

CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# ELECTRICITY GENERATION AND DISTRIBUTION ENTERPRISE ASSET MANAGEMENT: EQUIPMENT STANDARDS

## CLARIFICATION MEETING

**PRESENTER**

**BONGINKOSI MALAWU**

Making progress possible. **Together.**

# **310G/2024/25**

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**MANUFACTURE, TESTING, SUPPLY AND DELIVERY OF  
DISTRIBUTION TRANSFORMERS, POLE MOUNTED  
TRANSFORMERS, MINIATURE SUBSTATIONS AND  
ACCESSORIES**

**NON-COMPULSORY TENDER CLARIFICATION**

**25 JUNE 2025**

**ONLINE ( TEAMS MEETING)**

**(TENDER CLOSING DATE: 14 JULY 2025 10:00)**

# Outline

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- Introduction
- Tender clarification by City of Cape Town
- New tender template
- Drawings
- Questions from Tenderers

# Introduction

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- This is a **non-compulsory** but strongly recommended clarification meeting.
- The meeting is being held online in order to provide additional convenience to prospective tenderers.
- **Please ensure that you have introduced yourself in the Skype meeting Message Field**, clearly indicated your **name, company** and **tenderer name**, your **position / function** in the company and your **contact details** (In a single IM message).
- Your attendance at this briefing session is deemed by the City to signify that your company is appropriately represented and has had its attention drawn to the specific issues raised.
- **All tender related correspondence** to be send to [SCM.Tenders23@capetown.gov.za](mailto:SCM.Tenders23@capetown.gov.za)
- This is **not a comprehensive discussion of the tender document**. This is an opportunity to highlight some key points regarding the tender and to provide prospective tenderers with the opportunity to clarify any areas of uncertainty.
- **This meeting is not intended to be a discussion of the merits of the Technical Content of the Tender Specification, and such discussions are not permitted.**
- This meeting does not supersede the tender document and the requirements of the formal tender document will remain in force unless specifically clarified or amended in a formal Notice to Tenderers issued by the City.
- A formal Notice to Tenderers will be issued by the City in the event that ambiguity or errors in the tender document are noted that require correction.



# Tender Clarification by City of Cape Town

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## **Tenderer Requirements**

- Please read the tender document thoroughly and pay close attention to all aspects.
- Some clauses have changed in accordance with **revised PPPFA and associated SCM policy** updates.
- Tenderer must be **registered as a Vendor with the City of Cape Town** (SCM Supplier Management; 021 400 9250).
- Tenderer's must be registered with SARS and tax affairs must be in order, which will be confirmed by a Tax Compliance Status PIN provided by the Tenderer on the **Details of Tenderer** page (The Contract Schedule C.1, **is to be completed in full**) and a valid Tax PIN letter provided with the tender. These should also be lodged with the City at the time of registration as a vendor (and annually thereafter)(COT Tenderer's Obligations 2.2.19.2; SCC and GCC 32.3).
- Tenderers whose **tax affairs are not in order** should resolve immediately as limited time will be afforded if this needs to be requested after submission of tenders.
- Tender validity is mandatory 120 days, but will be deemed to be valid for longer (for a period of 12 months after this) if evaluation overruns this period, unless explicitly stated to the contrary in the tender submission (COT Tenderer's Obligations 2.2.15). This refers to tender validity. (Price validity is subject to CPA provisions and Schedule F.1, the CPA & ROE Schedule).
- Contract period is a period not exceeding **Three Years (36 months)** from date of commencement.
- Note the intention is to appoint **two tenderers per item** for the contract, a **Main Contractor and an Alternative Contractor** (Note change of terminology).



# Tender Clarification by City of Cape Town

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## Forms (Conditions of Tender, Tenderer's Obligations 2.2.12)

- The tender offer, including Details of Tenderer, Form of Offer and Acceptance and Price Schedule must be completed and on the original tender documents as issued by the City.
- All documents must be filled in clearly (non-erasable, printed or clearly handwritten) and signed by hand (with black non-erasable ink) on the original tender offer and by a person authorised to do so.
- Tenders must be submitted in the designated Tender Box on or before the closing date and time. Late Tenders are not acceptable and will not be considered.
- Schedule of Deviations in the Form of Offer and Acceptance **IS NOT** to be filled in at time of tender submission. This is filled in by CCT after award to record any approved, non-material deviations.
- Ensure prices in Pricing Schedule are listed **excluding VAT but including Offloading**, as specified.
- **All schedules must be completed in full and returned with your Tender.** These may be printed, but must be on original CCT forms. Please do not remove pages from the returnable schedules. Additional pages required to amplify information provided in the schedules may be appended at the end (and must be clearly referenced), but schedules must be fully complete.
- Failure to provide compulsory information and provide all the data or information requested completely and in the form required may render the tender **Non-Responsive**.

