

## TENDERS 197S/2025/26 NON-COMPULSORY MEETING MINUTES



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

<b>DESCRIPTION:</b>	Provision of Service Provider: Accredited Training related to Project Management, Engineering, Contract management and Change Management
<b>TENDER:</b>	Tender 197S/2025/26 Non-compulsory meeting
<b>DATE:</b>	15 April 2026 (Microsoft Teams)

### Meeting Discussion

CCT discussed the Tender 197S/2025/26 document focusing on the specific training requirements

- Eligibility criteria for Category 1 and Category 2 courses
  - To ensure you meet the 2 different eligibility course categories criteria and provide all required documentation as proof
- Functionality Scoring
  - To ensure all required documentation is provided as proof
- Price Schedule for Category 1 and Category 2 courses
  - Complete the Price Schedule **list** per course and provide the required documents
  - Ensure documents are valid or you provide proof of renewal, resubmission or extension where applicable
  - Ensure all course items are priced per course as the items will be grouped together and evaluated per course
    - Emphasising that the classroom training only includes the facilitation and the catering of the course. The venue pricing will be added if required, as per the separate item per course to be priced for.
    - Catering policy attached with the minutes
  - Question was raised regarding the venue location – as per tender document to ensure the venue is walking distance from the Civic Centre, CBD, Cape Town
  - Question was raised regarding the additional booklets in some of the courses and it was confirmed to be hardcopy pricing.
- Deliverables as per the tender document per course
  - The Change Management model specified was questioned. An addendum to the specifications will be sent out regarding this course to include industry recognised change management models.
- Annexures
  - Annexure B: Monthly Project Labour Report is not a requirement for this tender.
- Schedule F13 Information to be Provided with the tender
  - This will guide you through the process and documents to be provided

### Attendees:

[REDACTED] r  
[REDACTED] | [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Response	Percentage
Yes, the U.S. should take action to address climate change	95%
No, the U.S. should not take action to address climate change	5%

LA Thomson 22/04/2026