



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

Tender 80C 2025/26 Non-compulsory Briefing Session

Policy and Strategy | 21 October 2025

ADVERTISED: 10 October 2025

CLOSURE: 10 November 2025

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TENDER 80C

PROVISION OF PROFESSIONAL SERVICES TO CONDUCT URBAN DEVELOPMENT RESEARCH FOR THE CITY OF CAPE TOWN FOR THREE YEARS

- Overview of the tender structure
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Tender Overview

- 3 year tender; Framework tender- more efficient, previously Panel tender (required a BAC and BEC)
- Primary and a Secondary service provider per section
- Bidders to submit a bid for preferred sections or all sections
- 5 sections to the specifications- Section C.5
 - Part A: General Research Services
 - Part B: Monitoring and Evaluation
 - Part C: Economic Appraisal
 - Part D: Scenario Planning and Modelling
 - Part E: Surveys
- The tender outlines a range of research services which can be used by a range of CCT departments and/or functional areas.
- The research services on an urban development issue may be implemented in and/or across areas of different geographic scope, including :
 - site-specific area – involving a block, corridor or precinct
 - a local area - involving 2-3 communities or suburbs
 - city-wide – involving the whole metropolitan area of Cape Town
 - city-region wide – involving Cape Town and its 6 neighbouring municipalities



Research Activities (pages 38 to 54 of the tender doc)

General Research Services

- Requires knowledge of a wide range of research methodologies.
- Each section of the tender specifications lists research activities and possible deliverable- not an exhaustive list.
- Bidders to indicate proof of having completed work on a range of activities.
 - Examples of Activities: Primary data collection, Secondary data collection, developing a literature review, developing an options analysis and conducting more specialist research aligned to departments.
 - Examples of Deliverables: inception report, implementation plan, instrument design, data analysis, primary research report, lessons learnt report.

Monitoring and Evaluation Research Services

- **Monitoring** involves the continuous collecting, analysing and reporting of data in a way that supports effective management. Monitoring aims to provide the City with regular (and real-time) feedback on progress in implementation and results and early indicators of problems that need to be corrected. It usually reports on actual performance against what was planned or expected.
- **Evaluation** is defined as the systematic collection and objective analysis of evidence on public policies, programmes, projects, functions and organizations to assess issues such as relevance, performance (effectiveness and efficiency), value for money, impact and sustainability, and recommend ways forward
 - Examples of Activities: Monitoring, Diagnostic Evaluation, Design Evaluation, Outcome Evaluation, Impact Evaluation.
 - Examples of Deliverables: Inception Report, Logic Model, Theory of Change, Monitoring Plan, Evaluation Plan, Reports, Data Analysis.

Economic Appraisal Research Services

- Economic appraisal involves a systematic process for examining alternative uses of resources, focusing on the assessment of needs, objectives, options, costs, benefits, risks, funding, affordability and other factors relevant to decisions.
 - Examples of Activities: Cost Effectiveness Analysis, Feasibility Assessments, Regulatory Impact Assessments, Market and Demand Analysis, Social Accounting Matrix.
 - Examples of Deliverables: Inception Report, Data Analysis, Final Report, Lesson Learnt Report, Training and Economic Models.

Scenario Planning and Modelling Research Services

- **Scenario planning-** the identification of driving forces of change in the system and the development of multifaceted sketches and outlines of the future.
- **Modelling-** computer-based simulations used for testing theories about urban space, form and other urban development variables at play.
- Compatible with CCT systems, decided by the project team.
 - Examples of Activities: Scenario planning, Business Model Analysis, Decision Support Frameworks, Data Analysis and Projections, Spatial Modelling, Environmental Modelling, Risk Modelling, Behavioural Modelling, Financial Modelling.
 - Examples of Deliverables: Needs, Assessments, Inception Reports, Research Approach, Theoretical Framework, Model, Final Report, Training, Futures Models.

Survey Research Services

- Survey size: The City may require surveys of varying scales and covering varying geographic scope, including large scale household or business surveys of up to 10 000.
- Various survey tools: face-to-face interviews, focus groups, online surveys,
- Examples of Activities and Deliverables:
 - **Survey Design, Methodology and Planning**
 - **Survey planning:** Cross-Sectional Survey, Longitudinal Survey .
 - **Designing a Sampling approach:** Probability sampling approaches, Multistage Sampling, Non-probability sampling methods
 - Inception report, Survey Instrument Design, Translations.
 - **Fieldwork:** Implementation Plan, Interview Training, Pilot Survey, Data Protection.
 - **Survey Data Preparation, Analysis, Report and Review:**
Data processing, Quality Assurance, Data Management, Reporting and Presentations, Lessons Learnt Report.

Evaluation Criteria



Functionality Criteria

The minimum qualifying score for functionality, per Research Category, is 70% **(56 points)** out of a maximum of 100% **(80 points)**.