# Tender Clarification by City of Cape Town

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## **Tender Responsiveness Criteria (Conditions of Tender)**

- Please refer to COT Tenderer's Obligations Section 2.2.1, **Eligibility Criteria**, for details regarding what constitutes a Responsive Tender.
- Clause 2.2.1.1.1 details the requirements establishing a clear, irrevocable and unambiguous offer.
- Clause 2.2.1.1.2 lists commercial and administrative requirements to be met in order for the tender to be considered provisionally responsive (prior to technical evaluation).
- Note Test for Responsiveness (COT The CCT's Undertakings 2.3.7) and the requirements for a Responsive Tender.
- Note definitions of a Responsive Tender and a Material Deviation (COT 2.3.7.2).
- Tenders that materially or substantially deviate from the terms, conditions and specification of the tender document will be considered non-responsive.
- Tenders not responsive at time of tender (due to material deviations, materially amended clauses, specifically and substantively non-responsive equipment, etc) **cannot be subsequently made responsive**, so please take care in your tender submission.
- CCT may seek post tender clarification (2.2.16; 2.3.9) on matters affecting the evaluation of the bid offer or matters that could give rise to ambiguity in the subsequent contract, but such clarification cannot change the substance of the offer of the particular tenderer.

# Tender Clarification by City of Cape Town

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## **Conditions of Tender (General Comments)**

- Pay close attention to Conditions of Tender, Evaluation Criteria, Special Conditions of Contract (SCC), General Conditions of Contract (GCC), etc.
- **Beware of standardised Covering Letters with “standard clauses” that may actually be inherently Non-Responsive.**
- In regard to risk of material non-responsiveness ensure that you **do not**:
  - Impose commercial conditions or clauses that are in conflict with the GCC or SCC, and do not propose contract conditions that are different from those specified. These will not be accepted and may be materially non-responsive.
  - Do not impose customised Force Majeure, Limitation of Liability or Consequential Damages Clauses. The specified GCC and SCC clauses forming part of the specification protect both contractor and CCT and form the specification basis.
  - Do not specify minimum order quantities. The CCT will order as required from time to time and will not accept minimum order quantities that may result in overstocking.
  - Do not specify conditional pricing (eg. based upon order quantities). Pricing basis must comply with the specification and particularly Schedule F.1 (CPA).
  - Do not amend the penalty clauses or tolerances relating to late deliveries. The tender requirements are binding and amendment will render the tender Non-Responsive as are considered to affect pricing and competitiveness.



# Tender Clarification by City of Cape Town

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## Conditions of Tender (Cont'd)

- **Do not (Cont'd):**

- Do not provide qualified delivery conditions. Deliveries must be as per specification for the duration of the contract, not subject to manufacturer's programme, and late deliveries will be subject to the specified penalties.
- Conditions that delivery will vary in accordance with manufacturer's / supplier's factory loading are not acceptable. Delivery periods are a contract condition and will not be negotiated after contract award.
- Staggered deliveries for large orders are to the approval of the Engineer, and contractors will be held to the agreed delivery schedule once approved.
- Do not amend CPA base month. The CPA Base Month is **June 2025**. Applicable CPA indices must be as outlined in the specification. Where space is provided for indices to be filled in, kindly provide a thorough unambiguous description in accordance with the SEIFSA table and item descriptions.
- Do not amend the CPA basis from that laid out in Schedule F.1 as this may be deemed to affect the tendered price and therefore may render your tender Non-Responsive. (**Again beware of standard Covering Letter Clauses**).
- Do not offer fixed prices. Follow the basis laid out in the CPA Schedule F.1.
- Do not exclude off-loading at Stores. This is a contract requirement and excluding this will render the tender Non-responsive.

