

### **Notice to Tenderers**

Prospective tenderers are strictly prohibited from distributing or selling tender documents to any third party. All official notices will be issued only to those who have directly purchased hard copies from the Tender Distribution Office or downloaded the documents directly from the Tender Portal. <https://web1.capetown.gov.za/web1/TenderPortal>

Notices will also be issued to tenderers who have attended either a compulsory or non-compulsory briefing session. It is the sole responsibility of each company to ensure that its email address and contact details are clear and accurately recorded on the Attendance Register.

Tenderers are hereby cautioned that they undertake full responsibility for the non-receipt of notices issued during the advertisement period, should they obtain the tender document from any party other than the City of Cape Town.

The tenderer shall acknowledge receipt of notices to the tender documents, which the City of Cape Town may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account.

### **Your attention is drawn to the following when collecting or depositing tender documents**

1. Please note that all the public entrances to the Civic Centre are open and operational.
2. All prospective bidders must immediately alert the security officer on duty of their intent to submit/collect a tender document, upon arrival at the Civic Centre, in cases where there are long queues at the entrances.

**All potential bidders are requested to take cognisance of the below clause/s as stipulated in the Tender document:** Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of the tender document) **on or before the closing date and before the closing time**, at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. The City of Cape Town shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

**The tender document is available on the City of Cape Town website. Bids must be compliant with the Preferential Procurement Regulations, 2022 including but not limited to functionality, price and preference, eligibility criteria and relevant statutory criteria. The details of this are contained in the tender document.**

Tender documents are available on [www.capetown.gov.za/Tenders](http://www.capetown.gov.za/Tenders) or may be collected from 2nd floor Concourse, Civic Centre, Cape Town during office hours 07:30-15:00. For further information regarding collection of tender documents, please contact the Tender Distribution Office on tel 021 400 2505 and 021 400 5042. Please note that the old website has been disabled and the new URL as stated above must be used in order to register to either download, view or collect tender documents. In order to collect hard copies of tender documents from the City of Cape Town, you will need to be registered on the new tenders portal prior to collecting documents, if not, the desk clerk will need the necessary information, as requested on the registration page on the tenders portal, in order to complete the registration on your company's behalf. The City urges all its employees, clients, suppliers and members of the community to report any kind of corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town. Contact the City's anti-corruption toll-free hotline at 0800 32 31 30 or send an email to [fraud.hotline@capetown.gov.za](mailto:fraud.hotline@capetown.gov.za)