



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

**OFFICE OF THE CITY MANAGER
LEGAL SERVICES**

██████████
Senior Legal Advisor

C: ██████████
E: ██████████
Ref: TBC

Date: Tuesday, 09 December 2025

To: Acting Director: Facilities Management

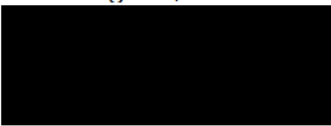
Subject Matter: Finalisation letter for addendum for 276Q/2022/23 TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED BY FACILITIES MANAGEMENT

Good day Sir,

1. I refer to the above subject matter.
2. Legal Services was requested to vet and finalise the above contracts with the mentioned Contractor. Client Department was provided with an opportunity to peruse the contract and comment on any changes or errors, prior to finalisation. This was accordingly adhered to.
3. The Client Department provided the Contractor an opportunity to peruse the contract and comment on any changes or errors, prior to finalisation and Client Department confirms that the Contractor is satisfied with the content of the contract.
4. Legal Services confirms that the contract mentioned above may be signed, after all processes have been finalised and approvals obtained, by the duly authorised delegate for the City of Cape Town Municipality.
5. Kindly ensure that both signatories and all witnesses sign the signature pages in full and initial all of the other pages.
6. Kindly fill in the place and date whereby the contract is signed.
7. In addition, Legal Services was requested to provide a recommendation in relation to the redaction of Personal Information as defined in the Protection of Personal Information Act 4 of 2013 in accordance with the Process Flow for the Publication of Section 33 contracts, as communicated City wide on 03 August 2021.
8. We advise that the following personal information identifiers and or markers be redacted after the contracts are signed by all parties and before it is uploaded onto the City website:

- 8.1. Name and designation of natural and juristic persons to be redacted unless expressed consent obtained
 - 8.2. All signatures and initials of signatories and witnesses to be redacted
 - 8.3. Any symbol, email address, physical address, location information, online identifier or other particular assignment to the person and or company to be redacted.
 - 8.4. Information contained in the Occupational Health and Safety Agreement to be redacted
 - 8.5. Identity numbers, Company Registration numbers, COIDA Registration number and VAT number of person and or company to be redacted
9. In line with the Process Flow for the Publication of Section 33 contracts (also applicable in S116(3) addendums), we advise that the physical redaction of Personal Information needs to be performed by Client Department's POPIA Steward.
10. We would also be grateful if you would provide Legal Services with a signed copy of the contracts once available.

Kind regards,



Senior Legal Advisor: Legal Services
Office of the City Manager