# Tender Clarification by City of Cape Town

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## **Conditions of Tender (Cont'd)**

- Please note the conditions relating to the submission of Alternative Tender Offers that do not comply fully with the Specification (COT Tenderer's Obligations 2.2.11).
- An Alternative Tender Offer is an offer differing from the Tender Specification.
- Submit Alternative Tender Offers only if a main offer strictly in accordance with the requirements of the tender docs is also submitted.
- Note that **multiple responsive bids may not be submitted** (ie a single tender only per tenderer)
- Compliance with all applicable law is required.

## **Preference Schedule (Schedule F.4)**

- Kindly note the revised BBBEE conditions and points allocation as laid out in Schedule 3.
- Preference given as detailed for Specific Goals, Namely Gender, Race, Disability (all are ownership percentages) and promotion of Micro & Small Enterprises.
- Note that the 90/10 Price / Preference Points system will be applied to this tender, and respective points allocations for Specific Goals.

## **Attachments**

- All attachments appended by the Tenderer, including the Covering Letter, must be clearly listed in Schedule F.11 and referenced in the tender submission.

# Tender Clarification by City of Cape Town

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## **Tender Pricing**

- Avoid overpricing Tender Items. CCT is obliged by law (PPPFA) to award only to market related priced tenders, and is obliged to challenge excessive pricing prior to tender award.
- If so, a Preferred Bidder process would be followed with the highest ranked tenderers to require pricing to be improved. Failure to achieve market pricing could result in tender not being awarded.

## **Independent Bid Determination**

- Tenderers shall pay close attention to the requirements for Independent Bid Determination as detailed in Clause 2.2.1.1.2 (f) of the Conditions of Tender and in Schedule F.9, and shall complete Schedule F.9.
- Tenderers cannot collude in determining their tender prices and cannot be aware of the tendered prices or contents of the offer of other Tenderers.
- Where there is evidence of collusion this may result in disqualification of both tenderers and the issue would be handed to legal services for forensic investigation and further action as indicated.

# Tender Clarification by City of Cape Town

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## Quantities

- Quantities detailed in Table in **Section C.4 Price Schedule** of the Specification are approximate annual quantities only, and are included for the purpose of establishing an insight for Tenderers into the approximate annual usage levels that the City might require during the contract.
- These quantities are determined from historical or anticipated usage patterns and do not indicate planned future requirements.
- These are not binding quantities and do not constitute either a minimum or a maximum order level.
- Actual order levels will be determined by user requirements and will vary from time to time in accordance with project demand.

# Tender Clarification by City of Cape Town

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## 2.1.5. Procurement procedures

### 2.1.5.1. General

- Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.
- Tender Items A1 to A7, B1 to B10, C1 to C12, D1 to D8, E1 to E25, F3 to F11, will be competitively evaluated per item and tenderers may tender for any of these items.
- The CCT intends to appoint two tenderers (the highest ranked tenderer (*"the winner"*) and in addition a of one *"alternative tenderer"*) for the allocation of work per item. 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 "per item" 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 alternative tenderers.
- The contract period shall be for a period of 36 (thirty six) months from the commencement date of the contract.

# Tender Clarification by City of Cape Town

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## 2.1.5. Procurement procedures

### 2.1.5.1. General

- **Tenderers are to comply with the following requirements with respect to pricing for items**
- **that are inter-related:**
- All Tenderers offering any of Items B1 to B10 and Items E1 to E25 shall also price for gland plate
- and gland cover plate items, items F3 to F9.
- All Tenderers offering any of Items C1 to C12 or D1 to D8 shall also price for RMU Training, Item
- F1, Transformer design Training, F2, LV Jumpers and Suitable Jumper Lugs, items F10 to F11.

# Tender Clarification by City of Cape Town

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## Technical Specification

- Tenderers are to pay close attention to the **Technical Specification Section C.5** and are to ensure that all items offered are fully compliant. The following specific requirements are highlighted (but the full technical specification is applicable and must be complied with):
  - Both SF6 and SF6 free insulated RMUs
  - Remote control of outdoor Reclose Unit and SSEG RMU units only. (PSAC to be provided)
  - Screened VTs to be connected to Switch-fuse function
  - SANS 1874 - Metal enclosed ring main units for rated ac voltages above 1 kV and up to and including 36 kV
  - SANS 876 - Cable terminations and live conductors within air insulated enclosures (insulation co-ordination) for rated a.c. voltages of 7,2 kV and up to and including 36 kV
  - SANS 62271 - High-voltage switchgear and control-gear – relevant Parts
  - NRS 099 - Bulk metering units for medium-voltage systems with rated AC voltages up to and including 24 kV

# Tender Clarification by City of Cape Town

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## **Technical Specification (Cont'd)**

The technical schedules (Schedule F.13 A to E) are to be completed with full details of the equipment offered and of the manufacturer and tenderer.

