

## MINUTES OF MEETING

### COMPULSORY INFORMATION BRIEFING (Webinar)

**Date & Time:** 4 September 2026, 10:00 AM

**Venue:** Webinar (Virtual)

**Presenters:** Ms Kylene Brookes and Mr Abdullah Kamalie

**BID SD02/2026-2027:** APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF HOME-BASED CARE SERVICES AT THE SIVUYILE RESIDENTIAL FACILITY SITUATED AT STIKLAND HOSPITAL FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF FIVE (5) YEARS.

**Bid Advertised:** Monday, 24 August 2026 (per e-Tender Portal)

**Bid Closure:** Monday, 21 September 2026 (11h00)

Department of Premier: Western Cape  
SD02/2026-2027 HOME BASED CARE SERVICES (SIVUYILE): Compulsory Information Briefing Session



Western Cape  
Government  
FOR YOU

Department of Social Development  
SCM: Bid Administration  
DSD.BidAdmin@westerncape.gov.za

Registration will open Monday, 24 August, 00:00 SAST

[Join](#)

Friday, 04 September, 10:00 am - 11:00 am

Online

Anyone can view and join.

The compulsory information briefing session was held for **SD02/2026-2027 Home-Based Care at Sivuyile Bid**.

- **Presenters:** Ms Kylene Brookes (KB) and Mr Abdullah Kamalie (AK).
- **Departmental Officials:** Mr John McKay (JM), Ms Thabisa Maseti (TM), Ms Chantal September (CS), Mr Jacob Raphela (JR), Mr Enoch George (EG)
- **Purpose:** To guide prospective bidders through the tender requirements, compliance documents, and bid specifications.

## Minutes of Meeting

Webinar: SD02/2026-2027 Home-Based Care

### 1. Welcome & Opening

- KB welcomed attendees and explained the session format.
- Attendees could pre-register using the webinar link.
- AK emphasized clarity and compliance to avoid disqualification and presented the Bid Specification for SD02/2026-2027 Home-Based Care.

### 2. Tender Overview

- Contract period: **5 years**.
- Tender submission deadline: **21 September 2026**.
- Physical submission at **14 Queen Victoria Street, Union House, Cape Town**.

### 3. Mandatory Documentation

- WCBD1, WCBD3.2, WCBD4, WCBD6.
- COIDA letter of good standing.
- UIF compliance certificate.
- Proof of registration on **CSD** (with MAAA number).

### 4. Experience Requirements

- Minimum **2 years relevant experience** in home-based/frail care for intellectually/physically disabled persons.
- References with contact details (email mandatory).

### 5. Pricing & Adjustments

- WCBD3.2 must be fully completed with VAT-inclusive breakdown.
- **15% of bid price fixed** (non-escalatable).
- Annual CPI-based adjustments allowed after 12 months.

### 6. Staffing & Operations

- **24 carers (day), 16 carers (night)** required.
- Services to run **7 days a week, including public holidays**.
- Carers must be **CETA-accredited** and bilingual in at least two Western Cape official languages.

### 7. Compliance & Legal Obligations

- Police clearance for staff before contract commencement.
- Compliance with **Child Care Act (2005)**.
- Service providers responsible for staff remuneration and labour law compliance.
- Public liability insurance required.

## 8. Penalties & Enforcement

- Penalties for late/non-performance.
- Department reserves right to request staff replacement.

## 9. Q&A

- The presenter responded to questions posed in the Q&A.
- These questions will be included into the FAQ to be published as part of the enquiries received.
- The due date for any queries related to this bid will be **07 September 2026**.
- The department will publish all answers on the e-Tender portal by no later than **14 September 2026**.

## 10. Closing

- Attendees reminded to attach Compulsory Site Inspection Attendance Certificate to tender submission.
- Payment terms confirmed: **30 days from invoice receipt**.
- AK reiterated importance of compliance and complete documentation.
- Meeting ended and closed at 10h57.

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### Approval / Acceptance of Minutes

These minutes were considered and approved as a true and correct record of the proceedings of the Compulsory Briefing Session (Webinar), held on Friday, 04 September 2026.

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MR. JA MCKAY  
ASD: BID ADMIN

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