Functionality Criteria	Description	Points
No. of relevant projects completed by company / Joint Venture Note: Companies not older than 5 years can include projects conducted by company Directors in the last 10 years, as a lead, co-lead or senior researcher	Only projects that meet the following definition will be evaluated in this criteria: 1. All columns in Schedule 15 are completed for each project. 2. In the event of a joint venture, the role the company played in the project must be as a lead, co-lead or senior research partner 3. Completed within the last 10 years, and/or ongoing projects if interim outputs are available to be provided as evidence 4. Related to South African Urban Development issues, as defined in the specifications. 5. Undertaken within a metropolitan context as confirmed by the Client and Project Description in Schedule 15 6. A link to at least one project output is shared in Schedule 15 to act as evidence for the information provided (either sharable through an online folder sharing platform or as a publicly accessible link)	20 or more relevant projects = 50 points 15 - 19 relevant projects = 40 points 10 - 14 relevant projects = 30 points 5 - 9 relevant projects = 20 points 1 - 4 relevant projects = 10 points 0 projects = 0 points
No. of research activities and techniques included in the specifications demonstrated through project portfolio	For a project to be recognised as demonstrating a specific and distinct research activity, it must have been conducted according to the research activities described in the specifications under the associated part of the tender. Part E: For a project to be recognised as demonstrating a specific and distinct research activity, surveys must be of different scales and/or survey instruments and must indicate whether a probability or non-probability sampling approach was used	Comprehensive = 30 points Adequate = 20 points Limited = 10 points 0 research types and/or modes = 0 points (as defined in the table below)

Schedule E.15- project evidence and resourcing experience

- Project Name
- Brief Description (50 words max)
- Start and End dates (MM/YY)
- Geographical scope / location
- Urban Development Issue addressed
- Relevant research activity/ies demonstrated (as defined in the specification) – More than one research activity can be listed per project
- Client and contactable reference
- Value
- Role played by company in project (or role of Director for company's less than 5 years)
- Link to project output (either sharable through an online sharing platform or as a publicly accessible link)

Schedule E.15: Surveys

- Project Name
- Start and End dates (MM/YY)
- Brief Description (50 words max)
- Geographical scope / location
- Scale of survey (no. of survey interviews)
 - 0-1000
 - 1001-5000
 - 5001-10 000
- Survey Instrument used:
 - Self-administered questionnaire
 - Face to face interview questionnaire
 - Telephonic interview questionnaire
- Sampling approach (described as per specifications)
- Objective of the survey/ Nature of survey (satisfaction, perception, household)
- Client
- Value
- Role played by company in project (or role of Director for company's less than 5 years)
- Link to project output (either sharable through an online folder sharing platform or as a publicly accessible link)

Pricing

Pricing of activities and deliverables

- Fixed pricing over the duration of the contract.
 - Bidders are to suggest pricing for contract period, these are finalised at a later stage.
- Pricing schedule provided on page 34.
- Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.

TABLE 1

A. General Research (Hourly Rates - R per hour)

Item	Personnel Type	Year 1 (month 0-12)	Year 2 (month 13 – 24)	Year 3 (month 25-36)
A.1	Senior Specialist			
A.2	Specialist			
A.3	Senior Professional			
A.4	Mid-level Professional			
A.5	Junior Professional / Technical Assistant			
A.6	Project Manager			
A.7	Project Coordinator			

Item	E.9 Focus Groups (cost per focus group)	Time Length of Focus Group	Price per focus group- Year 1 (month 0-12)	Price per focus group - Year 2 (month 13 – 24)	Price per focus group- Year 3 (month 25-36)
A8.1	Small size focus group of up to 10 people	Less than 4 hours			
A8.2		Half day (4 hours)			
A8.3		Full day (8 hours)			
A8.4	Medium size focus group of 11 to 30 people	Less than 4 hours			
A8.5		Half day (4 hours)			
A8.6		Full day (8 hours)			
A8.7	Large size focus group of 31 to 50 people	Less than 4 hours			
A8.8		Half day (4 hours)			
A8.9		Full day (8 hours)			
A8.10		Less than 4 hours			

Resourcing Requirements (page 41 of the tender document)

Personnel Type	Description	Minimum Qualification Requirement	Minimum years' of relevant experience
Senior Specialist	The Senior Specialist focuses primarily on the application of a particular body of specialised knowledge essential to the effective delivery of government's role, or on the provision of technical, specialist, professional or strategic advice which informs strategies, plans, decisions and outcomes. The senior specialist has a greater number of years of experience than the specialist.	Masters Degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy, Statistics and population studies, Monitoring and evaluation, Environmental Science, or relevant field as per work in brief scope.	10 years relevant experience
Specialist	The Specialist focuses primarily on the application of a particular body of specialised knowledge essential to the effective delivery of government's role, or on the provision of technical, specialist, professional or strategic advice which informs strategies, plans, decisions and outcomes.	Masters Degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy, Statistics and population studies, Monitoring and evaluation, Environmental Science, or relevant field as per work in brief scope.	7 years relevant experience
Senior Professional	Has a more general body of knowledge and has experience in leading a team, unit or department. This Professional is expected to have a higher number of years of experience compared to other professionals on the team.	Masters Degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy, Statistics and population studies, Monitoring and evaluation, Environmental Science, or relevant field as per work in brief scope.	8 Years relevant experience
Mid-level Professional	Has a more general body of knowledge and has experience supervising people or leading teams.	Bachelors Degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy or relevant field as per work in brief scope.	5 years relevant experience
Junior Professional / Technical Assistant	Has a more general body of knowledge and ensures that technical and administrative tasks are completed in a timely manner to support the technical personnel in the delivery of the specific piece of work or project.	Bachelors degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy or relevant field as per work in brief scope.	2 years relevant experience
Project Manager	a professional in the field of project management. Project managers have the responsibility of the planning, procurement and execution of a project, in any undertaking that has a defined scope, defined start and a defined finish; regardless of industry.	Honours degree in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy, Project Management, or relevant field as per work in brief scope.	6 years relevant experience
Project Coordinator	Works under a project manager and help ensure projects are completed on time and within budget.	Diploma in Engineering, Science, Social Sciences, Finance, Built Environment, Economics, Public Policy, Project Administration or relevant field as per work in brief scope.	2 years relevant experience



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Thank You

Making progress possible. Together.