



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

TENDER 62G/2026/27

SUPPLY AND DELIVERY OF COATED CLASS A REFLECTIVE GLASS BEADS FOR ROAD MARKING

COMPULSORY CLARIFICATION MEETING – 28 SEPTEMBER 2026

PLEASE PROVIDE THE FOLLOWING INFORMATION IN THE COMMENT SECTION:

- NAME AND SURNAME
- COMPANY REPRESENTATION
- CONTACT NUMBER (CELL PHONE / OFFICE)
- EMAIL ADDRESS

MEETING WILL START AT 10H05

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TENDER 62G/2026/27

SUPPLY AND DELIVERY OF COATED CLASS A REFLECTIVE GLASS BEADS FOR ROAD MARKING

DIRECTOR: URBAN MOBILITY
ROADS INFRASTRUCTURE MANAGEMENT

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Meeting Protocol (House Rules)

- If you have not done so already **please place your details in the comment section:**
 - Your name and surname
 - Company you're representing
 - Email address
 - Contact number
- This meeting will be recorded, and in-line with the **POPIA Act**, no personal details of any individual should be shared or distributed.
- The presentation today is a **summary** of the tender document for **information purposes only** and does not supersede the tender document in any way.
- **Compulsory clarification** meeting is **mandatory** and that only tenderers whose attendance has been recorded will be considered **responsive**.
- The only official amendments or clarifications to the tender will be issued through a **Notice to Tenderers (NTT)**.
- Feel free to stop me at anytime for questions or if anything is unclear.





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THE TENDER

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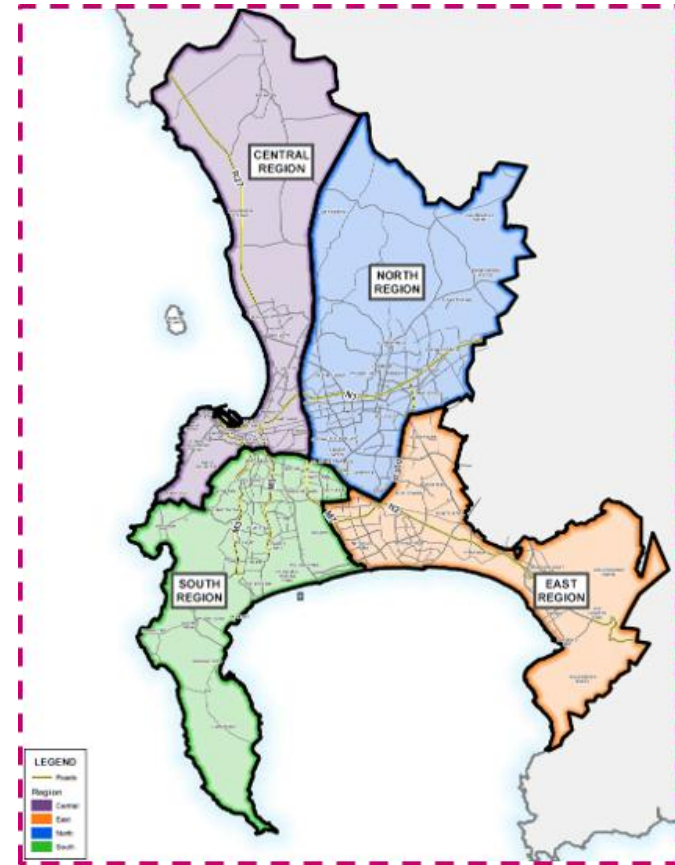
T.1 General Tender Information

- Tender: SUPPLY AND DELIVERY OF COATED CLASS A REFLECTIVE GLASS BEADS FOR ROAD MARKING
- Tender Number: **62G/2026/27**
- Valid: For a period of 36 Months from commencement
- Required Contractor Grading: N/A
- Clarification Meeting: 10h00, 28 September 2026 (Compulsory)
- Tender Closing Date: Tuesday, **20 October 2026 at 10h00**
Tender & Quotation Box Office
2nd Floor Civic Centre
12 Hertzog Boulevard
- Tender Box No: **198**
- Contact: **SCM.Tenders15@capetown.gov.za**



Scope of Tender

- SUPPLY AND DELIVERY OF COATED CLASS A REFLECTIVE GLASS BEADS FOR ROAD MARKING
- Supply and delivery within the boundaries of the City of Cape Town.



