



19 MAY 2025

NOTICE TO TENDERER NO. 1:

Tender Number: 270S/2024/25

Box Number: 198

Closing Date: 20 June 2025

Description: **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ELECTRONIC COURSES AND END USER TRAINING FOR THE CITY OF CAPE TOWN'S HR AND OTHER BUSINESS SYSTEMS ROLLOUT**

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in Schedule F.12.

1) Electronic Pricing Schedule

1. Tenderers are hereby advised of the requirement to complete and submit the **Electronic Pricing Schedule** attached to this notice.
2. Each tenderer must submit one (1) *electronic copy of the Schedule of Rates in Excel format, saved on a USB flash drive, and one (1) printed hardcopy*. Both the electronic and hardcopy submissions must be in the identical format as issued by the Employer.
3. It is imperative that the rates reflected in both the printed and electronic copies are an exact replica of each other. In the event of any discrepancy between the hardcopy and the electronic version, the printed hardcopy shall prevail.
4. Tenderers are also required to complete **Schedule 13N** of the tender document as formal acknowledgement of the above requirements.

Yours Sincerely,

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For Director:
Supply Chain Management

ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO. 270S/2024/25

At on this Day of2025.

Signature:

Name of Signatory:
(In ink and capitals)

Tenderer:
(Name of firm in ink and capitals)