



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

Tender Clarification Meeting

Tender 253S-2025-26

Date: 12 June 2026

Time: 10:00 am

Duration: 1 hour 41 minutes

1. Opening and Welcome

The meeting was opened by Juandre Coetzee, who welcomed all prospective bidders and introduced the purpose of the session.

2. Purpose of Meeting

To provide clarification on Tender 253S 2025-26 regarding maintenance and training for medium voltage switchgear, transformers, and mini-substations across the City of Cape Town.

3. Key Tender Information

- Contract Duration: 36 months
- Anticipated Start Date: 1 August 2027
- Tender Closing Date: 15 July 2026 at 10:00
- Contract Type: Framework (rate-based)
- Work Area: City-wide

4. Work Categories

The tender consists of three work categories:

1. Oil Insulated Switchgear
2. Air Insulated Switchgear
3. Gas Insulated Switchgear

Bidders may tender for one or more categories, but cannot use the same staff across multiple categories.

5. Staffing Requirements

Each category requires:

- 1 Supervisor
- 3 Maintainers
- 3 Maintenance Assistants

Specific qualifications and certifications are mandatory for all personnel, including trade tests, experience, and safety certifications.

6. Evaluation Criteria

Tenders will be evaluated on:

- Functionality (minimum 60 out of a possible 100 score)
- Price and Preference (80/20 system)

Preference points will be allocated based on enterprise development, small business participation, and skills development.

7. Important Compliance Notes

- All supporting documents must be submitted with the tender.
- No post-submission clarifications for missing information will be allowed. No new information will be considered.

8. Pricing Instructions

All pricing must be inclusive of costs and fixed for the contract duration. No blank items are allowed; blank entries will be considered as zero value.

9. Operational Requirements

- Planned work requires 14 days notice.
- Emergency response required within 4 hours.
- Training of City staff must be provided.

10. Submission Requirements

Tender documents must be completed, signed, and physically submitted. Typed documents are acceptable but must be printed and signed.

11. Questions and Clarifications

11.1 In terms of the categories – May a tenderer only bid on one category ?

Yes, tenderers may only bid on one category or multiple categories.

11.2 Where can the tenderers retrieve the tender document ?

This can be physically printed at the Tender office or downloaded on the Tender Portal.

11.3 In terms of resources – do we need unique resources per work category

Yes, if you are bidding on multiple work categories, unique staff would be required per Work Category.

11.4 Are we allowed to submit typed/PDF printed schedules

Yes, however please ensure that each document is initialed.

12. Closing

The meeting was concluded by Juandre Coetzee. Attendees were encouraged to submit queries via the official email before the tender closing