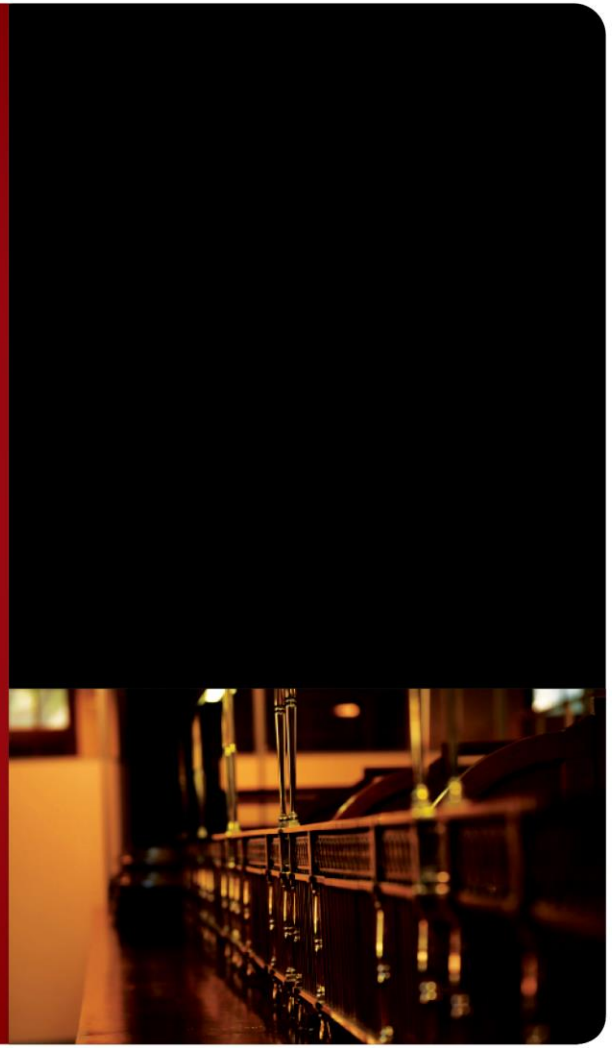
How do you verify the RFQ when you receive it?

1. Access the website of the institution directly to verify the contact details (telephone numbers)
2. Ask to speak to the Supply Chain Management office to verify the authenticity of the RFQ
3. Quotations are procurement below R1,000,000. Anything requested above R1,000,000 should be advertised for a period of 21 days for all suppliers to compete.
4. If the amount of an RFQ is excessive and concerning, please verify as per point 1 and 2
5. Government does not prescribe the brand of commodities that should be supplied or attach pictures of the equipment required.
6. Government does not publish the budget made available for RFQ or Competitive Tenders



BEWARE OF FRAUDULENT REQUESTS

Enhancements



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Address Validation



- Multi-tiered and phased approach to improve the accuracy of supplier address information by attaching proof of address (PoA)

P1 Supplier	P2 OoS	P3 Third Party
Address information based on Stats SA place names **– Done**	OoS will be required to verify PoA attachments **- WIP**	Electronic verification of address information against 3rd party systems e.g. Bank, SARS and CIPC
Required to attach certified PoA for each physical address **- Done**	Address will earn a silver badge for desk assessment	Address matched will earn golden badge per interface
Address will earn a bronze badge **- Done**	History of which OoS verified the address will be visible	Address verified by Site visit will earn golden badge
PoA expires annually **- WIP**	Enable communication with supplier pertaining to POA	
	Update Reports to reflect badges	

Inactivate address without proof of address

NOTIFICATION

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Dear [ ]

Effective 1 August 2024, the Central Supplier Database (CSD) was enhanced to require suppliers to upload proof of address (PoA) for each physical address and to update their commodities delivery location information by 1 November 2024. After 3 months, any outdated records will indicate that the supplier is no longer interested in conducting business with the government, and their profile will be deactivated.

A significant number of suppliers did not comply with this requirement and requested an extension of the deadline. We will therefore extend the deadline to 31 March 2025. To assist suppliers in maintaining accurate address information, CSD will inactivate any non-preferred physical addresses.

You are receiving this notification because you have not uploaded PoA for every physical address, and your non-preferred address(es) have been inactivated. Please refer to the Release Note effective 1 August 2024 for more information on these enhancements.

If you do not update the PoA for your preferred address and/or maintain the commodities delivery location information by 31 March 2025, your supplier profile will be deactivated. Outdated records will indicate that you no longer maintain your CSD profile and are not interested in conducting business with the government.

Address Validation



- Suppliers are slow to update their POA
- Deadline have been extended to 31 March 2025
- Consequence for not complying with 1 November 2024 deadline - inactivate **604,799** non-preferred physical addresses

Province Name	PoACount	SuppCount	%Uploaded
Eastern Cape	35894	84566	42%
Free State	15875	41129	39%
Gauteng	88273	288190	31%
KwaZulu-Natal	61204	177187	35%
Limpopo	51490	94047	55%
Mpumalanga	51583	84985	61%
North West	32351	62414	52%
Northern Cape	10794	24230	45%
Western Cape	16516	69824	24%
Total:	363980	926572	39%

Province Name	Inactivated
Eastern Cape	45432
Free State	17077
Gauteng	183528
KwaZulu-Natal	79995
Limpopo	125241
Mpumalanga	81720
North West	38472
Northern Cape	9481
Western Cape	23853
Total	**604799**