- Schedule 13A – Schedule of Manufacturer Information
- Schedule 13B – Schedule of Technical Data
- Schedule 13C – Schedule of Manufacturer's Experience and Facilities
- Schedule 13D – Details of Quality System and Manufacturing and After Sales Facilities in South Africa
- Schedule 13E – Departures from the Requirements of the Specification
- With reference to Drawings and Information, Particulars, Training, and Tests and Inspections, the following are to be attached to the tender document as annexures :
  - Drawings and technical documentation
  - Referenced technical datasheets, Manufacturer's brochures and drawings for the items offered;



# Tender Clarification by City of Cape Town

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## **Technical Specification (Cont'd)**

- Factory/ Manufacturer Quality Plan
- Schedule of Type tests and type test certificate cover sheets
- Full details of training proposal
- OEM Letter of Authority from the Manufacturer, and from the Supplier (where the Tender is not the OEM, where applicable).
- All other returnable required in terms of the Specification but not specifically mentioned above.

# Tender Clarification by City of Cape Town

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## 2.2.1.1.6 Compliance with the Specification

In order to be declared responsive, the tenderer must comply fully with the specifications outlined in the tender documents. The tenderer's attention is specifically drawn to the following sections of the specifications but not limited to:

- Section 5 : Pole and ground-mounted distribution transformers and miniature substations,
- Section 9 : Particulars, and
- Section 13.2 : Type Tests

The tenderer shall ensure full compliance with the Type Test requirements for miniature substations and transformers as specified in SANS 780:2021 (edition 5.1), including, but not limited to, internal arc classification for MV compartments, short circuit withstand, lightning impulse, temperature rise, ingress protection (IP) tests, and any other relevant tests prescribed in the standard.

# Tender Clarification by City of Cape Town

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## 2.2.1.1.6 Compliance with the Specification

Tenderers are responsible for referring to and complying with the latest edition of SANS 780:2021 (edition 5.1) and any applicable referenced IEC standards.

In addition to the above, the tenderer is required demonstrate compliance with the full extent of the technical specifications. In order to be evaluated for compliance with the technical specifications, the tenderer must complete Schedule F.13. It is the responsibility of the tenderer to fully and accurately complete this schedule.

Any tender submissions that are found to be materially non-compliant to the Specification for one or more of the items tendered in accordance with 2.3.7 of the Conditions of Tender, and following any necessary clarification in accordance with 2.3.9 the Conditions of Tender, shall be declared nonresponsive for the respective items.

# Tender Clarification by City of Cape Town

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## **Particulars and Returnables**

Tenderers must pay close attention to Section C.5 of the Specification (“**Particulars**”) and are to comply fully with all requirements and provide the required documentation and particulars with their tenders.

- Tenderers shall submit with their tenders a Manufacturer's communication giving full particulars of the items offered, including the Manufacturer's data sheets and shall complete the Schedule of Manufacturer information, Schedule F.13.
- The manufacturer/s shall have a proven track record in the manufacture of item/s complying with the relevant standards, and Tenderers shall provide full and thorough details of the manufacturer's/s experience and facilities for such manufacture in Schedule F.13C and in supporting documentation. Tenderers offering item/s manufactured by manufacturers/s without appropriate experience and facilities will not be considered.
- The item/s manufacturer/s shall have adequate manufacturing plant, facilities and capacity to manufacture, test and deliver the anticipated volumes properly and expeditiously within the time period specified.
- This is not a responsiveness criteria but a contract condition, and will be a condition of contract.

