



**energy**

Department:  
Energy  
**REPUBLIC OF SOUTH AFRICA**

**INVITATION TO REGISTER ON THE SUPPLIER DATABASE**

1. Department of Energy hereby invites prospective service providers to register on the Departmental supplier database.
2. The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Department of Energy.
3. To be considered for registration, applicants are required to submit the following mandatory documents:
  - Company Profile,
  - Company Registration Certificate,
  - Original Valid Tax Clearance Certificate(Not older than 12 months)
  - Certified copy of ID/s
  - Original confirmation from the Bank in the name of the registering company.
  - Failure to submit an **original and valid** Tax Clearance Certificate will invalidate the application.
4. Please make sure that all the sections of the supplier database form are fully completed. Failure to complete the form may invalidate your registration.
5. Registration forms are obtainable from the following offices :
  - 5.1. Department of Energy Head office**, Supply Chain Management, Trevena Campus, Building 2B, Cnr Meintjies & Schoeman Street, Sunnyside.  
**Contact Person:** Patrick Botopela / Sibongile Monoto: 012-444 4214/4371
  - 5.2. Western Cape Regional Office:** Atterbury House, 9<sup>th</sup> Floor, cnr Lower Berg and Riebeeck Street.  
**Contact Person:** Mr Ncedo Ganiso: 021-427 1018
  - 5.3. Eastern Cape Regional Office:** Port Elizabeth, Crispin Hall No.6902, cnr Mount & Dias Road.  
**Contact Person:** Ms Miyelan Malungana: 041-396 3910
  - 5.4. KZN Regional Office:** Durban, Durban Bay House, 333 Smith Street,  
**Contact Person:** Mr. Phakamani Dladla: 031-335 9647

**5.5. Mpumalanga Regional Office:** Witbank, Province House, cnr Paul Kruger and Botha Street

**Contact Person:** Ms Nomusa Zulu: 013-656 1448/217

**5.6. Northern Cape Regional Office:** Kimberly, Liberty Corner Building, 29-31 Currey Street

**Contact Person:** Ms Mamello Ratikane: 053-807 1752

**5.7. Free State Regional Office:** Welcome, The Trip, 314 Stateway.

**Contact Person:** Ms Thando Moyake : 057-391 1326

**5.8. Limpopo Regional Office:** Polokwane, Broll Building, 101 Dorp Street

**Contact Person:** Mr. Ravele Mutavhatsindi: 015-287 4727

**5.9 Klerksdorp Regional Offices:** Margarietta Prinsloo and Voortrekker

**Contact Person:** Ms Thandeka Wittes: 018 487 98 68

6. This form can be downloaded from our website: [www.energy.gov.za](http://www.energy.gov.za).

7. A complete form together with the required documents indicated in paragraph 3 should be posted to the following address:

**Supply Chain Management,  
Department of Energy (Head Office)  
Private Bag X19  
ARCADIA  
0007**

**Or hand delivered to the following address:**

**Supply Chain Management,  
Department of Energy  
Trevena Campus, Building 2B,  
Cnr Meintjies & Schoeman Street,  
SUNNYSIDE**

8. **Closing Date:** 28 October 2011

9. **Enquiries:** Patrick Botopela/ Sibongile Monoto

: Tel: (012) 444 4214/4371

: Fax (012) 341 9218

: [Patrick.botopela@energy.gov.za](mailto:Patrick.botopela@energy.gov.za)/[sibongile.monoto@energy.gov.za](mailto:sibongile.monoto@energy.gov.za)