

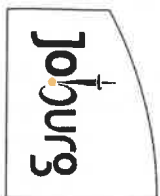


## **COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE**

RFP03/2023FY/JPC

**REQUEST FOR THE APPOINTMENT OF A SUITABLE BIDDER FOR DEVELOPMENT AND IMPLEMENTATION OF A JPC ELECTRONIC DOCUMENT/RECORDS MANAGEMENT SYSTEM WITH INTEGRATION OF A COMPLETE POPIA MODULE THAT ENABLES JPC COMPLIANCE WITH POPIA FOR A PERIOD OF THREE (3) YEARS**

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.





RFP03/2023FY/JPC

REQUEST FOR THE APPOINTMENT OF A SUITABLE BIDDER FOR DEVELOPMENT AND IMPLEMENTATION OF A JPC ELECTRONIC DOCUMENT/RECORDS MANAGEMENT SYSTEM WITH INTEGRATION OF A COMPLETE POPIA MODULE THAT ENABLES JPC COMPLIANCE WITH POPIA FOR A PERIOD OF THREE (3) YEARS

ATTENDANCE REGISTER FOR TENDER CLOSING

Tenders opened in the presence of:	
Names	1. <i>Lyfuno Masele</i>
Designation	SUPPLY CHAIN SPECIALIST
Departments	SCMU
Signatures	<i>[Signature]</i>
Dates	04 November 2022
Number of Bids Received	11 (Eleven)

Tenders opened in the presence of:	
Names	3. <i>Kgomotso Mlegonotsi</i>
Designation	COMMITTEE OFFICER
Departments	SCM

Signatures		
Dates	4 November 2022	4 November 2022
Number of Bids Received	11 (ELEVEN)	11 (ELEVEN)

### ATTENDANCE REGISTER FOR BIDDERS

Tenders opened in the presence of:	
Names of representatives/ Company Name	1.
Date & Signature	
Contact no & Email	
Number of Bids Received	
Signature	

Tenders opened in the presence of:	
Names of representatives/ Company Name	3.
Date & Signature	
Contact no & Email	

<b>Number of Bids Received</b>	
<b>Signature</b>	

<b>Tenders opened in the presence of:</b>	
<b>Names of representatives/ Company Name</b>	<b>5.</b>
<b>Date &amp; Signature</b>	
<b>Contact no &amp; Email</b>	
<b>Number of Bids Received</b>	
<b>Signature</b>	

<b>Tenders opened in the presence of:</b>	
<b>Names of representatives/ Company Name</b>	<b>7.</b>
<b>Date &amp; Signature</b>	
<b>Contact no &amp; Email</b>	
<b>Number of Bids Received</b>	

Signature

RFP03/2023FY/JPC

REQUEST FOR THE APPOINTMENT OF A SUITABLE BIDDER FOR DEVELOPMENT AND IMPLEMENTATION OF A JPC ELECTRONIC DOCUMENT/RECORDS MANAGEMENT SYSTEM WITH INTEGRATION OF A COMPLETE POPIA MODULE THAT ENABLES JPC COMPLIANCE WITH POPIA FOR A PERIOD OF THREE (3) YEARS

NO	DESCRIPTION
1.	PTP INTEGRATED (PTY) LTD
2.	NATED SYSTEMS (PTY) LTD
3.	PROFECIA IT
4.	TRISAN TAX SOLUTIONS
5.	METROFILE PTY LTD
6.	BIZMOD CONSULTING (PTY) LTD

7.	ORGASMIC SOFTWARE
8.	BARAKA IT SOLUTIONS
9.	SOFTMOBI (PTY) LTD
10.	PROVIDENCE SOFTWARE SOLUTIONS (PTY) LTD
11.	*** DATACENTRIX (Submitted a letter)
12.	
13.	
14.	
15.	
16.	
17.	

18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

**Date: Friday, 04 November 2022**

**Confirmed: SCMU:**

  
\_\_\_\_\_