# Tender Clarification by City of Cape Town

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## **Particulars and Returnables (Cont'd)**

- A factory Quality Assurance Plan shall be provided detailing the programme of quality control and inspection activities which will be performed during manufacture in order to ensure that on completion the item/s complies with the requirements of the specification. A manufacturer company organogram detailing the position of the Quality Assurance Department shall also be submitted.
- All returnable schedules forming a part of this specification shall be completed in full by Tenderers. Tenderers shall detail actual particulars, parameters or dimensions specific to the ring main unit offered (where details are required) and shall not simply refer to this specification or other standards or specifications.
- No tender will be considered unless sufficient technical data and relevant particulars are submitted with the tender to enable the characteristics and merits of the item/s offered to be ascertained.
- Tenderers who are not the original manufacturer of the item/s offered shall provide a letter(s) from the manufacturer (and supplier, if applicable) verifying that they are an authorised reseller or distributor of the item/s and providing confirmation by the manufacturer (and supplier, if applicable) of full compliance with the Specification, together with all detailed particulars listed above.
- The letter(s) from the manufacturer (and supplier, if applicable) shall state that the tenderer is an authorized reseller or distributor for the duration of the contract and shall detail the manufacturer's commitment in terms of guarantee and support.

# Tender Clarification by City of Cape Town

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## **Particulars and Returnables (Cont'd)**

- Tenderers shall tender for only a single manufacturer and item type per Tender Item. The Tenderer is required to commit to the single manufacturer and item type per item for the full duration of the contract and is to provide the detailed particulars as listed above that are specific to each manufacturer and item type tendered.
- The manufacturers and the places of manufacture, testing and inspection of the items offered shall be stated in the returnable schedules together with full details of the location and capabilities of their service / support facility situated closest to Cape Town. Any changes to the places of manufacture, testing and inspection shall only be made with the written agreement of the Engineer.
- All Items shall comply with this Specification. Any departures from the requirements of this Specification or non-compliance shall be stated clause-by-clause by the Tenderer in the returnable schedules and may be accepted at the Engineer's discretion. Undisclosed non-compliance with requirements of the Specification by the successful Tenderer shall result in the Tenderer being bound to the requirements of the Specification.

# Tender Clarification by City of Cape Town

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## **Particulars and Returnables (Cont'd)**

- No departure from the requirements of this Specification shall be implemented without the prior approval of the Engineer.
- The Contractor shall be responsible for any discrepancies, errors or omissions in the particulars and guarantees, whether or not such particulars and guarantees have been approved by the Engineer.
- All details given in this Specification and any drawings forming part of it have been carefully compiled but the onus is on the Tenderer to satisfy himself as to the accuracy thereof.

# Tender Clarification by City of Cape Town

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## **Contract Award**

- Contract award is per Item, on a 90/10 price and preference points basis.
- All Items will be awarded as individual items accordance with the basis laid out in the Pricing Schedule C.4.
- Tender will be awarded to a single Main (and an Alternative) Contractor per Item, as per Pricing Instructions (C.4), Section 2.1.5.1 of the CoT.
- Note conditions relating to invoking and activation of Alternative Contractor, Section 2.1.5.1 of the CoT.
- Tenderers are to ensure cost effective and competitive pricing. Item pricing considered not to be cost effective will be challenged.
- Full compliance with all relevant Labour Legislation is required and will be verified prior to Contract Signing and Commencement.

## **Delivery Period**

- Note the requirements relating to Delivery Periods detailed in Section 11 of the Specification. Deliveries that exceed the Contract Delivery Period will be subject to penalties in accordance with Clause 22 of the Special Conditions of Contract.



# Tender Clarification by City of Cape Town

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## **Contract Price Adjustment (CPA)**

- This is a 36 month (max) tender and fixed tender prices are not acceptable due to volatile materials prices.
- Schedule F.1 (Contract Price Adjustment) must be read carefully and fully understood.
- Schedule F.1 must be completed in full and must clearly and unambiguously set out the Tenderer's CPA basis. Do not include CPA clauses in Covering Letter in conflict with Schedule F.1.

# Tender Clarification by City of Cape Town

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## **Contract Price Adjustment (Predictive CPA) (Continued)**

- SEIFSA base index month is **June 2025**. **Do not** change this or any other aspect of the CPA basis laid out in Sch F1 in your tender offer as this will affect the tendered price and therefore will render your tender Non-Responsive.
- The Supplier's / Manufacturer's Price Lists (where applicable) **must** be attached to the tender submission, and must be on the Supplier's Letterhead, dated, signed and with unique Reference Number specifically applicable to the quotation.
- Note that the Employer will thoroughly review all Price List based CPA applications during the course of the contract for reasonable and market related pricing and reserves the right to request auditor's certificates or other such documentary proof as required, and to reject unreasonable pricing increases and activate the Alternative Contractor in such cases.
- In this regard, pricelist based CPA tender are required to include breakdown of manufacturer's base material and labour price percentages as laid out in the tender and Schedule F.1.
- Note that failure to submit proposed adjusted prices for the following period within the stipulated timeframes will result in the City calculating and applying an adjustment or maintaining the previous month's prices, whichever is in the City's favour.

