



E:SCM.Tenders26@capetown.gov.za

DATE: 09 July 2026

NOTICE TO TENDERERS NO: 3

TENDER NO: 292S/2025/26
**DESCRIPTION: PROVISION OF CLEANING, GARDENING AND SAFETY SERVICES IN
SELECTED
PRECINCTS IN CAPE TOWN**

CLOSING DATE: 24 July 2026
TENDER BOX NO: 202

RE: Non-Compulsory Clarification Meeting

This notice to tenderers forms an integral part of the Contract and is an addendum, which must be recorded in Schedule 22: Record of Addenda to Tender Documents and bound within the 'Returnable Schedules'.

Tenderers are hereby advised of the following:

- The minutes of the clarification session held on 01 July 2026 are attached for your information.
- Presentation document.

Yours faithfully,

SCM.TENDERS26 Digitally signed by SCM.TENDERS26
Date: 2026.07.09 12:51:52 +02'00'

For: Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE 3- 292s/2025/26

Signature.....

Date.....

Legal and full name of tendering entity:

CITY OF CAPE TOWN

MINUTES OF CLARIFICATION MEETING

Tender No.	292S/2025/26
Tender Title:	Provision of Cleaning, Gardening and Safety Services for Selected Precincts in Cape Town
Meeting:	Tender Clarification Meeting
Chairperson:	Johan Fowler
Venue:	Virtual Meeting (Microsoft Teams)
Date:	As per invitation
Time:	10:00 – 13:00

1. Attendance

Refer attendance register.

Prospective Bidders / External Attendees

A number of prospective bidders attended the meeting. Attendees who raised questions from the floor are recorded in Section 8 below by name and/or entity, as introduced on record. Late-joining attendees were requested to submit their company details, name, contact number and email address via the chat function for record purposes, in line with standard practice for non-compulsory clarification meetings. The full attendance register, including all company details captured via the chat function, is held separately by SCM: Tenders and Contracts.

2. Welcome and Introductions

The Chairperson, Mr Fowler, opened the meeting and welcomed attendees. Late joiners were afforded until 10h10 to join the meeting, after which no further external participants would be admitted. The Chairperson and each City official present (Mr Graham, Mr Van Niekerk, Ms Steyn, Mr Chrisstoffels and Ms Mbandezelo) introduced themselves and their respective roles in the preparation of the tender document, as reflected in the attendance table above.

The Chairperson confirmed that this was a non-compulsory clarification meeting for Tender 292S/2025/26, and that non-attendance would not render a prospective bidder's tender offer non-responsive, although attendance was encouraged.

3. Overview of the Tender

The Chairperson provided an overview of the tender, noting the following key points:

- Tender fee of R200.00 is non-refundable and covers the City's administrative cost of preparing the tender document.
- Tender documents may be obtained as a hard copy from the Podium Level, Civic Centre, 2nd Floor, or downloaded electronically via the City's tender portal.
- The tender covers two mayoral priority precincts: the CBD East Precinct (Lower Green Point and Upper Woodstock, bordering District Six) and the Events Precinct / Fan Walk (running from the vicinity of the Castle/Station towards Cape Town Stadium along Helen Suzman Drive).
- Bidders are strongly encouraged to familiarise themselves with the physical on-site conditions of both precincts prior to submission.
- This is a rate-based tender (schedule of rates/bill of quantities); bidders must complete rates for every item, as a zero rate will be binding on the successful bidder.
- A single-envelope system applies (no two-envelope system).
- The City reserves the right to appoint up to three ranked responsive tenderers, and may appoint fewer than three if an insufficient number of responsive bids are received.

Mr Graham and Mr Van Niekerk elaborated on the background to the tender, explaining that both precincts contain significant vacant City-owned land subject to land restitution processes (District Six), resulting in ongoing challenges with informal waste sorting and dumping by undocumented occupants. The tender aims to address this proactively through a combination of cleaning, greening, and safety/security services, with an emphasis on identifying sustainable, underlying solutions rather than repeated reactive clean-ups. Both precincts were confirmed as priority areas for the Executive Mayor.