T.2 Conditions of Tender (GENERAL)

Reference: Clause 2.1.5 Procurement Procedures

- The CCT intends to appoint two tenderers (the highest ranked tenderer ("the winner") and in addition a one "Alternative tenderer") for the allocation of work City Wide. 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).

Reference: Clause 2.1.7 CCT Supplier Database Registration

- Must be **registered** on the **City of Cape Town Supplier Database** as a service provider
 - Further information at: www.capetown.gov.za
 - Tender Distribution Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5)
 - It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.
 - In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Reference: Clause 2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

- Must be **registered** on the **National Treasury Central Supplier Data base**
 - Can register at <https://secure.csd.gov.za>
 - It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

T.2 Conditions of Tender (TENDERERS OBLIGATIONS)

Reference: Clause 2.2.1.1 (Eligibility)

Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An **'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications** (i.e., item **C.5** below, hereinafter the "Specifications"), **pricing instructions herein and the Contract including its conditions.**



T.2 Conditions of Tender (TENDERERS OBLIGATIONS)

Reference: Clause 2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's **tax matters with SARS are in order**, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

T.2 Conditions of Tender (TENDERERS OBLIGATIONS)

Reference: Clause 2.2.1.1.5 Technical Data Sheets

Tenderers shall submit a product sample of the item offered, with a minimum mass of 2 kg, in accordance with C.5 (Specifications) and Schedule F.13 (Information to be Provided by the Tenderer). The submission of the required sample by the tender closing date and time is a mandatory requirement.

Failure to submit the manufacturer's technical data sheet shall render the tender non-responsive.



T.2 Conditions of Tender (TENDERERS OBLIGATIONS)

Reference: Clause 2.2.1.1.6 Technical Data Sheets

The sample shall be submitted in a separate sealed envelope and clearly labelled with the:

- Tender number;
- Tenderer's name; and
- Contact details.

Samples **must not** be deposited in the Tender Office Tender Box together with the tender submission. Samples **must** be delivered separately to the **Project Manager** at the following address on or before the tender closing date and time:

**2nd Floor (Concourse Level),
Civic Centre,
12 Hertzog Boulevard,
Cape Town**

Tenderers who intend to deliver samples before the tender closing date are required to email **SCM.Tenders15@capetown.gov.za** to pre-arrange delivery at least three (3) working days prior to the intended delivery date.

All samples must be recorded in the Sample Register maintained by the Project Manager. Tenderers, or their authorised representatives, must ensure that delivery of the sample is recorded in the Sample Register and must sign the register as proof of submission and receipt. Failure to sign the Sample Register may result in the sample being regarded as not having been properly submitted.

Failure to meet the requirement as listed above shall render the tender non-responsive.

T.2 Conditions of Tender (TENDERERS OBLIGATIONS)

Reference: Clause 2.2.19.2 Evidence of tax compliance

Tenderers **shall be registered** with the South African Revenue Service (SARS) and their **tax affairs must be in order** and they **must be tax compliant** subject to the requirements of clause 2.2.1.1.2.h.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.



T.2 Conditions of Tender (CCT's UNDERTAKINGS)

Reference: Clause 2.3.10.3 Scoring of tenders (price and preference)

- Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Section C.4)**:
 - Based on the sum of the prices/rates in relation to the quantity of one (1) unit item.

A new Preferential Procurement Regulation (PPR), 2022 under the Preferential Procurement Policy Framework Act, 2000 (PPPFA) was implemented on 16 January 2023.

