



NON-COMPULSORY MEETING MINUTES

**TENDER 227G/2025/26 – SUPPLY AND
DELIVERY AND OTHER
APPLIANCES/EQUIPMENT FOR THE CITY
OF CAPE TOWN**

LOCATION: MICROSOFT TEAMS

DATE: 19 MAY 2026

TIME: 10H00

Type of Meeting	Site Meeting
1. Opening of Meeting	Chairperson
2. Attendees	City of Cape Town Officials External persons

Item	Description	Action
	<p>Welcome:</p> <p>Chairperson welcomed everyone and introduced the City representatives.</p> <p>Chairperson requested that everyone online introduce themselves.</p> <p>Attendance was recorded.</p> <p>Discussion:</p> <p>The City official started and advised that the meeting would go through the award methodology, scoring criteria, pricing schedule, specifications and explanation of experience required.</p> <p>The award methodology was explained.</p> <p>Q: Company representative requested clarity regarding the pricing schedule and the vat and exl. vat.</p> <p>A: Chairperson advised that price should be carried over across from the one column to the other, also questioned this and was advised by Chairperson that it is the price per unit and then the total next to it. Price is each as per Pricing Schedule.</p> <p>Q: Company representative asked that it be explained again and Chairperson confirmed for understanding.</p>	

Q: Company representative questioned commencement date of contract.

A: Chairperson advised current Tender ends 30 June 2027. New Tender then commences 01 July 2027.

Q: Company representative questioned whether award would be based on best possible price or quality of appliances.

A: Chairperson advised it would be as per the award methodology of the Tender. Also advised that tenderers need to price as per the specification of the Tender and not what is the best quality appliance or tool.

Q: Company representative questioned pricing now and the fact that Tender would be only be awarded in a years' time.

A: Chairperson advised that tenderers would need to factor this into their pricing.

Q: B Mashaba asked about year on year prices and whether the Tender makes provision for that.

A: Chairperson advised that tender allows for contract price adjustment as per CPI.

Q: questioned page 99 which speaks to price increase from suppliers year on year.

A: Chairperson then corrected and said that G Lakay is correct that price increase would depend on price increase from suppliers.

Q: said that he picked up that the urn reflects in the specification, but not on the Pricing Schedule.

A: Chairperson advised that an amended Pricing Schedule would be sent to out tenderers.

City Official Advised that advised that all battery operated tools would require an additional battery and charger for each tool.

The meeting adjourned at 11h00.

I, the project manager of the clarification meeting, confirm the above minutes/questions/answers are correct and a true reflection of the discussion at the meeting.

SIGNATURE OF PROJECT MANAGER
