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OFFICE OF THE CHIEF FINANCIAL OFFICER
Financial Management and Support

Contact Person: Ben Masapo	Date: 11 February 2026
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Our Ref.: INVITATION TO SUPPLIERS	Your Ref.:

INVITATION FOR PROSPECTIVE SUPPLIERS TO REGISTER ON THE CENTLEC (SOC) LTD SUPPLIER DATABASE

Centlec (SOC) Ltd regularly invites suppliers to register on its supplier database, often referred to as the Service Provider Panel or Supplier Database. As a municipal entity, Centlec requires all potential suppliers to be registered on the National Treasury Central Supplier Database (CSD) as a requirement for conducting business with the organization. Local suppliers are also encouraged to register and submit their details for consideration.

Here are the key details and requirements for registering with Centlec:

HOW TO REGISTER AS A CENTLEC SUPPLIER

- 1. Register on the CSD:** The first step is to register on the National Treasury Central Supplier Database.
- 2. Submit Documentation to Centlec:** After CSD registration, suppliers must submit specific, often mandated documents to Centlec's Supply Chain Management (SCM) unit to ensure they are on the entity's internal database for opportunities.
- 3. Required Documents:**
 - **CSD Report:** A recent, full CSD report.
 - **Company Profile:** Detailing services offered (**commodities**).

- **Valid Tax Certificate:** A valid SARS tax compliance status PIN.
- **Municipal Services Account:** A municipal account (water, sanitation, rates, and electricity) from the municipality where the business operates, or a lease agreement if not a property owner, not older than 90 days.
- **B-BBEE Certificate / Sworn Affidavit:** Certified copy.
- **Bank Details:** Verified bank account information.
- **Identity Documents:** Certified copies of company directors

IMPORTANT NOTES

- **No Third-Party Payment:** Payments are only made to the company whose name appears on the official purchase order.
- **Vetting:** All companies will be subjected to vetting.

Documents are to be submitted to the following address:

CENTLEC Supply Chain Offices

30 Rhodes Avenue

Oranjesig

Bloemfontein

9301

For Supply Chain related enquiries, please use the following contact details:

Lerato.Maledu@centlec.co.za 051 412 2687.

Sabata.Masapo@centlec.co.za

ALTHOUGH NO SPECIFIC CLOSING DATE HAS BEEN SET, SUPPLIERS ARE STRONGLY ENCOURAGED TO SUBMIT THEIR DOCUMENTATION AT THEIR EARLIEST CONVENIENCE.


Simon Serutla

Acting GM: Financial Management & Support

