

**TENDER NO: 280S/2024/25**

**TENDER DESCRIPTION: SUPPLY, INSTALL & MAINTENANCE OF STRUCTURED DATA  
CABLING INFRASTRUCTURE.**

**CONTRACT PERIOD: FROM DATE OF COMMENCEMENT (NOT PRIOR TO 1 JULY 2026) UNTIL 30  
JUNE 2031**

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## **CLARIFICATION MEETING MINUTES – 13 JUNE 2025**

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### **Tender Document Presentation**

- The closing date for the tender is set for July 7th at 10am, and late submissions will not be considered.
- Queries must be submitted to a generic email address, and no queries will be accepted within the last 7 days before the tender closing as per the tender conditions.
- Fact | The CCT intends to appoint one highest-ranked contractor and an alternative contractor, with the right to appoint no contractors if insufficient bids are received.

### **Access Issues to the Meeting**

- There was an indication that some participants were not able to join the meeting citing a link that was not working.

The CCT made a decision to continue with the meeting because there were participants who were able to join. It was indicated that the meeting was non-compulsory, however minutes will be sent out as a notice to enable those who could not attend an opportunity would have access to the minutes and any questions can be sent to the email on the tender document

### **Functionality Criteria**

#### **1. Company Experience in Structured Data Cabling**

- The tenderers must have completed projects that display a track record prior to the tender closing date, specifically in structured data cabling and fibre optic works. Projects still in progress will not be considered.
- Tenderers are required to complete the returnable schedule fully with all details and not submit outdated documentation. This is crucial for scoring of functionality.
- The tender submission must include a minimum of 500 data points (criteria 1), project name, full description, start and end dates, and contact information for verification.
- If the required information is not provided in the tender submission, the evaluators cannot request additional information, which could impact the evaluation process.
- It was agreed that repetition between schedule F13B and F13C (criteria 1 and 2 of functionality) is acceptable as long as the variance of work is clearly defined.

## **Material Deviation in Tender Submissions**

- A responsive tender must conform to all terms, conditions, and specifications without material deviation. For example, if payment terms are set at 30 days and a bid proposes 20 days, it is considered a material deviation.
- If a tender submission includes a material deviation, it will be deemed non-responsive and cannot be made responsive by means of withdrawal. This includes deviations that affect scope, quality, or competitive position.

## **Pricing Schedule**

- The pricing schedule must include all expenses (pricing instruction 4.3), and if an item is left out or marked as not applicable, it will be deemed zero at contract stage, a risk analysis will be performed, which could lead to a non-responsive status if deemed a risk to the City (pricing instruction 4.6).
- The OEM price lists will not be required for tender submission but will be requested at the contract stage, where a markup percentage will be applied to the OEM price list. Mark-up percentage is required in terms of the pricing schedule.
- There is a concern raised by CCT regarding the accuracy of tender documents submitted at the last minute, which may lead to non-responsiveness. Prospective tenderers are encouraged to complete the tender documents accurately and on time to allow for any necessary corrections while the tender is still open.

## **Specifications**

- The discussion highlighted the need for various teams depending on the scope of work, including medium and large teams for different building types, which include libraries, clinics, and campuses.
- Participants are encouraged to ask questions for clarity regarding the specifications and requirements to ensure a clear understanding of the contract essentials.
- A prospective tenderer raised concerns regarding the lack of clarity in the specifications related to core drilling, which affects pricing decisions. The prospective tenderer was tasked with sending a reminder email to address the core drilling pricing issue.
- The scope of work includes collaboration with various departments responsible for fibre installation and electrical work within buildings, specifically for powering racks with UPSs and circuit breakers.
- Concerns were raised regarding the OEM certification. The CCT indicated that this will be addressed in a form of a notice.
- A project manager is required to lead the team and report to the city, especially when the city is not present to supervise the work.

- The discussion confirmed that there are alternative certifications that can be accepted instead of the CNCI certification, indicating the need for equivalent qualifications. A notice will confirm this amendment,
- The contract is intended to last five years, subject to council approval, and the process for approval takes at least six months.
- Penalties for delivery delays will be capped at 10% of the purchase order value, with a clear process for applying these penalties. (Clause 22. Penalties- Contract Conditions)

### **Tender Document Review and Submission**

- Participants are encouraged to ask questions regarding the tender document while it is still open to ensure clarity and compliance with requirements.
- Participants read the tender document thoroughly and ensure all required documentation is submitted accurately to be scored for functionality and eligibility.
- There are very few grounds for clarifying issues with the tendering entity after the tender closing, which raises concerns about the clarity of submissions, therefore tenderers need to ensure proper submission of tender and documentation.

Meeting ended