- **How it impacts the tender bids**
 - ☐ BBB-EE points do not determine your preference points any longer
 - ☐ Points will be determined as follows:
 - **POINTS AWARDED FOR SPECIFIC GOALS:**
 1. Promotion of Micro and Small Enterprises
 2. Enterprise Supplier Development and Socio Economic Development
 3. Skills Development OR Employee Share Scheme

T.2 Conditions of Tender (CCT's UNDERTAKINGS)

- Rates based tender
- The tender will be evaluated in terms of the requirements of the SCM Policy
 - **80/20 Preference Point system**

Price (80)

+

Preference (20)

$$P_s = 80 \times \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

The specific goals allocated points in terms of this tender	Number of points - Allocated (80/20 system)
Promotion of Micro and Small Enterprises	8
Enterprise Supplier Development and Socio Economic Development	6
Skills Development OR Employee Share Scheme	6

T.2 Conditions of Tender (CCT's UNDERTAKINGS)

Table B1: Awards above R750 000 and up to R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (80/20)
1	Promotion of Micro and Small Enterprises <i>Micro and Small enterprises as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i>	8
2	Enterprise Supplier Development and Socio Economic Development <i>> 15% of total expenditure = 6 points</i> <i>> 12% up to 15% of total expenditure = 5 points</i> <i>> 9% up to 12% of total expenditure = 4 points</i> <i>> 6% up to 9% of total expenditure = 3 points</i> <i>> 3% up to 6% of total expenditure = 2 points</i> <i>>= 1% up to 3% total expenditure = 1 points</i> <i>< 1% of total expenditure = 0 points</i>	6
3	Skills Development OR Employee Share Scheme 3.1 Skills Development <i>> 5% of total expenditure = 6 points</i> <i>> 4% up to 5% of total expenditure = 5 points</i> <i>> 3% up to 4% of total expenditure = 4 points</i> <i>> 2% up to 3% of total expenditure = 3 points</i>	6

3.2	<i>> 1% up to 2% of total expenditure = 2 points</i> <i>>= 0.5% up to 1% of total expenditure = 1 points</i> <i>< 0.5% of total expenditure = 0 points</i> OR Employee Share Scheme <i>> 15% employee ownership = 6 points</i> <i>> 12% up to 15% employee ownership = 5 points</i> <i>> 9% up to 12% employee ownership = 4 points</i> <i>> 6% up to 9% employee ownership = 3 points</i> <i>> 3% up to 6% employee ownership = 2 points</i> <i>>= 1% to 3% employee ownership = 1 points</i> <i>< 1% employee ownership = 0 points</i>	
Total points		20



T.2 Conditions of Tender (CCT's UNDERTAKINGS)

Reference: Clause 2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, **the CCT will perform a risk analysis in respect of the following:**

- a) reasonableness of the financial offer
- b) reasonableness of **unit rates and prices**
- c) the tenderers **ability to fulfill its obligations** in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc. the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, **matters of compliance, verification** of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.



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C.2 Form of Offer and Acceptance

C.2.1 Offer

- **(To Be Completed by the Tenderer as Part of Tender Submission)**

C2.2 Acceptance

- **(To Be Completed by the CCT)**

C2.3 Schedule of Deviations

- **(To be Completed by the CCT upon Acceptance)**

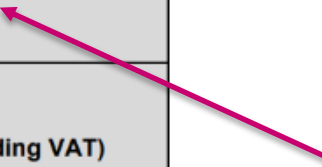
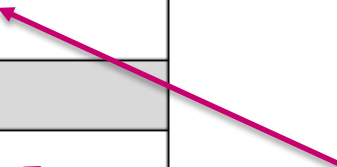
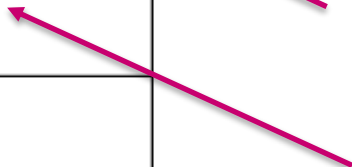
C2.4 Confirmation of Receipt

