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OFFICE OF THE MUNICIPAL MANAGER
LOCAL ECONOMIC DEVELOPMENT UNIT

To : All SMMES and Cooperatives

Date : 29 August 2019

INVITATION TO REGISTER ON DATABASE OF LOCAL SUPPLIERS

Letsemeng Local Municipality hereby invites all SMMES and Cooperatives that are based in Letsemeng to register and update their company details on the local supplier database of the municipality.

In order to be registered you are hereby required to submit the following documents:

1. **Company profile detailing the services you offer**
2. **Proof of address**
3. **Proof of company/cooperative registration**
4. **Certified ID copies of all members/directors of company or sole proprietor**
5. **Original valid Tax Clearance Certificate (Tax Pin).**
6. **Proof of VAT registration, where applicable.**
7. **Proof of registration at the Construction Industry Development Board (CIDB), where applicable**
8. **An original and valid B-BBEE status level verification certificate or a certified copy**

These documents can be submitted at reception areas located in all municipal offices in our towns during working hours or can alternatively be forwarded on email to the Local Economic Development (LED) Officer, Mr Siphwe Phithi at siphiwe@letsemeng.gov.za.

Further enquiries can be directed to our LED Officer, Mr Siphwe Phithi, at 053 3300 200/213 during office hours.

I hope you will find the above in good order.


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Mr T L Mkhwane
Municipal Manager