# Tender Clarification by City of Cape Town

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## Local Production / Content

- The amended PPPFA Regulations do **not currently provide for mandatory Local** Production and Content, and local content conditions are not included in this tender.

# Tender Clarification by City of Cape Town

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## **Amendments to Tender**

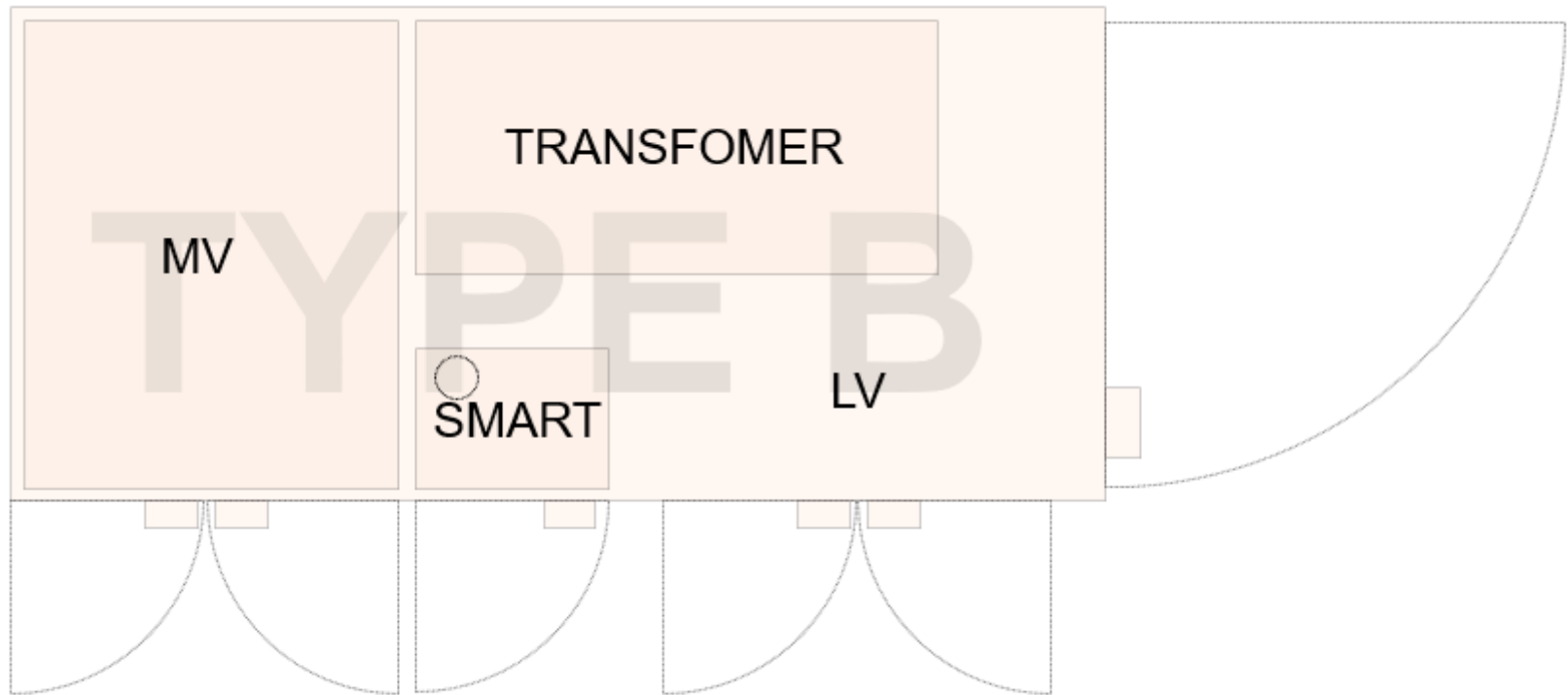
- Tenderers will be notified formally with Notice to Tenders of any amendments or formal clarification required. These will be posted on the City's Tender Portal and National Treasury's e-Tenders website and generally also emailed to tenderers on the contact details provided when receiving tender docs.
- No Notices to Tenderers have been issued prior to the time of this meeting.

