COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

1. The following people will form a Tender Receipt Committee:
   - Supply Chain Manager
   - Committee Officer
   - Procurement Officer

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.



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RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

	Tenders opened in the presence of:	
Names	1. Thato Mthembi	2.
Designation	SENIOR MANAGER	SUPPLY CHAIN SPECIALIST
Departments	SCM	
Signatures		
Dates	30/10/2026	
Number of Bids Received	01	

	Tenders opened in the presence of:	
Names	3. Refiloa Segete	
Designation	COMMITTEE OFFICER	
Departments	Scm	
Signatures		

City of Joburg Property Company SOC Ltd
Quotation Received
Date: 30/10/2026
Time: 10:30
Signature:
Signature:

COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

Dates	30/10/2026	
Number of Bids Received	01	

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		

City of Joburg Property Company
SCMU
Quotation Received
Date: 30/10/2026
Time: 10:30
Signature:
Signature:

COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

	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		

City of Joburg Property Company
BCMU
Opening Received
Date: 30/10/2026
Time: 10:30
Signature:
Signature:

COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

Signature		
	Tenders opened in the presence of:	
Names of representatives/ Company Name	7.	8.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

City of Joburg Property Company
Quotation Received
Date: 30/10/2026
Time: 10:30
Signature:
Signature:

COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP10/2027FY/PF **REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 516 MAYFAIR**

NO.	NAMES OF BIDDERS
1.	Nthabiseng Innocentia Khumalo R8100

City of Johannesburg Property Company SCMU
Quotation Received
Date: 30/10/2026
Time: 10:30
Signature:
Signature:

Date: Friday, 30 October 2026

Confirmed: SCMU: _____