



E: SCM.Tenders17@capetown.gov.za

15 June 2026

NOTICE TO TENDERERS NO: 2
Pages: 15

TENDER NO: 241S/2025/26
DESCRIPTION: PROVISION OF TRANSPORT SERVICES TO SHUTTLE STAFF FROM PICK UP POINTS TO VARIOUS WORKSTATIONS IN URBAN WASTE MANAGEMENT
CLOSING DATE: 23 June 2026
EXTENDED CLOSING DATE: 1 July 2026
TENDER BOX NO: 185

Dear Sir/Madam

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in Schedule F.12: Record of Addenda to Tender Documents and bound within the 'Returnable Schedules'. Tenderers should take note of the following:

Find attached a copy of the presentation that was presented at the non-compulsory site clarification meeting on 29 May 2026.

Please ensure all replacement pages have been inserted in your submission and the notice is recognised as part of the bid submission.

Yours faithfully,

For: Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 2 – 241S/2025/26

Signature..... Date.....

Legal and full name of tendering entity:

.....



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CLARIFICATION MEETING 241S/2025/26

DATE 29 May 2026

Making progress possible. **Together.**

SCOPE OF TENDER

6.1 DESCRIPTION OF SERVICE

The contract is for the daily collection of staff at designated pick-up points in their residential area in the morning as from 05h30, and to transport these staff members to be at Disposal facilities before 07h15.

These staff members must be collected at 16H15 at selected disposal facilities and then be returned to the designated pick-up/drop-off point.

This contract is generally from Monday –Sundays and Public Holidays at the same tendered rate per km if required.

The times listed above are subject to change due to operational requirements. Examples of possible trips may include.

Frequency	Start time	Pick up time
Monday to Saturday	07h15	16h15
Sunday	08h00	14h00
Public Holidays	Open as above depending on day of the week	

A minimum of 1 (one) vehicle per route will be required and one spare vehicle per site.

The City reserves the right to:

- increase and or decrease the number of vehicles per route
- increase or decrease the routes due to operational requirements.
- **The successful contractor shall:**
 - **Provide minimum of 1 fourteen-seater vehicle per route and one spare per site.**
 - Provide vehicles that conform to all the traffic legislation with regards to the transporting of staff for reward. (Permit, licence, fire extinguisher etc.)
 - Ensure that the driver(s) of the vehicles be in possession of a valid PrDP (professional driving permit) and drivers' licence and submit proof thereof with contract inception.
 - Drivers to undergo annual medical assessment, have sober habit, free from any chronic illness (e.g. Epilepsy).
 - The City will require that the service provider does an annual roadworthy on all vehicles tendered for this contract.

FOR ALL CLARIFICATIONS

- SCM.TENDERS17@CAPETOWN.GOV.ZA
- Reference Tender Number

Award- PG 5

- **2.1.5 Procurement procedures**
- **2.1.5.1 General**

[The CCT intends to appoint the highest ranked tenderer (“the winner”) and in addition “alternative tenderers” **per site**. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a “winner-takes-all” basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer (“the winner”), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers).

- **Sites to be awarded**
- Athlone Refuse Transfer Station
- Bellville Refuse Transfer Station and compost plant
- Swartklip Refuse Transfer Station and Faure Drop Off
- Coastal Park Landfill and Material Reclamation Facility
- Vissershok Landfill Site
- Kraaifontein Integrated Waste Management Facility
- **Tenders need not tender for all sites.**
- The contract period shall be for a period of **[36] months** from the commencement date of the contract.]



Functionality

Evaluation Criteria	Applicable values/points	Weight	Maximum Points
Quantity to be provided: Based on sites being tendered for. (14 Seater) Age of Transport Vehicles (Where the age of vehicles to be provided differ, the average age of all listed vehicles will be used for scoring with the formula: sum of age of all vehicles divided by number of vehicles. Vehicles older than 7 years at time of submission will not be considered). Schedule 14A to be completed.	0-3 Years	50	50
	More than 3-5 years	35	
	More than 5-7 years	20	
	More than 7 Years	0	
Vehicles required per site.			
Athlone Refuse Transfer Station (4 Vehicles)			
Bellville Refuse Transfer Station and Compost Plant (5 Vehicles)			
Swartklip Refuse Transfer Station and Faure Drop Off (6 Vehicles)			
Coastal Park Landfill and Material Reclamation Facility (6 Vehicles)			
Vissershok Landfill Site (7 Vehicles)			
Kraaifontein Integrated Waste Management Facility (5 Vehicles)			
Tenderers must have experience in shuttle service / courtesy transportation service / transportation of staff or learners. Tenderers to complete Schedule 14B.	0-1 Years	0	50
	More than 1 to 3 years	20	
	More than 3 to 5 years	35	
	More than 5 years	50	
Total			100

The minimum qualifying score for functionality is [70] out of a maximum of [100].

Functionality

- **Age of Transport Vehicles:**
- **Tenderers to list **all 33 vehicles available** for this contract on schedule 14A.**

- Vehicle Make, Model, Type and Capacity
- Year of registration (Date of Liability)
- Quantity
- Duration of the Lease
- Lead time of acquiring vehicles.

