



COMPLIANCE REGISTER FOR OPENING OF BIDS
TENDER OPENING PROCEDURE

**To ensure accountability, responsibility and transparency that
the following tender opening process will apply:**

1. The following people will form a Tender Receipt Committee:
 - Project Manager
 - Committee Officer
 - Procurement Officer
 - Risk and Audit Management
2. It is the responsibility of the Committee Officer to ensure that invitations to attend the Opening of the Tender meeting are sent out immediately after the Bid Specification Committee has advised of the closing date of the Bid via an emailed calendar request.
3. The Tender Receipt Committee must open and witness tenders, and undertake the following tasks in respect of each tender exercise:
 - The time, date and number of bids received must be stated by all Tender Receipt Committee members in the receipt form below.
 - Bidders that attend the tender opening meeting must also sign the form confirming the number of bids received.
 - All bid documents must be stamped to be received on time, at the tender opening meeting.
 - The witnessed and opened tender documents must be taken by SCMU and be stored securely under lock and key at all times.
4. The Committee Officer will keep the Tender Opening Form and file it as part of the audit trail for Procurement.
5. Tenders that are received after the time and date specified on the Tender Opening Form for whatever reason must be held separately and remain unopened, and the Supply Chain Manager informed immediately that a late tender has been received. Any late tenders must all be treated equally with regards to their refusal.



PROJECT NAME: POP NUMBER: 08/2019 Request for bids to be included in Panel of Professionals for the procurement of recruitment and selection services for a period of three (3) years.

ATTENDANCE REGISTER FOR TENDER CLOSING

Tenders opened in the presence of:		
Names	1. OSCAR MATHIQUÉ	2.
Designation	SUPPLY CHAIN SPECIALIST	RISK AND AUDIT MANAGEMENT
Departments	SCM4	
Signatures		
Dates	10/05/2019	
Number of Bids Received	21 (Twenty One)	

Tenders opened in the presence of:		
Names	3. Lindeni Shobu	4. Lupuno Marole
Designation	PROJECT MANAGER	COMMITTEE OFFICER
Departments	Human Resources	Supply Chain Management
Signatures		
Dates	23/05/19	10/05/2019
Number of Bids Received	21 (Twenty one)	21 (Twenty One)



ATTENDANCE REGISTER FOR BIDDERS

Tenders opened in the presence of:		
Names of representatives/ Company Name	1.	2.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:		
Names of representatives/ Company Name	3.	4.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		



Tenders opened in the presence of:

Names of representatives/ Company Name	5.	6.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:

Names of representatives/ Company Name	7.	8.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		



Tenders opened in the presence of:

Names of representatives/ Company Name	9.	10.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:

Names of representatives/ Company Name	11.	12.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		



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NO.	NAMES OF BIDDERS
1.	Tafadzwa Consulting
2.	Magale Solution Providers(Pty)ltd
3.	Prologue Consulting
4.	PMD MS
5.	Investing General Project And Investments
6.	Bangobi Consulting And Projects(Pty)ltd
7.	SET Seconoments
8.	Board Room Appointments
9.	Amasiko Trading Enterprise CC
10.	Yawee Human Capital
11.	Lutra Mark(Pty)ltd
12.	SD Recruitment(Pty)ltd
13.	Mtirho Human Capital

NO.	NAMES OF BIDDERS
14.	Human Touch Communications(Pty)ltd
15.	M-Ploy Global Resourcing SA
16.	Affirmative Portfolios
17.	Six Sense Consulting
18.	Mandisa Personnel CC
19.	Phaki Personnel Management Services
20.	Pin Point One human Resources(Pty)ltd
21.	Tipp focus Holdings
22.	
23.	
24.	
25.	
26.	
27.	
28.	



NO.	NAMES OF BIDDERS
29.	
30.	
31.	
32.	
33.	
34.	
35.	
36.	
37.	
38.	
39.	
40.	

Date: Thursday, Friday, 10 May 2019

Confirmed: SCMU:  Confirmed Project Manager: _____

Confirmed: Risk and Audit: _____