- **(To be Completed by Supplier upon Acceptance)**

C.4 PRICE SCHEDULE

- 4.1. State the rates and prices in Rand
- 4.2. 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.
- 4.3. All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 4.4. All prices shall be tendered in accordance with the units specified in this schedule.
- 4.5. Tenderers must insert the Price per Bag (excluding VAT) in the relevant column of the Price Schedule. The price must be stated clearly for the item offered and must exclude VAT.
- 4.6. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.
- 4.7. **Tenderers are to price per 25kg bag. Evaluation for price will be made per 25kg bag, and award will be made per 25kg bag. Should a Tenderer fail to comply with this, they will be deemed non-responsive.**
 - CPA applicable as per Schedule F.1

C.4 PRICE SCHEDULE

	COATED CLASS A RETRO-REFLECTIVE GLASS BEADS USED IN ROAD MARKING SPECIFICATION: SANS 51423:2014 EN 1423:2012	ITEM A1.		 Item reference	
		GLASS BEAD SUPPLIER TO PROVIDE PRODUCT INFORMATION, TECHNICAL SPECIFICATION, BATCH NUMBER AND QUANTITIES AVAILABLE			 Item reference
		Price per Bag (Excluding VAT)			
	Bag Size (kg)	<u>25</u> kg		 Product in kg's	
No	CCT Material Code	200022732			
1	Cost including delivery to any area within the boundary of the City of Cape Town.	A1			 Price including delivery
2	Specify delivery within working days from date of official order. Preferred delivery period shall be within 3 to 5 work days from date of official order.				

C.5 Specifications

The Tenderer must provide with their Tender submission, manufacturer's technical data sheets for the offered product, together with a 2kg Class A Glass Beads sample from their supplier in line with the specification listed below as per Clause 2.2.1.1.5.

Retro-reflective Glass Beads

Retro-reflective glass beads shall comply with specifications in accordance with SANS 51423:2014 and/or EN 1423:2012, Latest addition.

Description and Requirements:

Description:

- Type : Drop-on
- Shape : Spherical

Requirements:

- Moisture proof coating : Pass
- Adhesion coating : Pass
- Refractive Index : Class A; $n \geq 1.5$
- Size Range : 125 – 710 μm

Maximum weighted percentage of defective glass beads: Pass

Maximum weighted percentage of defective glass beads		
Diameter of glass beads (mm)	Maximum weighted percentage of defective glass beads (%)	Maximum weighted percentage of grains and foreign particles (%)
<1	20	3

Granulometry

CUMULATIVE RETAINED MASS (%)		
SIEVE (μm)	MINIMUM (N1)	MAX (N2)
850	0	2
710	0	10
600	$N2 - N1 \leq 40$	
355	$N2 - N1 \leq 40$	
212	$N2 - N1 \leq 40$	
125	95	100

C.5 Specifications

MARKING AND DELIVERY (at implementation):

- Delivery instructions are clearly stated in the Tender documents on how the product will be received once appointment.



C.5 Specifications

GENERAL SPECIFICATION:

1. Delivery Times

- a) Delivery time for any City depot will be between the hours of 08H00 and 15H00 (Monday to Thursday) and 08H00 and 13H00 (Fridays)
- b) Delivery times site will be as agreed with City official listed on the Purchase Order.

2. Contact Details

- a) Contact details per order will be as listed on the official purchase order



C.5 Specifications

1. **TRADE NAMES OR PROPRIETARY PRODUCTS:**

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

2. **EMPLOYMENT OF SECURITY PERSONNEL:**

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

3. **FORMS FOR CONTRACT ADMINISTRATION:**

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report - Not Applicable.
- b) Joint Venture Expenditure Report - If Applicable

The Joint Venture Expenditure Report is required for monitoring the joint venture's/consortium/partnership compliance with the percentage contributions of the partners as tendered, where the joint venture/consortium/partnership has been awarded preference points in respect of its consolidated B-BBEE scorecard.

C.6 Special Conditions of Contract

Clause 11. Insurance

Public Liability Insurance in an amount not less than **R20 million** for any single claim

Clause 22.1 Penalties

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 **5% of the Outstanding Delivery Amount.**

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.

