



MEMORANDUM

DIRECTOR: FINANCE

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**TO:** MUNICIPAL MANAGER  
CHIEF FINANCIAL OFFICER  
DIRECTOR: TECHNICAL SERVICES  
DIRECTOR: COMMUNITY AND SOCIAL SERVICES  
DIRECTOR: CORPORATE SERVICES  
DIRECTOR: LOCAL ECONOMIC DEVELOPMENT

**DATE:** 23 MARCH 2020

**REFERENCE:** SUPPLY CHAIN MANAGEMENT UNIT

**SUBJECT:** CANCELLATION OF COMPULSORY BRIEFINGS FOR TENDERS

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**Purpose**

To obtain approval for the cancellation of the COMPULSORY briefing sessions from 23 March 2020 until further notice.

**Motivation**

To support the declaration by President Cyril Ramaphosa on 15 March 2020 regarding the COVID-19 virus. This is to minimize the risk associated with contracting this virus.

**Conditions of Cancellation**

A report will be compiled that will highlight all the necessary tender information both technical and procurement related that were going to be presented at the briefing session, and this report will be attached to the bid documents.

Bidders who are buying the tender documents will sign the register and this register will be kept for audit purposes.

We trust that you will find the above in order.

LD NGWENYA  
ACTING MUNICIPAL MANAGER