



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

NOTICE TO ALL SERVICE PROVIDERS AND PROSPECTIVE SERVICE PROVIDERS

All service providers currently doing business with the Knysna Municipality, as well as prospective service providers, are hereby officially informed of changes in legislation as per the Supply Chain Management (SCM) Regulations issued on 14 December 2023. These changes have implications for SCM business processes within the Municipality.

Please take note of the following important information:

1. For all transactions from R 2000 to R 300 000 (VAT included), the Municipality will invite formal written quotations from service providers by advertising on the municipal website.
2. Service providers should note that no bids or quotations will be accepted from persons in the service of the state or consultants in the service of the state. No awards will be made to persons whose taxes and municipal rates are not up to date.
3. No goods may be delivered, nor services rendered, without an approved purchase order from Knysna Municipality
4. Service providers wishing to register on the supplier database may contact D. Louw at dlouw@knysna.gov.za to obtain registration documents. Service providers already registered are requested to update their information and submit proof for consideration by the Municipality.
5. Service providers can visit the Knysna Municipal Website to view all SCM reporting requirements.
6. Goods and Services must be delivered as per the approved purchase order.
7. No goods or services should be rendered without prior approval from the Municipality.
8. The Municipality reserves the right to amend, cancel, or withdraw a purchase order at any time.
9. The Municipality will process payments for invoices only to the party to whom the order was issued, and payment will be made within 30 days from the invoice date.

BOY MANQOBA NGUBO
ACTING MUNICIPAL MANAGER