Returnable Schedules

ANNEXURE F - TENDER RETURNABLE DOCUMENTS.....	62
<i>Schedule F.1: Contract Price Adjustment</i>	<i>62</i>
<i>Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums</i>	<i>66</i>
<i>Schedule F.3: Declaration for Procurement above R10 million</i>	<i>67</i>
<i>Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022</i>	<i>68</i>
<i>Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended).....</i>	<i>77</i>
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Schedule F.1 Contract Price Adjustment (CPA)

CPA will be based bi-annually as per STATS SA CPI indices

D	X	STATS SA CPI Index Based CPA	Bi-Annually	Schedule F.1 (D)
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Any claim for variation in the contract price (either CPA or RoE adjustments) must be submitted in writing:

- i. By letter to: Director (**Road Infrastructure Management**), City of Cape Town, P O Box 655, Cape Town, 8000 or
- ii. By email to: RoadTerm.Tenders@capetown.gov.za

F.1 (D) LOCAL SOUTH AFRICAN CONTENT - STATS SA CONSUMER PRICE INDEX

1. 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.
2. 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.
3. A total of 90% of the tender price as per C.4 Pricing Schedule shall be adjusted annually in accordance with clause 5 below.
4. The Contract Price(s) shall remain FIRM for the first 12 calendar months from date of tender close and Suppliers are not permitted to requests CPA during this period.

Schedule F.1 Contract Price Adjustment (CPA)

5. The Contract Price(s) will thereafter be subject to adjustment bi-annually based on the average percentage of change over 6 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 18th month calculated as follows:

- a) The base month for the price adjustment being five (5) calendar months after tender close; and
- b) The end month shall be three (3) calendar months prior to the 13th month.

5.2 CPA applicable from the start of the 19th month to end of the 24th month calculated as follows:

- a) The base month for the price adjustment shall be two (2) calendar months prior to the 13th month; and
- b) The end month shall be three (3) calendar months prior to 19th month.

Note: Table F1 below can be used for illustrative purposes for how the contract price adjustment will be applied.

Table F1: Illustrative example of Contract Price Adjustment Application

CPA applicable periods	Months	CPA base / end month	CPA average 5 indication
CPA will remain fixed for this period	Month 1 – Tender Closing Date		
	Month 2		
	Month 3		
	Month 4		
	Month 5	Base month for adjustment No.1	
	Month 6		Average CPI % for adjustment no.1 using these months
	Month 7		
	Month 8		
	Month 9		
	Month 10	End month for adjustment No.1	
	Month 11	Base month for adjustment No.2	Average CPI % for adjustment no.2 using these months
	Month 12		
CPA applicable period for adjustment no. 1 - Clause 5.1	Month 13		
	Month 14		
	Month 15		
	Month 16	End month for adjustment No.2	
	Month 17	Base month for adjustment No.3	Average CPI % for adjustment no.3 using these months
CPA applicable period for adjustment no. 2 - Clause 5.2	Month 18		
	Month 19		
	Month 20		
	Month 21		
	Month 22	End month for adjustment No.3	
	Month 23	Base month for adjust. No.4	
	Month 24		

Schedule F.1 Contract Price Adjustment (CPA)

- 5.8 The average CPI percentage will be calculated using the base month to the end month (both included) divided by the number of months. (6 months totalled/6 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. 2 calendar months prior to 49th month) and end date (3 calendar months prior to 55th month) as outlined above.

Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

Table 1: Specific Goals (SG) – Points Allocated and Claimed

Tenderers must indicate the preference points claimed for each specific goal applicable to them, for the purposes of this tender.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such)

The specific goals allocated points in terms of this tender	To be Completed by the Organ of State	To be Completed by the Tenderer
	Number of points Allocated (80/20 system)	Number of points claimed (80/20 system)
Promotion of Micro and Small Enterprises	8	
Enterprise Supplier Development and Socio-Economic Development	6	
Skills Development <u>OR</u> Employee Share Scheme	6	

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>



Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

Table 2: Specific Goals – Declaration by the Tenderer

Tenderers must complete this table to declare the amounts and percentages applicable to the specific goals they are claiming.

