



COMPLIANCE REGISTER FOR OPENING OF BIDS
TENDER OPENING PROCEDURE

**RFP 05/2019 : REQUEST FOR PROPOSALS FOR THE LONG TERM DEVELOPMENT LEASE OF ERF 38 ORLANDO
EKHAYA**

**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.



RFP 05/2019 : REQUEST FOR PROPOSALS FOR THE LONG TERM DEVELOPMENT LEASE OF ERF 38 ORLANDO EKHAYA

ATTENDANCE REGISTER FOR TENDER CLOSING

| Tenders opened in the presence of: | | |
|------------------------------------|-------------------------|---------------------------|
| Names | 1. Dikeledi' Ndonyane | 2. Sifa Mabe |
| Designation | SUPPLY CHAIN SPECIALIST | RISK AND AUDIT MANAGEMENT |
| Departments | SCM | OCEO |
| Signatures | | |
| Dates | 08/03/2019 | 08/03/2019 |
| Number of Bids Received | 0 (Zero) | 0 (Zero) |

| Tenders opened in the presence of: | | |
|------------------------------------|----------------------|-------------------|
| Names | 3. Cordelia Shabekhe | 4. |
| Designation | PROJECT MANAGER | COMMITTEE OFFICER |
| Departments | Property Dev. | |
| Signatures | | |
| Dates | 08/03/2019 | |
| Number of Bids Received | 0 (Zero) | |



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 | | |



RFP 05/2019 - REQUEST FOR PROPOSALS FOR THE LONG TERM DEVELOPMENT LEASE OF ERF 38 ORLANDO EKHAYA

| NO. | NAMES OF BIDDERS |
|------------|-------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |

Jobs
NO. NAMES OF BIDDERS

| | |
|-----|--|
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| 21. | |
| 22. | |
| 23. | |
| 24. | |
| 25. | |
| 26. | |

Date: Friday 08 March 2019

Confirmed: SCMU: 

Confirmed Project Manager: 

Confirmed: Risk and Audit: 