Beneficial Ownership verification via CIPC – WIP

Companies and Intellectual Property Commission
a member of the dtic group

- Effective 23 May 2023 companies are required to specify ownership with CIPC
- CIPC is phasing this in focusing on companies owned by natural persons
- CSD will be enhanced to reflect the information verified by CIPC
- CSD encourage all CSD suppliers that are registered at CIPC to update their beneficial ownership at CIPC as CSD will obtain this information from CIPC
- Expected implementation date extended from 10 May 2024

GENERAL LAWS AMENDMENT ACT, 2022 (ACT NO. 22 OF 2022)

COMPANIES ACT 2008, (ACT NO. 71 OF 2008)

COMPANIES AMENDMENT REGULATIONS 2023

The Minister of Trade, Industry and Competition, in consultation with the Companies and Intellectual Property Commission, after publishing the regulations in the **Government Notice No. 48210** of 10 March 2023 under **Notice 3151** inviting public comments under section 223(1)(b) and (2) of the Companies Act, 2008 (Act No.71 of 2008), makes and hereby publishes the final Companies Amendment Regulations 2023, resultant from the General Laws Amendment Act, 2022.

The regulations will come into effect on the date of publication of this Notice.

EBRAHIM PATEL
MINISTER OF TRADE, INDUSTRY AND COMPETITION
DATE: 23 MAY 2023

Outstanding Beneficial Ownership information

Companies and Intellectual Property Commission
a member of the dtic group

ProvinceName	Count of Suppliers
Eastern Cape	47236
Free State	22749
Gauteng	159538
KwaZulu-Natal	104681
Limpopo	52365
Mpumalanga	49173
North West	38344
Northern Cape	13786
Western Cape	28397
Total	**516269**

First communication sent in May 2024

Companies and Intellectual Property Commission
a member of the dtic group



Dear

The Companies and Intellectual Property Commission (CIPC) implemented a beneficial ownership register from 01 April 2023 voluntarily. The filing of beneficial ownership declarations and securities/beneficial interest registers became mandatory from 24 May 2023 upon promulgation of the Amended Companies Regulations to give full effect to the General Laws (Anti-Money Laundering and Combating Terrorism Financing) Amendment Act 22 0f 2022.

For more details, refer to the Beneficial Ownership Filing Requirements Guidance Note 2 of 2023 on the CIPC website:

Step 1: On any search engine- please type in www.CIPC.CO.ZA
Step 2: Select CIPC/Your Business, Our Focus to lead you to the CIPC landing page.
Step 3: In the select box- type in your search- Guidance notice 2 of 2023 and press enter.
Step 4: The system will provide the requested result in the notice as per the below statement.

First communication sent in May 2024

Companies and Intellectual Property Commission
a member of the dtic group

Results for "guidance notice 2 of 2023"

Practice Note 4 of 2023: Filling of documents

By Lerato Malebye | Oct 2023Applications filed with the CIPC, that comply with the Companies Act, and CIPC internal requirements, are processed.

Beneficial Owner Filing Requirements Guidance Note 2 of 2023

This implies that suppliers who are CIPC registered will no longer be able to capture and maintain ownership information on the Central Supplier Database (CSD). The CSD will reflect beneficial ownership from CIPC effective 10 May 2024.

We encourage all CSD-registered suppliers to update their beneficial ownership at CIPC as soon as possible.

Regards

Companies and Intellectual Property Commission
a member of the dtic group

Reminder

NOTIFICATION

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Dear: [redacted]

You are receiving this message because no beneficial ownership information for the supplier profile of nok is found at the Companies and Intellectual Property Commission (CIPC).

CIPC has mandated the filing of beneficial ownership declarations and securities/beneficial interest registers, effective 24 May 2023. In response, the CSD is implementing this requirement in phases.

Phase 1, effective 1 November 2024, requires beneficial ownership information for all companies with 100% natural person ownership. For more details, refer to the release note dated 2024-11-01.

During our monitoring activities following the 1 November 2024 release, we observed that a significant number of suppliers have either not filed their beneficial ownership information or have filed it incorrectly with CIPC. This discrepancy directly impacts on the ownership information reflected on the CSD, affecting suppliers' ability to:

- Update their supplier profiles;
- Participate in tender opportunities; and
- Be considered in supplier searches by organs of state.

We urge you to **immediately correct your ownership information** at CIPC and ensure alignment between CSD and CIPC by **31 March 2025**. If your CSD ownership information and CIPC beneficial ownership information are not aligned and do not amount to 100% by this deadline, your CSD profile will be inactivated.

Please note: Co-operatives and non-CIPC supplier types are not affected by these beneficial ownership requirements and do not need to comply with the above.

Companies and Intellectual Property Commission
a member of the dtic group

Reminder

We urge you to **immediately correct your ownership information** at CIPC and ensure alignment between CSD and CIPC by **31 March 2025**. If your CSD ownership information and CIPC beneficial ownership information are not aligned and do not amount to 100% by this deadline, your CSD profile will be inactivated.

Please note: Co-operatives and non-CIPC supplier types are not affected by these beneficial ownership requirements and do not need to comply with the above.

For assistance with updating your information on the CSD, please contact us at:

- **Email:** csd@treasury.gov.za
- **Phone:** 012-406-9222

Thank you for your prompt attention to this matter.

Kind regards,

The CSD team

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

FOR MORE INFORMATION:
Central Supplier Database Contact Centre

eMail: CSD@treasury.gov.za

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If you did not intend to register on the CSD and would like to unsubscribe to CSD system generated emails, click on unsubscribe which will enable you to dis-associate yourself from a supplier or Organ of State or to delete a supplier master from the CSD

Questions

- Please direct question to:
  - csd@treasury.gov.za for daily operational issue;
  - Contact Centre Number 012 406 9222