- Vehicle/s registration documents indicating the age, capacity and type of vehicle in the tenderers name must be submitted with the tender. For owned vehicles, tenderers **MUST** attach proof of ownership and Motor Vehicle License (MVL) document. Tenderers to note that only vehicle registration and license certificate in the tenderers name will be accepted.
- **Tenderers who fail to attach the vehicle registration certificate will not be allocated points for owned vehicles.**

Functionality Cont...

- **Where vehicles are leased attach:**
- Proof of draft lease agreement / or letter of intent for ALL leased/hired vehicles, indicating the age (Registration Documents including Motor Vehicle Registration), must be submitted with the tender. All submissions must be signed by both parties and must be accompanied by proof of ownership (Lessor) which will be the Motor Vehicle Registration. Tenderers to note that only vehicle registration and license certificate in the Lessor's name will be accepted.
- **Tenderers who fail to attach the lease agreement / letter of intent accompanied by the vehicle registration certificate will not be allocated points for leased vehicles.**
- The following must be clearly stated on the corresponding draft lease agreements:
- **Tenderers to note that a quotation will NOT be accepted in place of a draft lease agreement.**
- **Where Vehicles are to be Purchased:** Where the vehicle needs to be procured, the tenderer MUST submit a finance pre-approval from an Authorised Financial Services Provider as well as quotations. The finance pre-approval will be used in conjunction with the quote to determine how many vehicles the tenderer can afford to purchase.
- Finance approval must be sufficient to cover the costs of vehicles to be purchased. The financial pre-approval and the quotation must not be older than three (3) months as at the close of tender.
- **Tenderers who fail to comply to the above will not be allocated points for vehicles to be purchased.**
- The following must be clearly stated on the quotation:
- Vehicle Make, Model, Type and Capacity.
- **Quantity**
- **Lead time to acquire**
- In the event second hand vehicles are to be purchase the necessary registrations documents must be provided.



Functionality Cont...

- **Experience of the tendering entity:**
- Tenderers must have experience in shuttle service / courtesy transportation service / transportation of staff or students. Tenderers to complete schedule 14B with full details of previous experience. Proven experience in the safe and reliable transportation of staff or learners, with a strong focus on **time management, punctual scheduling, and adherence to safety standards.**

Contract Price Adjustment

- Applicable where the Tenderer/Suppliers has indicated their tendered prices are subject to adjustment based on changes in the Statistics South Africa (STATS SA) Consumer Price Indices.
- A minimum of 10% of the tender price as per C.4 Pricing Schedule shall be fixed and free of variation for the duration of the contract.
- A total of 90% of the tender price as per C.4 Pricing Schedule shall be adjusted annually in accordance with clause 5 below.
- The Contract Price(s) shall remain FIRM for the first 12 calendar months from date of Commencement Date of Contract and Suppliers are not permitted to requests CPA during this period.
- The Contract Price(s) will thereafter be subject to adjustment annually based on the average percentage of change over 12 months as published by STATS SA: Consumer Price Index (P0141–Table B2 – CPI headline year-on-year rates) as follows:
 - 5.1 CPA applicable from the start of the 13th month to the end of the 24th month calculated as follows:
 - The base month for the price adjustment being three (3) calendar months prior to Commencement Date of Contract; and
 - The end month shall be three (3) calendar months prior to the 12th month.
 - 5.2 CPA applicable from the start of the 25th month to end of the 36th month calculated as follows:
 - The base month for the price adjustment shall be three (3) calendar months prior to the 13th month; and
 - The end month shall be three (3) calendar months prior to 24th month.
 - 5.3 The average CPI percentage will be calculated using the base month to the end month (both included) divided by the number of months. (12 months totalled/12 to achieve the average CPI)
- 6 Subject to prior approval by the CCT delegated authority, in the event of any extension of the contract period, the CPA applicable beyond month 36th of the contract will follow the same principle in determining the base month (i.e. 3 calendar months prior to 25th month) and end date (3 calendar months prior to 36th month) as outlined above.



PERFORMANCE GUARENTEES AND PENALTIES

Performance Security

Not applicable

Penalties –pg 49

- **22. Penalties**
- **Delete clause 22.1 and replace with the following:**
- 22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.
- The penalty for this contract shall be **R1000 for each late trip 0-1 hours**
- **R2000 for each late trip more than 1 hour**
- **R5000 for each time a vehicle is not available.**
- 22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

Insurances

- **11. Insurance**
- *Add the following after clause 11.1:*
- 11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:
 - 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
 - 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) “Balance of Third Party” Risks including Passenger Liability Indemnity;
 - 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier’s broker or the insurance company itself (see the Pro Forma Insurance Broker’s Warranty).
 - 11.2.4 Passenger liability insurance.

Documents to be submitted with tender

- The following information shall be provided with the Tender:
- Proof of vehicles on schedule 14A and associated documents.
- Proof of company track record on schedule 14B with contactable references.
- Attached proof of Public Liability Insurance.
- Attach proof of Vehicle Liability Insurance.
- Attach proof of Passenger Liability Insurance.

Please submit all the above in order for the BEC to evaluate the tender. Note that failure to submit documents will lead to bids being found to be non responsive.

Any Questions?



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Thank You

Making progress possible. Together.