KWAZULU-NATAL PROVINCE
TREASURY
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: PROVINCIAL SUPPLY CHAIN MANAGEMENT UNIT

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Name: Mrs Tania C. Raeburn
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Website: www.kzntreasury.gov.za
Reference Number: 12/4/4/6 CSD - RFQ SUPPLIER AWARENESS

ATTENTION ALL: **ACCOUNTING OFFICERS OF PROVINCIAL DEPARTMENTS;**
CHIEF FINANCIAL OFFICERS; AND
HEADS OF SUPPLY CHAIN MANAGEMENT

SUBJECT: **SERVICE PROVIDER AWARENESS ON THE REQUEST FOR QUOTATION (RFQ) MODULE ON THE NATIONAL CENTRAL SUPPLIERS DATABASE (CSD)**

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1. National Treasury has enhanced the Central Supplier Database through the introduction of the Request for Quotation (RFQ) module which is intended to automate SCM processes.

2. The KwaZulu-Natal Provincial Treasury is in the process of implementing this module across all Provincial Departments within the province and requires the maximum outreach to service providers on the new functionality to enable their active participation within this online RFQ process.

3. In order to support the successful implementation of the RFQ module, departments are hereby requested to, via their Communication Units and SCM Units, communicate the attached standardised message (refer to Annexure 1) and the CSD Training poster (refer to Annexure 2), to all their service providers through the following channels:

   3.1. Supplier mailing lists;
   3.2. Supplier roadshows and events;
   3.3. Institutional websites;
   3.4. Social media platforms where available; and
   3.5. Any other supplier communication forums available within the institution.

4. Departments are hereby urged to commence with the immediate distribution of the message and CSD training poster to service providers and to continue raising awareness periodically to ensure maximum supplier readiness and the subsequent supplier participation in the online RFQ process.

SUBJECT: **SERVICE PROVIDER AWARENESS ON THE REQUEST FOR QUOTATION (RFQ) MODULE ON THE NATIONAL CENTRAL SUPPLIERS DATABASE (CSD)**

5. Any enquiries in respect of this communication must be directed to:

   5.1. Mrs Tania Raeburn – telephonically at 033-897 4503 and/or electronically at Tania.Raeburn@kzntreasury.gov.za ;

   5.2. Ms Lethokuhle Dladla – telephonically at 033-897 4232 and/or electronically at Lethokuhle.Dladla@kzntreasury.gov.za or

   5.3. Mr Mandla Nkonyeni – telephonically at 033-897 4576 and/or electronically at Mandla.Nkonyeni@kzntreasury.gov.za

Yours sincerely

MS C COETZEE

HEAD OF DEPARTMENT: KZN PROVINCIAL TREASURY

DATE: 01/09/26