Mr Van Niekerk noted for the record that, although the tender specification is focused on the two named precincts, the City reserves the right to apply the same rates in other areas where required (reference to be confirmed against the specific tender clause).

4. Functionality Criteria (70 Points)

The Chairperson explained that functionality is assessed against two pillars, together comprising a maximum of 70 points, with a minimum qualifying score of 45 out of 70 required.

4.1 Tendering Entity (Maximum 40 Points) — Schedule F13-1

Only completed contracts (not those still in progress) undertaken during the last five years, generally (not limited to City contracts), will be considered. Substantiating evidence in the form of completion certificates and/or verifiable reference letters is required.

- 25 points: experience across five components — precinct management, horticultural and arborist maintenance, landscape installation, cleaning, and safety and security — each scored out of 5: less than 1 year = 0, 1–3 years = 2, more than 3 years = 5.
- 15 points: value of previous contracts. A maximum of five contracts will be evaluated (additional contracts beyond five will not be considered). Each qualifying contract must have a value of R5 million or more (contracts below this value score 0) and, if compliant, scores 3 points per contract.

"Precinct management" was defined as demonstrated experience in the coordinated management of urban or public precincts in multi-stakeholder environments (e.g. municipalities, Central City Improvement Districts or similar), including oversight of operations, stakeholder engagement, reporting, service integration and implementation of service level agreements. Contracts covering more than one experience area may be listed under each applicable returnable schedule but will only be counted once for contract-value scoring purposes.

4.2 Key Personnel (Maximum 30 Points) — Schedule F13-2

A CV is required for each key individual listed; failure to attach a CV for a named individual results in a score of 0 for that position, as this cannot be requested after tender closure. The same individual's CV may only be used in one category.

- Contract Manager (max 12 points): less than 2 years = 0, 2–5 years = 4, 5–9 years = 8, 10 years or more = 12.
- Operations Manager (max 9 points): less than 2 years = 0, 2–5 years = 3, 5–9 years = 6, 10 years or more = 9.
- Security Manager (max 9 points): less than 2 years = 0, 2–5 years = 3, 5–9 years = 6, 10 years or more = 9.

PSIRA registration for the Security Manager and the tendering entity will only be required at the time of tender award, not at time of submission.

5. Preferential Procurement (Specific Goals)

As the tender value exceeds R50 million, the 90/10 preference point system applies: 90 points for price and 10 points for specific goals. Bidders must complete the specific goals returnable schedule and submit substantiating evidence; the Bid Evaluation Committee cannot award points that are claimed without accompanying evidence.

- Promotion of micro and small enterprises (max 4 points): as defined by the National Small Enterprise Act (micro: turnover up to R20 million; small:

turnover up to R80 million). SME partnerships, subcontracting, joint ventures or other consortiums are eligible.

- Enterprise/supplier development and socio-economic development (max 3 points): more than 15% of total expenditure = 3; 10–15% = 2; 5% up to 10% = 1; less than 5% = 0.
- Skills development OR employee share scheme (max 3 points — one or the other, not both): Skills development — more than 5% of total profit = 3, 3–5% = 2, 1–3% = 1, less than 1% = 0. Employee share scheme — more than 15% ownership = 3, 10–15% = 2, 5–10% = 1, less than 5% = 0.

In response to a question on joint ventures (see Section 8), it was confirmed that specific goals are assessed against the main/lead tendering entity.

