

07 April 2026

**NOTICE TO BIDDERS – NO.1**

**TENDER NUMBER:** T023/2025/26  
**BOX NUMBER:** 1  
**CLOSING DATE:** 15 April 2026  
**DESCRIPTION:** THE PROVISION OF COMPANY SECRETARY AND SUPPORT SERVICES TO THE CAPE TOWN STADIUM

This notice is issued in terms of **Clause 3.2.1 of the Conditions of Tender**, which allows the Cape Town Stadium (RF) SOC Limited (CTS) to issue notices that amend the tender documents.

**1. TENDER RELATED QUESTIONS AND RESPONSES**

The following table is a summary of additional questions received for this tender since Notice 2 was issued:

No.	Questions	CTS Response	Relevant section in the tender document
1.	Please can you confirm the submission date for the tender. The closing date indicates Friday, 15 April 2026, however the 15 April is on the Wednesday.	The closing date is <b>Wednesday, 15 April 2026</b> .	Front page of the tender document.
2.	In respect to item 3.10 on page 26 and the use of Diligent Boards, I'd like to confirm the setup. Is the intention that the service provider will have access to the Cape Town Stadium's Diligent Platform and manage this through an admin license paid for by the Cape Town Stadium, or would the service provider need to have the Diligent software and manage licenses.	In terms of the user licences and software, the bidder must have the software and provide CTS with access to it.  In terms of being able to upload/edit, we will need 3 licences. To view and download the agenda/pack it will be 12 licences. These licences will be split between officials within CTS and external board members.	Clause 3.10 of the Specifications (page 26).  Schedule 14: Technical Requirements (page 71).

<p>3.</p>	<p>We have reviewed the documentation and noted on page 71 that bidders are required to have a fully functional office within the City of Cape Town Metropolitan area. At present, we do not meet this requirement.</p> <p>Could you kindly confirm whether this is a mandatory requirement? Additionally, would our bid still be considered if we do not have an office in Cape Town?</p>	<p>The tender requirement, as stated in clause 5.2, requires that the successful bidder must have a fully functional office with suitable facilities within the City of Cape Town Metropolitan area, from which the majority of the work will be carried out and through which all communication will flow.</p> <p>In this regard, the presence of a consultant based in Cape Town, without an established and fully functional office, will not be considered sufficient to meet this requirement.</p>	<p>Clause 5.2 of the Technical Requirements (page 27).</p> <p>Schedule 14: Technical Requirements (page 71).</p>
	<p>We refer to the requirement relating to the establishment of a fully functional office within the City of Cape Town Metropolitan area. As a firm, we operate through a network of consultants located across South Africa. In this regard, we would like to clarify whether the appointment of a consultant based within the City of Cape Town would be considered sufficient to meet this requirement, or whether an actual physical office presence must be established as stipulated.</p>	<p>Bidders who are not currently located within the City of Cape Town Metropolitan area are required to establish such an office within three (3) months from the implementation of the contract, failing which this may result in cancellation of the contract.</p> <p>Bidders are therefore required to ensure that their proposals clearly demonstrate how they will meet this requirement.</p> <p>Due to the nature of the work, confidentiality of documentation and engagements, they would need an office base here.</p>	

**Please Note:** This clarification forms part of the tender document and must be acknowledged in **Schedule 12: Record of Addenda.**

Yours sincerely,



For **Blake D'Oliveira**  
Supply Chain Management

**ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE BIDDER IN RESPECT OF TENDER NO: CTS T023/2025/26**

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

**Signature:** .....

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

**Bidder:** .....  
(Name of firm in ink and capitals)