



COMPLIANCE REGISTER FOR OPENING OF BIDS/TENDER OPENING PROCEDURE

POP02/2026FY/JPC

ESTABLISHMENT OF PANEL OF SERVICE PROVIDERS FOR PROVISION OF TEAM ALIGNMENT AND SYNERGY ON BEHALF OF CITY OF JOBURG PROPERTY COMPANY AS AND WHEN REQUIRED FOR A PERIOD OF 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.



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Tenders opened in the presence of:		
Names	1. Phyllis Mkhubela	2. Tarell Jimmie
Designation	SUPPLY CHAIN SPECIALIST	SUPPLY CHAIN SPECIALIST
Departments	Internal Control	Internal Control
Signatures		
Dates	03/11/25	03/11/2025
Number of Bids Received	One (1)	One (1)

Tenders opened in the presence of:		
Names	3. Alvinah Muvhango	
Designation	COMMITTEE OFFICER Risk & compliance	
Departments	Risk & compliance	
Signatures		
Dates	03/11/2025	(1) one



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.	Emmanuel M Corp Cpty Ltd	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		



NO.	NAMES OF BIDDERS	AMOUNT
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		



NO.	NAMES OF BIDDERS	AMOUNT
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		



NO.	NAMES OF BIDDERS	AMOUNT
44.		
45.		
46.		
47.		
48.		
49.		
50.		
51.		
52.		
53.		
54.		
55.		
56.		
57.		
58.		



Date: Monday, 03 November 2025

Confirmed: SCMU:

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be a cursive or semi-cursive script.