



COMPLIANCE REGISTER FOR OPENING OF BIDS
TENDER OPENING PROCEDURE

RFP 04/2018

RFP 04/2018 REQUEST FOR PROPOSALS FOR THE LEASE OF THE REMAINDER OF ERF 119 MELROSE FOR SPORTS AND RECREATIONAL PURPOSES

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.

CITY OF JOBURG PROPERTY COMPANY	
SCMU	
TENDER RECEIVED ON TIME	
TIME:.....	
01 JUN 2018	
SIGNATURE:.....	
SIGNATURE:.....	

PM
D.N.
M.P.



PROJECT NAME: RFP 04/2018 REQUEST FOR PROPOSALS FOR THE LEASE OF THE REMAINDER OF ERF 119 MELROSE FOR SPORTS AND RECREATIONAL PURPOSES

ATTENDANCE REGISTER FOR TENDER CLOSING

Tenders opened in the presence of:		
Names	1. <i>Indence Machebuku</i>	2.
Designation	SUPPLY CHAIN SPECIALIST	RISK AND AUDIT MANAGEMENT
Departments	<i>Supply Chain (finance)</i>	
Signatures	<i>[Signature]</i>	
Dates	<i>01-06-2018</i>	
Number of Bids Received	<i>four (04)</i>	

Tenders opened in the presence of:		
Names	3. <i>Meliswa Bai</i>	4. <i>Duduzile Ndlovane</i>
Designation	PROJECT MANAGER	COMMITTEE OFFICER
Departments	<i>Property Management</i>	<i>SUM</i>
Signatures	<i>[Signature]</i>	<i>[Signature]</i>
Dates	<i>01/06/18</i>	<i>01 June 2018</i>
Number of Bids Received	<i>4</i>	<i>Three (3)</i>

Four
[Signature]

MP. D.W



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:

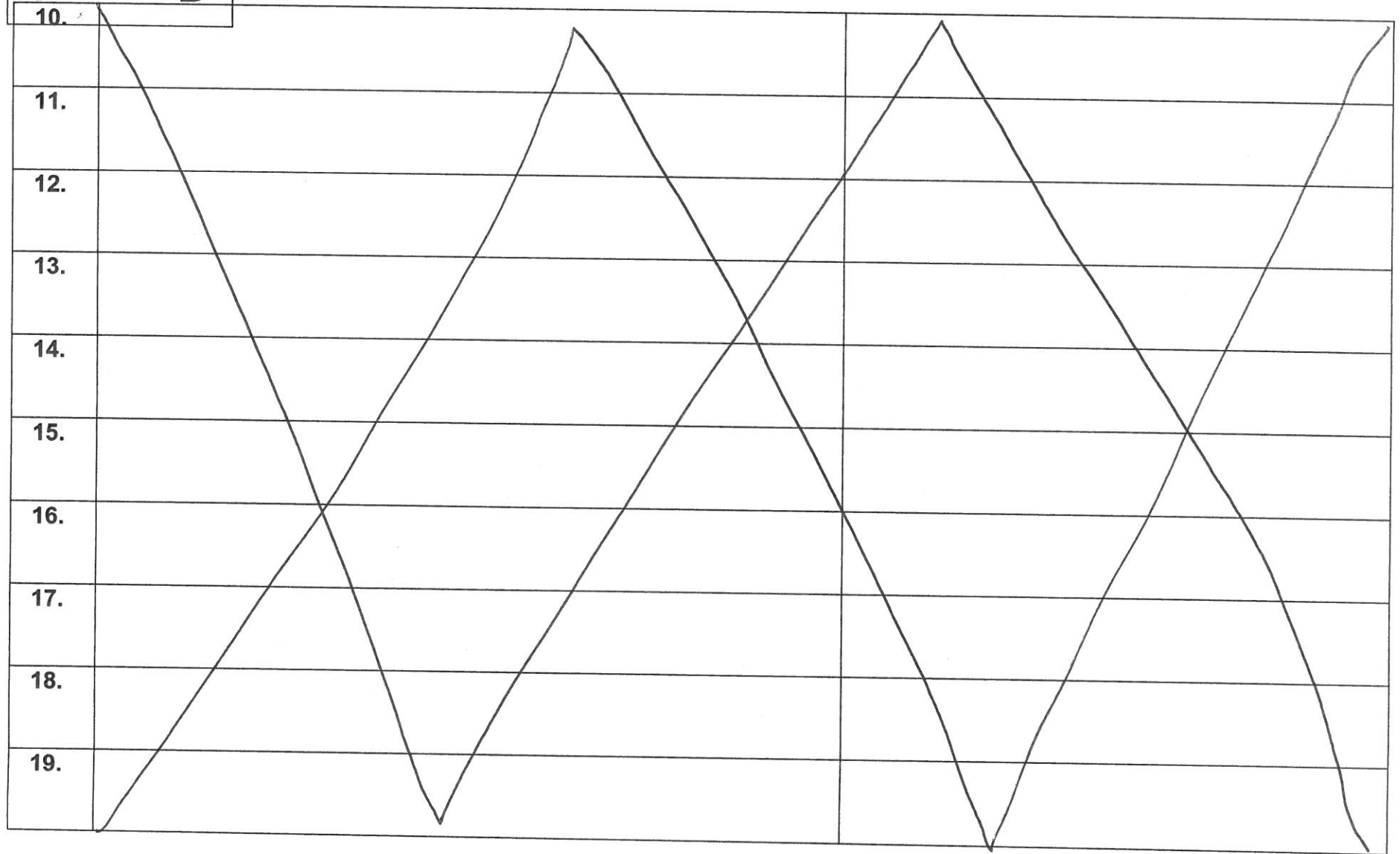
Names of representatives/ Company Name	9.	10.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:

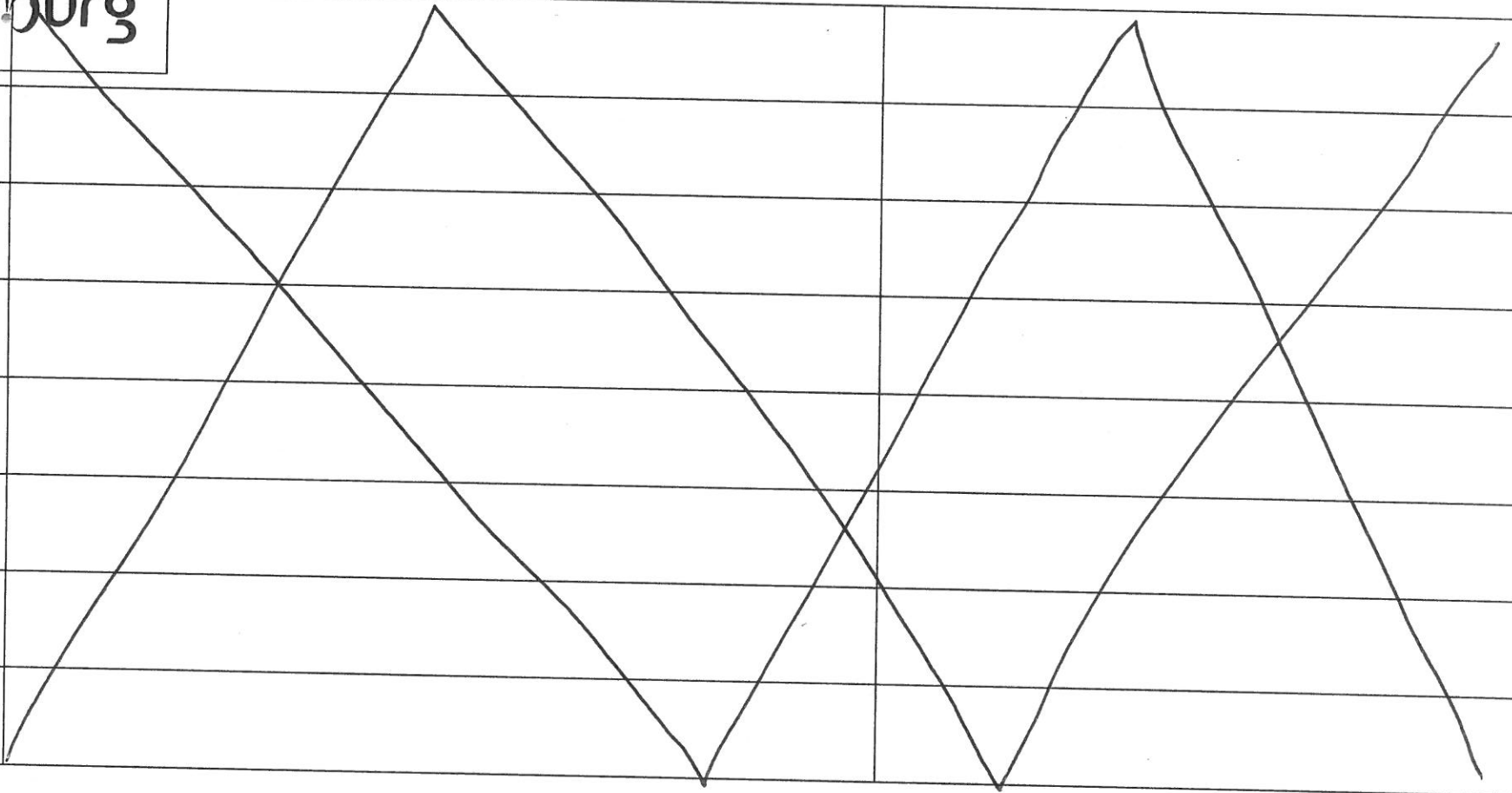
Names of representatives/ Company Name	11.	12.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

**RFQ 4/2018 REQUEST FOR PROPOSALS FOR THE LEASE OF THE REMAINDER OF ERF 119
MELROSE FOR SPORTS AND RECREATIONAL PURPOSES**

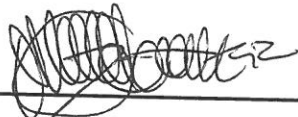
NO.	NAMES OF BIDDERS	PRICE
1.	Sikhelhe Wana Projects.	R 2,500.00
2.	SOS for The Aged NPC	R 2590.00
3.	Croftland Business Development Services (Pty) Ltd	R 2500.00
4.	Swalihech Investments cc	(Not indicated)
5.		
6.		
7.		
8.		
9.		



21.
22.
23.
24.
25.
26.
27.



Date: Friday, 01 June 2018

Confirmed: SCMU: 

Confirmed: Project Manager: _____

Confirmed: Risk and Audit: _____