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13 April 2026

**NOTICE TO TENDERERS NO: 3**

**TENDER NO:** 169S/2025/26  
**DESCRIPTION:** PANEL OF LEGAL SERVICE PROVIDERS FOR CONVEYANCING SERVICES ON AN  
AS-AND-WHEN-REQUIRED BASIS

**CLOSING DATE:** 17 April 2026  
**TENDER BOX NO:** 236

Dear Sir/Madam,

This Notice to Tenderers constitutes an official addendum to the tender documentation and forms an integral part of the Contract. It must be recorded in **Schedule F.12: Record of Addenda to Tender Documents** and bound within the **Returnable Schedules** of your submission.

This Notice provides updated replacement pages to reflect the following amendments to the tender document:

**1. Page 5 – Item 2.1.5.1.**

The original wording:

**'Award Methodology: Rotation amongst successful Panel Members**

*Work will be allocated on a rotational basis to the service providers on the panel, following their ranking order based on the points awarded for price and preference. The City of Cape Town (CCT) will approach panel members sequentially according to their ranking and the next in line to receive a conveyancing instruction. The number of conveyancing instructions allocated to a panel member during each round of rotation will be determined by the CCT. Alternative Service Providers will be selected on the same basis as the Main service providers.*

*Panel members will have 48 hours (two working days) from the time a conveyancing instruction is issued to accept or decline the instruction. If the panel member does*

not respond within this period, the CCT reserves the right to approach the next ranked panel member in accordance with the established ranking and rotation system.

When allocating work, the CCT reserves the discretion to select either the lead conveyancer of the tenderer or one of the additional resources proposed for the specific matter.

The CCT reserves the right to deviate from the established rotation schedule and approach any panel member, regardless of their ranking, if it is deemed to be in the best interest of the CCT, in the sole discretion of the City. Such circumstances may include but are not limited to: the panel member's prior involvement in a matter; or specific expertise required for particular transactions, such as, but not limited to vesting, expropriation, or unregistered state land transfers.

The appointment of the panel member/service provider to attend to specific instructions will be confirmed to the panel member by way of an instruction form/letter. Tenderers are to note that no work may commence prior to the panel member receiving such an instruction form/letter.

Tenderers are to note that instructions will be allocated on an "as and when" required basis. The appointment of a Tenderer to the panel should therefore not be regarded as a guarantee of work.'

has been amended to:

**'Award Methodology: Rotation amongst successful Panel Members**

Work will be allocated on a rotational basis to the service providers on the panel, following their ranking order based on the points awarded for price and preference. The City of Cape Town (CCT) will approach panel members sequentially according to their ranking and the next in line to receive a conveyancing instruction. The number of conveyancing instructions allocated to a panel member during each round of rotation will be determined by the CCT. Alternative Service Providers will be selected on the same basis as the Main service providers.

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Should the Legal Sector Code (LSC) remains in force, the City may deviate from strict rotational allocation of work to meet its LSC obligations. If the LSC is set aside, work allocation can proceed on a purely rotational basis.

The appointment of the panel member/service provider to attend to specific instructions will be confirmed to the panel member by way of an instruction

form/letter. Tenderers are to note that no work may commence prior to the panel member receiving such an instruction form/letter.

Tenderers are to note that instructions will be allocated on an "as and when" required basis. The appointment of a Tenderer to the panel should therefore not be regarded as a guarantee of work.'

## 2. Page 45 – Item 3.5.1.

The original wording:

*'Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:*

- a) *Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,*
- b) *Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),*
- c) *Initial delivery programme, and*
- d) *Other requirements as detailed in the Contract.'*

has been amended to:

*'Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:*

- a) *Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,*
- b) *Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),*
- c) *Initial delivery programme, and*
- d) *Other requirements as detailed in the Contract; and*
- e) *B-BBEE Verification Certificate issued by a B-BBEE verification agency verifying compliance with the Legal Sector Code in terms of the provisions of the B-BBEE Act."*

## 3. Updated Pages for Replacement

Tenderers must **replace and include** the following pages in their tender submissions:

- Page 5A
- Page 45A

Yours faithfully,

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For: Director: Supply Chain Management

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**WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 3- 169S/2025/26**

Signature..... Date.....

**Legal and full name of tendering entity:**

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