



INVITATION TO REGISTER ON THE SUPPLIERS DATA BASE AS A SERVICE PROVIDER OF THE MPUMALANGA PROVINCIAL LEGISLATURE FOR 2017/18 FINANCIAL YEAR.

The Mpumalanga Provincial Legislature would like to invite prospective service providers to register on its database.

The following are some of the services that the Legislature requires:

1. Décor
2. Supply of printing and promotional material
3. Guest houses and lodges
4. Catering
5. Interpretation, Editorial and translation services
6. Rental of equipment i.e. tables, chairs, toilets, marquee, air conditioners etc.
7. Supply of stationery
8. Supply of groceries
9. Office furniture and equipment
10. Facilitation, Team building and related services
11. Legal and labour law services
12. Furniture removal
13. Courier
14. Transport
15. Debt Collectors
16. Loud hailing and Sound System
17. Wellness Practitioners
18. Artist and performers
19. Information Technology Hardware & Software
20. Advertising (Marketing and recruitment)

The following documents should be attached to the registration form:

- Original certified copy of the Business registration certificate
- Valid original Tax clearance certificate
- Company profile detailing experience in the service or product of speciality, and contactable references
- A valid BBBEE (Broad based black economic empowerment) certificate
- Original certified copies of Identity Documents (ID's) of Directors
- An original or certified copy of proof of residence, e.g. Water and lights statements

Database registration forms can be retrieved from our website: www.mpuleg.gov.za

The evaluation process will be based on:

- The submission of ALL applicable documents mentioned above.
- Reference check on previous work experience
- Vetting prior registration

**Evaluation criteria will be based on full time involvement in the business
Email address and cellphone numbers are mandatory requirements**

Completed database forms can be delivered at Mpumalanga Provincial Legislature Satellite Office, Government Boulevard 3A, Riverside Park, Nelspruit or can be posted to Mpumalanga Legislature, Private Bag X 11289, Nelspruit 1200.

Closing date: **23 March 2017 at 14:00**. All enquiries to be directed to:
Goodness Mashego: 013 766 1236 and Michael Nkosi: 013 766 1306 during office hours.