## **Clarification by Tenderer**

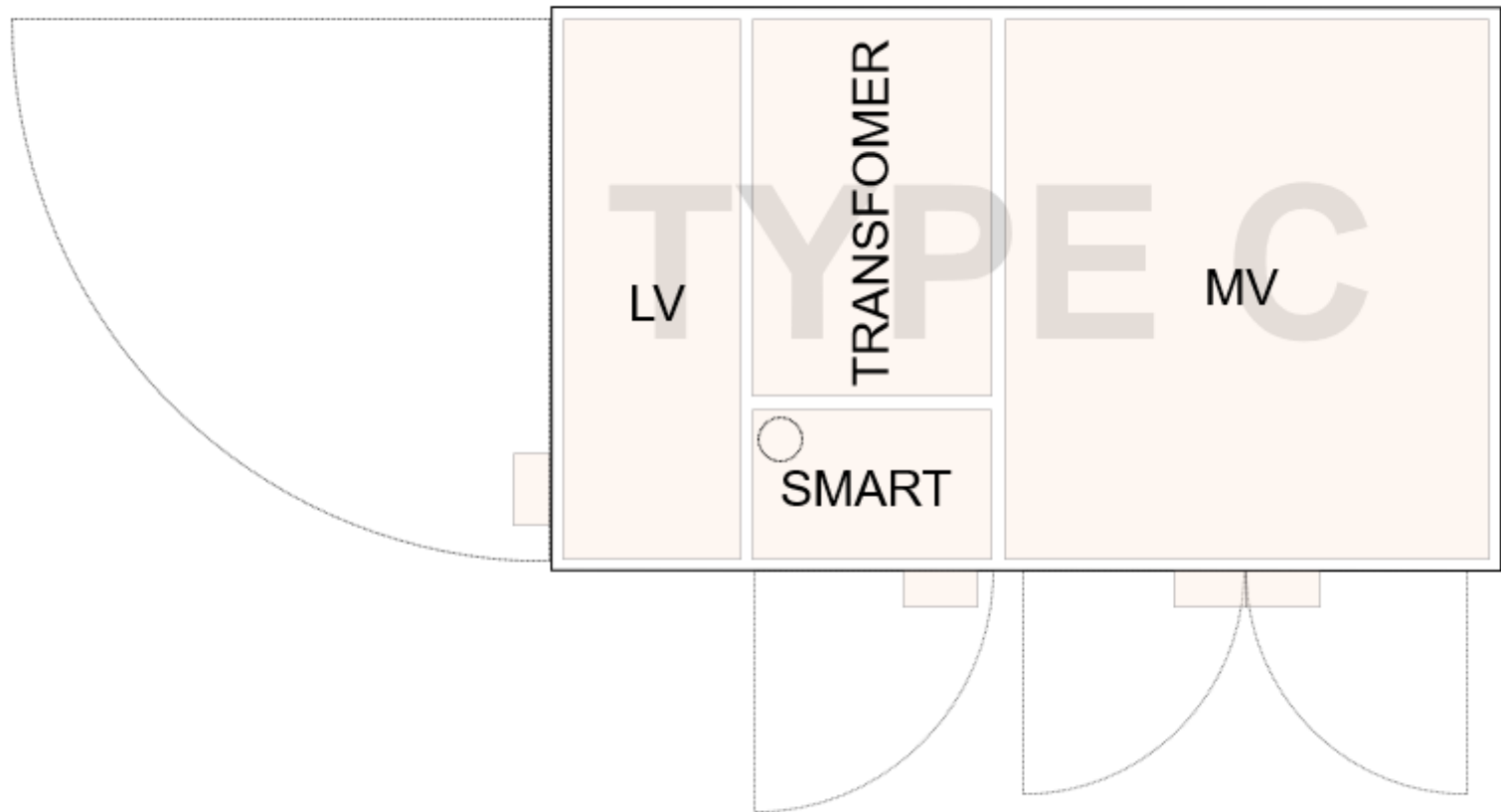
- Tenderers should seek clarification of any aspects of the tender document that are unclear, in writing to the CCT's representative and in good time (Refer COT 2.2.8 & 2.3.1).
- Last date for clarification is one week prior to tender closing (i.e. 14 July 2025)

# Drawings

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# Drawings



# Questions from Tenderers

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**Floor is now open for your questions.**



CITY OF CAPE TOWN  
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**Thank You**

Making progress possible. Together.