NB: In completing Table 2 below, please consult [Notes for Verification](#) below

The specific goals allocated points in terms of this tender	Refer to "Notes for verification"	To be Completed by the Tenderer
		Amount Declared (excluding VAT)
<u>SG1</u> Promotion of Micro and Small Enterprises	(i) Total Turnover	
<u>SG2</u> Enterprise Supplier Development and Socio Economic Development	(ii) Total Enterprise Supplier Development Expenditure	
	(iii) Total Socio Economic Development Expenditure	
	(iv) Total Expenditure	
<u>SG3.1</u> Skills Development	(v) Total Skills Development Expenditure	
	(vi) Total expenditure	
OR <u>SG3.2</u> Employee Share Scheme	(vii) Employee Share Scheme Ownership %	

Tenderer Confirmation:

I confirm that the amounts declared in Table 2 above are accurate and in accordance with the *'The Broad-Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended.*

Signature of Tenderer (Authorised to represent the tenderer)	Date	Name and Surname	Address

Tenderer



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Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

**B-BBEE
Verification
Agency OR
Commissioner**

Notes for Verification:

All amounts disclosed should be as per the most recent Annual Financial Statements (not older than 12 months) and defined as per the B-BBEE Act

- SG1 – Specific Goal 1
Promotion of Micro and Small Enterprises
(i) Total Turnover
Micro enterprises with a turnover of up to R20million and Small enterprises with a turnover up to R80 million, as per National Small Enterprise Act, 1996 (Act No.102 of 1996)
- SG2 – Specific Goal 2
Enterprise Supplier Development and Socio-Economic Development
(ii) Total Enterprise Supplier Development Expenditure
Qualifying expenditure as defined in the B-BBEE Act: Statement 400 "THE GENERAL PRINCIPLES FOR MEASURING ENTERPRISE AND SUPPLIER DEVELOPMENT"

(iii) Total Enterprise Socio Economic Development Expenditure
Qualifying expenditure as defined in the B-BBEE Act: Statement 500 "THE GENERAL PRINCIPLES FOR MEASURING THE SOCIO - ECONOMIC DEVELOPMENT ELEMENT"

(iv) Total Expenditure
Total Expenditure as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.1 – Specific Goal 3
Skills Development
(v) Total Skills Development Expenditure
Qualifying expenditure as defined in the B-BBEE Act: Statement 300 "THE GENERAL PRINCIPLES FOR MEASURING SKILLS DEVELOPMENT"

(vi) Total expenditure
Total expenditure as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.2 – Specific Goal 3
Employee Share Scheme
(vii) Employee Share Scheme Ownership %
Total employee ownership as per employee share certificate at the date of tender closing.

The below table (Table 3) must be completed by a B-BBEE Verification Agency (*Note 1) OR Commissioner of Oaths
(Refer to *Note 3.2 for the detailed declaration):

Table 3:

Signature and Stamp	Date	Name and Surname	Address



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

***Note 1**

1.1 Tendering entity that undergoes B-BBEE verification

- Where a tendering entity undergoes B-BBEE verification, a B-BBEE certificate valid as at the date of tender closing, must be attached to the bid submission or must be made available upon request within the specified period.
- All amounts disclosed in Table 2, should be amounts used in the B-BBEE verification process undergone by the tendering entity
- The B-BBEE verification agency must complete Table 3 above, to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure
- Where the tendering entity is a Joint Venture/ Consortium, the amounts in Table 2 must be consolidated, with an accompanying consolidated B-BBEE certificate valid as at the date of tender closing must be attached to the bid submission or must be made available upon request within the specified period.

