

INVITATION TO BID

The **Western Cape Mobility Department** invites you to tender.

The tenderer is responsible for ensuring that all necessary documents and electronic files are obtained from the Supply Chain Management Unit, by requesting the documents from the official helpdesk email

MobilityTenders@westerncape.gov.za.

Bid documents will only be issued electronically from 08:00 to 15:00, Mondays to Fridays for the duration of the bid advertising period.

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE EMAIL REQUEST:

- I. The tender reference number **MUST BE STATED** in the email subject bar (as per the advertisement).
- II. Clearly state that the purpose of the email is to request bid documentation.
E.g: "re: Requesting Bid Documentation on Tender Mxxx/23"
- III. Requesting the bid document from the business email address that will be tendering is advisable.
- IV. The body of the email **MUST** contain at least the following information about the prospective bidder:
 - a. The name of the business entity,
 - b. The contact person and their contact number,
 - c. If available at the time, the CSD number.

The Department keeps a record of all email addresses that obtain the bid information directly from the designated email address stated above and holds no record of those who did not obtain this bid document directly from same email address. Obtaining the bid documents and information by other means, bidders take the risk of obtaining incorrect/outdated bid documents and information that could render their bid invalid.

Documents issued via email are free of charge.

All other bidding information can be found in the official bid documentation.

Regards,

SUPPLY CHAIN MANAGEMENT UNIT
WESTERN CAPE MOBILITY DEPARTMENT
27 WALE STREET
CAPE TOWN

TEL: Azra Adams @ 021 483 6329 or 079 176 1638