



PUBLIC NOTICE FOR SUBMITTING/COLLECTING BID DOCUMENTS AND ISSUING OF NOTICE TO TENDERS

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Prospective tenderers are strictly prohibited from distributing or selling tender documents to any third party. All **official notices** will be issued **only** to companies that have personally 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, relating to 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 CCT 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.

Collecting or depositing tender documents at the City of Cape Town:

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**, in the relevant tender box 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).

Yours faithfully,

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For: Adiel Bloew
Director: Supply Chain Management