1.2 If the tendering entity does not undergo B-BBEE verification and qualifies as a B-BBEE Qualifying Small Enterprise (QSE) and Exempted Micro-Enterprises (EME)

- Table 3 must be completed by a Commissioner of Oaths to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure

***Note 2**

2.1 The tendering entity must attach with the bid submission or must be made available upon request within the specified period; the most recent (where applicable) audited financial statements to enable validation of the following amounts disclosed by the bidder in Table 2:

- (i) Total Turnover
- (iv) Total Expenditure
- (vi) Total expenditure

2.2 Companies who are required to be audited by legislation, must submit audited financial statements, not older than 12 months with the bid submission or must be made available upon request within the specified period.



Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

*Note 3

Sworn affidavit to be deposited by the Commissioner of Oaths to the QSE or EME.

I, the undersigned,

Full Name and Surname (Authorised to represent the tenderer)	
Identity Number	

Hereby declare under oath as follows

3.1 The contents of this statement are to the best of my knowledge a true reflection of facts.

3.2 I am a Member/ Director/ Owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, Pty (Ltd), Sole Prop etc):	
Nature of Business:	

3.3 I hereby declare under oath that based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

3.3.1 The annual Total Revenue was less than R50 000 000.00 (Fifty Million Rand);

3.3.2 The following amounts disclosed in Table 2 are accurate, complete, consistent with the BBBEE Act (see Notes for Verification) and based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

As per Table 2	Amount Declared (excluding VAT)
(ii) Total Enterprise Supplier Development Expenditure	
(iii) Total Socio Economic Development Expenditure	
(iv) Total Expenditure	
(v) Total Skills Development Expenditure	

As per Table 2	Amount Declared (excluding VAT)
(vi) Total expenditure	
(vii) Employee Share Scheme Ownership %	

3.4 I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

3.5 The sworn affidavit will be valid for a period of 12 months from the date signed by the commissioner.

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Commissioner of Oaths
Signature, Date and Stamp

--

Deponent Signature and Date



**B-BBEE
Verification
Agency OR
Commissioner**

Schedule F.4 Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

3.6 KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

BBBEE Certificates/ Sworn Affidavits	Returnable for declaration requirement must be attached with the bid submission or must be made available upon request within the specified period - Certified and Valid copy of BBBEE Certificate issued by a SANAS Accredited Verification Agent, or - Certified and Valid copy of Sworn Affidavit for either EME or QSE (see key notes below to determine Validity of a Sworn Affidavit); or - Valid copy of BBBEE Certificate issued by CIPC for EME's only KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS Tenderers submitting Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity: (a) Name/s of deponent as they appear in the identity document and the identity number. (b) Designation of the deponent as the Director/ Member must be indicated in order to know that person is duly authorised to depose of an affidavit (mark the applicable
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option).

(c) Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.

(d) Amounts as per Table 2 must be inserted **(No blank spaces to be left)**.

(e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts **(mark the applicable option)**.

(f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue (financial year end to be stipulated by day/ month/ year).

(g) Date deponent signed and date of Commissioner of Oath must be the same.

(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign ad stamp).

(h) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

If the relevant documentation/ information as stipulated in the enquiry is not submitted and/or does not meet the above requirements; tenderers will be disqualified.



Schedule F.12 Record of Addenda to Tender Documents

- Record all Notice to tenderers and attach to Schedule F.12

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.	28 September 2026	Compulsory Clarification Meeting Date
2.		
3.		
4.		EXAMPLE

Schedule F.13 Information to Be Provided With the Tender

Schedule F.13: Information to Be Provided With the Tender

The following information must be provided with the Tender in line with Clause 2.2.1.1.5 and 2.2.1.1.6:

1. A 2kg in weight Class A Glass Bead sample from their supplier in line with the specification listed in C.5 Specifications (SANS51423:2014 or EN1423:2012).
2. A copy of their manufactures technical data sheet as part of this form in support of the Tender to proof its compliance with the C.5 Specifications (SANS 51423:2014 or EN1423:2012) Latest edition.

QUESTIONS AND ANSWERS





CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Thank You

***WE THANK YOU (TENDERERS) FOR THE INTEREST SHOWN IN THIS
TENDER AND WISH YOU ALL GOOD LUCK.***

Making progress possible. Together.