



COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

RFP01/2026FY/JPC

REQUESTS FOR PROPOSALS FOR THE SUITABLE SERVICE PROVIDER FOR THE SERVICE AND MAINTENANCE OF 54 PRE-USED HIGH-WORKLOAD MULTIFUNCTIONAL PRINTING MACHINES WITH MANAGED PRINTING SERVICES AND MAINTENANCE SOLUTIONS AT CITY OF JOBURG PROPERTY COMPANY SOC LTD FOR THREE (03) 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.



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Tenders opened in the presence of:		
Names	1. Phumle Makhubela	2. Tarell Timmie
Designation	SUPPLY CHAIN SPECIALIST	SUPPLY CHAIN SPECIALIST
Departments	Internal Control	Internal Control
Signatures		
Dates	22/09/25	22/09/25
Number of Bids Received	Nine (9)	Nine (9)

Tenders opened in the presence of:		
Names	3. Alvinah Muvhango	
Designation	COMMITTEE OFFICER	
Departments	RISK & Compliance	
Signatures		
Dates	22 September 2025	



Number of Bids Received		
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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		



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NO.	NAMES OF BIDDERS	AMOUNT
1.	Contasto Cpty Ltd	
2.	K and T Cpty Ltd	
3.	Altiron Document Solutions	
4.	Mabapa Trading CC t/a MAB Technologies	
5.	Daliso Business Equipment Cpty Ltd	
6.	HIT TR Cloud Cpty Ltd	
7.	Siyakha Esizwa Trading Enterprise 176 CC	
8.	Sandoko Security Services	
9.	KLIL Business Solutions Cpty Ltd	
10.		
11.		



NO.	NAMES OF BIDDERS	AMOUNT
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		



NO.	NAMES OF BIDDERS	AMOUNT
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		



NO.	NAMES OF BIDDERS	AMOUNT
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		
51.		
52.		
53.		
54.		
55.		
56.		



Date: Monday, 22 September 2025

Confirmed: SCMU: _____

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be a combination of initials and a surname.