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METROPOLITAN TRADING COMPANY

INVITATION TO REGISTER ON SUPPLIER DATABASE

CLOSING DATE & TIME: 29 July 2016 AT 11H00

Metropolitan Trading Company (MTC) hereby invite prospective suppliers/service providers to register as approved suppliers on the official Supplier Database of MTC. In order to comply with the processes and procedures set out in the Supply Chain Management Policy; MTC developed a Supplier database to register all suppliers providing goods, works and services to the organization.

The purpose of the database is to give all prospective suppliers a fair and equal opportunity to submit quotations for goods, works and services to MTC.

It is imagined that the Supplier Database will contribute to efficient administration and compliance with the Municipal Finance Management Act (MFMA).

The supplier database registration **forms are available for download on the CoJ website**. It is imperative that suppliers read the registration form carefully, complete all sections in full, sign and date the form. Please note that minimum requirements are listed on page 2 of the Supplier Database Registration form.

Failure to submit the documents listed on page 2 of the Supplier Database Registration Form; and incomplete registration forms will invalidate your application.

The physical address for submission of the Database Registration Forms is **308 Kent Avenue, Randburg**.

All Technical and Administrative queries may be directed in writing to the **Supply Chain Department** e-mail: procurement@metrotradingcompany.joburg. Please state: **DatabaseReg** in the subject matter of the email.

The closing time for receipt of Database Registration applications is **11H00** hrs on **29 July 2016**. Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted. Also, please note that no Documents will be given to couriers or third parties unless they have in their possession an official letter, confirming on behalf of the company the full details of the specific documents to be collected.

Note that any application received after the closing date and time for submission, will not be considered.

Application forms may only be submitted on the original document that is issued. The re-typing of the application forms is not permitted.