

SUPPLY, INSTALL AND MAINTENANCE OF AN AUDIT ELECTRONIC WORKING PAPER SOLUTION (273G/2024/25)

Meeting	Tender 273G/2024/25 Non-Compulsory Clarification Meeting		
Meeting Date and Time	10 June 2025 @ 10h00	Meeting Location	MS Teams
Start Time	10h00	Chairperson	S Mohamed
MINUTES OF THE NON-COMPULSORY CLARIFICATION MEETING PRESENTATION			
1	WELCOME AND INTRODUCTION	Action	Due Date
1.1	SM opened the meeting and welcomed all attendees. An introduction of the City of Cape Town Project Management team was made, as well as the external attendees.	Info	
2.	NON-COMPULSORY CLARIFICATION MEETING PRESENTATION		
2.1	DM noted that this session was scheduled for any questions around the tender.	Info	
2.2	MR presented the tender document on-screen; the tender closing date is 23 June 2025 at 10am and that the applicable tender box number is 235. The cost of the tender is R200. This information is listed in the tender document.	Info	
2.3	<p>LdP spoke to the general aspects of the tender document on-screen and referred the bidders to the following points in the document:</p> <p>LdP covered closing date and time of the tender. LdP noted that an email address is referred to in the document Finance.Tenders@capetown.gov.za for any tender-related queries; these need to be submitted 7 days before the closing date to this email address.</p> <p>LdP referred to Clause 2.1.7 which is particularly important in terms of registration on the CCT Supplier Database Registration and explained that there is a website link listed to complete the process.</p> <p>LdP also indicated that Clause 2.1.8 is important in terms of registration on the National Treasury's Central Supplier Database. All tenderers need to be registered on the database to be considered.</p> <p>LdP noted that the section 2.2 Tenderer's Obligations needs to be read by the tenderers.</p>	Info	

	<p>LdP referred to clause 2.2.1.1.4 Mandatory Requirements which pertained to a certification on original software.</p> <p>LdP referred to clause 2.2.1.1.5 Minimum Score for Functionality which lists the criteria against which tenderers will be scored against.</p> <p>LdP referred to page 20, where there is a table that refers to the 80/20 preference points that will be used. This must be completed on schedule F14 of the tender document. There are four criteria being (1) Gender, (2) Woman Ownership, (3) Disability, and (4) Promotion of micro and small enterprises. If a tenderer wants to claim on any of these categories, schedule F.4 must be completed, and all the required evidence must be provided as listed in the table. Not completing the schedule will result in the tenderer forfeiting points.</p> <p>LdP referred to page 32 where the Pricing Schedules were listed. Schedule A is for Year One initial costs and schedule B is for maintenance costs up to Year Seven. On page 33, she noted that tenderers to read paragraphs 5.1 to 5.10 about pricing instructions. Tenderers to read the specification requirements as listed in the document.</p> <p>LdP noted to tenderers to read special conditions and general conditions of contract and note the penalty clauses where applicable.</p> <p>Ldp referred to the returnables sections/schedules, F1 to F14 and noted all relevant sections that need to be completed by the tenderer for scoring, signature, documentation, functionality, eligibility, etc. purposes.</p>		
3.	TENDERER QUESTIONS/CLARIFICATIONS		
3.1	<p>SM opened the floor to questions.</p> <p>A tenderer referred to page 67, the Insurance Broker warranty that requires the tenderer to supply the insurance broker form in the insurance broker letterhead. Would a public liability insurance suffice?</p> <p>LdP responded that public liability is under clause 11 and is not specially going to be used at evaluation stage. It is typically a contract matter, and if a company is awarded a tender, then that information will only be needed 14 days after the award is made. So it is at contract stage, not evaluation stage.</p>		

	<p>A tenderer asked with this being attended for just working paper solution, but is City of Cape Town intending to have separate tenders for audit functions?</p> <p>DM requested further clarity on the question.</p> <p>The tenderer elaborated that at this time the tender is for the audit working papers, but we do understand that from an audit function, there are multiple other elements. Is the tender just named audit working paper, but are you looking for even any other functionality with it specified in your specification or not but that forms part of the audit cycle or are you looking to have separate solutions?</p> <p>DM requested an example referring to the full cycle.</p> <p>The tenderer responded that an audit working paper is normally field work type. There is the analytics part sometimes normally utilised or even in the end there is the follow-ups and tracking and so forth of your actual audit, so following up and remediation processes. The question is, is there going to be a tender specifically for that? My concern is on the naming convention of the tender. Is it because there will be multiple other tenders that follow suite of the execution, which is part of your working papers, will there be a reporting type of solution for audits needed?</p> <p>DM answered by saying that according to the document, it's only for audit working paper, so only the working paper solution and it doesn't include for example the analytic part, which is not part of this process and also in terms of the reporting, if you're saying the reporting in terms of reporting holistically or reporting based on the report from each individual project - if that's the case, yes, it's going to be included as part of this process.</p> <p>The tenderer thanked DM for answering her question.</p>		
3.2	LdP further told all tenderers that any other questions can be referred to the email address listed in the tender document.	Info	
4.	SM closed the meeting	Closure	