



**24 FEBRUARY 2026**

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**NOTICE TO TENDERERS NO. 1**  
**(Page)**

**NOTICE TO TENDERER**

**Tender Number:** 150C/2025/26

**Box Number:** 223

**Closing Date:** 9 March 2026

**Description:** PROVISION OF SERVICE PROVIDER: BROKER TO ADMINISTER THE GROUP LIFE SCHEME FOR THE EMPLOYEES OF THE CITY OF CAPE TOWN

**This notice is issued in terms of Clause 2.2.6 of the Tender Conditions**

**Tenderers should take note of the following:**

This "Notice to Tenderers" forms an integral part of the Contract and is to be bound into the Contract Document and returned with the tender submitted.

The purpose of this Notice is to provide additional information on the items listed below:

1. Non-Compulsory briefing session – minutes and presentation;
2. Amendment of clause 2.2.1.1.3 of the Tender Conditions relating to the requirement to provide a letter of good standing.
3. Amendment to clause 2.2.1.1.4 of the Tender Conditions regarding the requirement for joint ventures to provide a statement describing the specific aspects of work each party will undertake.
4. Amendment of clause 2.2.1.1.7 of the Tender Conditions relating to the provision of samples.

1. **Non compulsory briefing session – presentation and minutes**

Your attention is specifically drawn to the attached minutes and presentation which was presented at the non - compulsory briefing session held on the 12 February 2026 at 10h00 am.

2. **Amendment to clause 2.2.1.1.3 of the Tender Conditions**

**Original Tender Conditions:**

**2.2.1.1.3 Additional Eligibility Criteria**

**Tenderers must:**

Be registered as a Financial Service Provider (FSP) with the Financial Sector Conduct Authority (FSCA); and

Ensure that the Lead Broker Consultant is registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act and can provide a valid FAIS certificate **along with a letter of good standing.**

**Upon request, tenderers will be required to submit the above documentation within fourteen(14) calendar days of receipt of the request.**

Failure to submit the required documentation within the stipulated timeframe will render the tender submission non-responsive.

**Amendment to Tender Conditions:**

**2.2.1.1.3 Additional Eligibility Criteria**

**Tenderers must:**

Be registered as a Financial Service Provider (FSP) with the Financial Sector Conduct Authority (FSCA); and

Ensure that the Lead Broker Consultant is registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act and can provide a valid FAIS certificate.

**Upon request, tenderers will be required to submit the above documentation within fourteen(14) calendar days of receipt of the request.**

Failure to submit the required documentation within the stipulated timeframe will render the tender submission non-responsive.

3. **Amendment to clause 2.2.1.1.4 of the Tender Conditions**

**Original Tender Conditions:**

Where the entity tendering is a Joint Venture, the tenderer's tender response **must** be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

**Amendment to Tender Conditions**

Where the entity tendering is a Joint Venture, the tenderer's tender response **shall** be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

4. **Amendment to clause 2.2.1.1.7 of the Tender Conditions**

**Original Tender Conditions:**

**2.2.1.1.7 Provision of samples**

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive.

**Amendment to Tender Conditions**

**2.2.1.1.7 Provision of samples**

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive. **[NOT APPLICABLE]**

Yours Sincerely,

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For Director:  
Supply Chain Management

**ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO. 150C/2025/26**

At ..... on this ..... Day of ..... 2026.

Signature: .....

Name of Signatory: .....  
(In ink and capitals)

Tenderer: .....  
(Name of firm in ink and capitals)