6. Tender Conditions and Procedural Matters

The Chairperson took attendees through the standard conditions of tender, highlighting the following in particular:

- Supplier database registration: bidders must be registered on the City's Central Supplier Database and the National Treasury Central Supplier Database (CSD); for joint ventures, this requirement applies individually to each party. Bidders were urged to keep board of director and declaration of interest information up to date to avoid delays.
- Notices to tenderers: bidders must acknowledge receipt of, and comply with, any notices issued (Clause 22.6). Two notices have been issued to date. Notice 2 requires replacement of page 13 with page 13A, and the addition of pages 171–173 (Annexure E, detailing the KPIs and performance measurement).
- Requests for extension of the closing date must be submitted at least 7 calendar days before closing and require the Director: SCM's approval, which is granted only in exceptional circumstances involving a material change.
- Alternative tender offers may be submitted only in addition to a fully compliant main tender offer, as a separate, clearly marked, sealed submission.
- Only one tender offer per tendering entity may be submitted, whether as a single entity or as a joint venture.
- Tender validity: 120 calendar days from closing date, extendable by up to a further 12 months, and thereafter by a further 6 months by mutual agreement.
- Post-closure clarification: the City may request clarification on matters affecting evaluation, but may not request additional information not submitted at the time of tender closing (e.g. missing CVs).
- Financial disclosure: as the transaction value exceeds R10 million, audited financial statements for the past 3 years, a certificate confirming no undisputed municipal service payments overdue by more than 30 days,

particulars of prior organs-of-state contracts, and a statement on local/foreign sourcing are required.

- Tax compliance status (SARS PIN) must be in order, particularly at time of award.
- Non-registered or unlisted financial institutions proposed for performance guarantees must be submitted to SCM for approval in advance of bid submission; the approved list is dated as at 13 August 2025.

Joint ventures / subcontracting: it was confirmed (see Section 8) that the City will contract with a single tendering entity. Where a single entity cannot provide all five functionality service components itself, it may enter into a joint venture or subcontracting arrangement with other providers, provided a main/lead entity assumes overall responsibility, including for subcontracted components.

7. Specifications and Reporting Requirements

- Weekly progress reports (maximum one page, or email) covering all main activities are required, together with more detailed monthly reports supported by photographs and other documentation.
- Additional daily reporting (with GPS location, photographs and explanatory text, potentially supplemented by available CCTV footage) may be required for persistent problem areas, particularly informal waste dumping linked to undocumented occupants of vacant land in the CBD East Precinct.
- Cleansing level indicators apply, with a higher standard of cleanliness required for the Events Precinct/Fan Walk, particularly during events, reflecting international best-practice standards.
- Refuse disposal: use of a privately owned accredited landfill site is preferred; in the absence of this, the Vissershok landfill facility or the Athlone Refuse Transfer Station may be used.
- Use of EPWP workers from the City's job seeker database is not compulsory but advantageous; monthly project labour reports are required where EPWP workers are engaged.
- Penalties apply for late submission of reports: R1,000 per report for weekly reports more than 24 hours late; R2,000 per report for monthly reports two or more days late (further categories of penalty apply per the tender document).

8. Questions and Responses

Raised By Attendees	Question	Response
1 st question	In the event of a bidder entering into a joint venture, are all JV partners required to meet the preferential procurement	SCM confirmed that the specific goals are assessed with reference to the main tendering entity.

	(specific goals) requirements stated in the tender?	
2 nd question	Regarding the five functionality service components, is the City looking for one service provider to render all five, or can these be provided by different service providers?	Mr Fowler, supported by Mr Francois Van Niekerk, confirmed that a single entity is not required to provide all five components. The City will contract with one main tendering entity, which may enter into a joint venture or subcontracting arrangement with other providers to cover all required service areas, while remaining responsible for the performance of any subcontracted parties.
3 rd question	Can an electronic copy of the tender document be obtained?	Mr Fowler confirmed that the tender document is available electronically via the Supply Chain Management portal on the City's website.

Bidders were reminded that any further queries not addressed at the meeting may be directed to the SCM query email address provided in the tender document and shared in the chat function during the meeting by Ms Steyn.

9. Closure

The Chairperson thanked all attendees for their participation and wished bidders well with their submissions. There being no further questions from City officials (Mr Graham, Mr Van Niekerk and Mr Chrisstoffels each confirmed they had nothing further to add), the meeting was closed.



Digitally signed by Johan Fowler
Date: 2026.07.07 13:51:06
+02'00'

Chairperson

Date: _____