

LETSEMENG COUNCIL / LETSEMENG RAAD



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NOTICE TO ALL SUPPLIERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD)

Letsemeng Local Municipality hereby notifies all service providers registered on the Central Supplier Database (CSD) that the Municipality has enhanced its Financial Management System, with specific improvements to the Supply Chain Management (SCM) module.

In order to ensure the effective functioning of the upgraded system, all suppliers are requested to urgently review and update their CSD profiles, with particular emphasis on the accurate selection of commodities and services relevant to their business operations.

Please take note of the following important information:

The Municipality will procure goods and services below R30 000 through a rotational quotation system embedded in the SCM module. The update will be done from 21 to 31 August 2026 .

Commodity Selection Instructions

- Please tick a maximum of 5 commodities relevant to your business .

The system will automatically generate requests for quotations based on the commodity codes selected on the CSD.

Suppliers who are not registered under the relevant commodities will not be identified by the system and will therefore not receive quotation requests.

Example: A supplier offering electrical maintenance services must ensure that their CSD profile includes commodities such as "electrical repairs and maintenance, Catering to be Event Management." Failure to select the correct commodity will result in the system excluding that supplier when sourcing quotations for electrical work, such as streetlight repairs or building wiring.

Suppliers are therefore strongly encouraged to ensure that their CSD information is complete, accurate, and up to date to avoid being excluded from procurement opportunities.

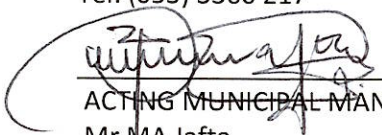
The Municipality appreciates your cooperation in this matter, which will contribute to improved procurement efficiency, transparency, and equitable supplier participation

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ACTING MUNICIPAL MANAGER

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