

**Clarification
Meeting:**
26 March 2026

**Tender
178S/2025/26:**

Provision of a Specialist Service
Provider to Render a Full Range of
Pathology Services for Employees
of the City of Cape Town



Purpose and Context of the Clarification Meeting

Tender 178S/2025/26 Clarification Overview

Attendance and Registration

Attendance is recommended and attendees must record their details via chat for transparency and compliance i.e. name, surname, company and email address.

Query Submission Process

All tender queries must be submitted in writing to the official email to ensure formal documentation.
HRTenders.Contracts@capetown.gov.za

Tender Submission Deadline

Tenders are due by 13 April 2026, 10:00 AM at Tender Box 192; late submissions are not accepted.



Tender 178S/2025/26 Clarification Overview

Purpose of this meeting

Align understanding of requirements and processes for a complete, compliant, comparable submission.

Key clarification focus

Eligibility, functionality criteria, specifications, pricing rules, and consequences of non-compliance.

Process and submissions

Verbal clarifications are not binding; only written addenda apply. Confirm what, where, and how to submit.

Outcome we seek

Responsive tenders enabling fair, timely evaluation; supporting transparency and cost-effectiveness.



Eligibility Requirements and Mandatory Compliance

Eligibility Criteria and Mandatory Documents

Pass-Fail Compliance Gate

- Only tenders fully meeting clause 2.2.1 and all Conditions of Tender proceed to functionality and price. Offer must be clear, irrevocable, and signed on the Form of Offer and Acceptance.

SANAS & Evidence Window; Restrictions

- All laboratories MUST be SANAS-accredited for required tests.
- Tenderers MUST submit proof for each laboratory.
- Missing items (e.g., certificates, leases) may be requested within 14 days–failure disqualifies.



Functionality Evaluation Criteria and Scoring

Functionality Criterion A

Track record and relevant experience

What it assesses

Previous experience in occupational health pathology, medical surveillance, and biological monitoring within the last five years, comparable to the City's scope.

Evidence required (Schedule F.13B)

Signed client reference letters on letterhead with contact details, start/end dates, and scope description. For JVs, specify each partner's role.

Scoring and key notes

Up to 30 points: more than six relevant business entities score maximum. Irrelevant or missing references score zero. Incomplete documentation may jeopardize the 60-point minimum threshold.



Schedule F.13B: Previous relevant experience**Number of projects completed within the last five years****(NB: if more than 6 clients are provided, please make a copy of the provided schedule and insert details required)**

NAME OF CLIENT	CONTACT PERSON <i>(contact name & surname)</i>	CONTACT NUMBER <i>(Of contact person)</i>	EMAIL ADDRESS <i>(Of contact person)</i>	SCOPE OF WORK	START AND END DATE OF SERVICES

SIGNED ON BEHALF OF TENDERER:

Functionality

Criterion B: Resources & Capacity

Overview and Weighting

Evaluates physical and operational resources; total 70 points, emphasizing access, capacity, and service continuity across the City.

B1: Collection Sites

List sites in Schedule F.13C.1. Scoring based on number of operational sites with at least one in each region: North, South, East, Central.

B2: Laboratory Capacity

List labs in Schedule F.13C.2 within the City; SANAS-accredited for relevant tests. **Proof of ownership/lease may be required within 14 days.**



Schedule F.13 C: Resources

For each site declared, the tenderer must have valid proof of ownership or a signed lease agreement available as part of the bid submission. This requirement applies to every site listed in the table below.

C1) Number of pathology specimen collection sites within City of Cape Town Metropolitan boundaries

PROPERTY OWNERSHIP VERIFICATION SCHEDULE

Requirement	Information to be Provided by Tenderer
Registered Property Address	
Erf / Portion Number/ Sectional Title Number etc.	
Town / City	
Name of Registered Owner (as per Deeds Registry)	
Tenderer's Relationship to the Property i.e. Tenderer is the registered owner or property owned by related entity (provide details)	
If Title Deed Not Available	Provide: <ul style="list-style-type: none"> • Deeds Office ownership printout • Certified copy of title deed

PROPERTY LEASE VERIFICATION SCHEDULE

Requirement	Information to be Provided by Tenderer
Leased Property Address	
Erf / Portion Number/ / Sectional Title Number etc. (if known)	
Lease Start Date	
Lease End Date	
Copy of Current Signed Lease Agreement Attached	
Landlord Name	
Landlord Contact Details	

C2) Number of pathology laboratory facilities for specimen processing and analysis (testing) within the geographical bounds of the City of Cape Town

PROPERTY OWNERSHIP VERIFICATION SCHEDULE

Requirement	Information to be Provided by Tenderer
Registered Property Address	
Erf / Portion Number/ Sectional Title Number etc.	
Town / City	
Name of Registered Owner (as per Deeds Registry)	
Tenderer's Relationship to the Property i.e. Tenderer is the registered owner or property owned by related entity (provide details)	
If Title Deed Not Available	Provide: <ul style="list-style-type: none">• Deeds Office ownership printout• Certified copy of title deed

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Lease Start Date	
Lease End Date	
Copy of Current Signed Lease Agreement Attached	
Landlord Name	
Landlord Contact Details	

Specification Requirements and Service Expectations

Scope, Standards, and Delivery Requirements

Scope of Work

A specialist service provider is required to render a range of pathology services in respect of employees of the City of Cape Town (City) who might require these services arising out of or during the course of employment, as and when required.

Collection Site Requirements

- Minimum one site in each of the four City regions (North, South, East, Central)
- Sites must comply with statutory requirements
- After-hours specimen collection service required (17:00-08:00)
- Sites must support all specimen types (blood, urine, saliva, swabs)

Laboratory Requirements

- Minimum one site in each of the four City regions (North, South, East, Central)
- Sites must comply with statutory requirements
- After-hours specimen collection service required (17:00-08:00)
- Sites must support all specimen types (blood, urine, saliva, swabs)



Scope, Standards, and Delivery Requirements

Specimen Handling and Reporting

- On-site specimen collection at City premises - no separate charge (included in test rate)
- Specimen pick-up charged only at AA travel rates
- Test results must include employee full details (Name, ID, Staff No., workplace)
- Results submitted to originating Occupational Health Facility

Invoicing Requirements

- Bi-weekly invoicing required
- Invoices must include employee identifiers, dates, and tests conducted
- Invoices must also be submitted to Occupational Health Facility for verification
- Unique invoice serial number per OH facility required



Pricing, Material Deviations, and
Compliance Risks

Pricing rules, deviations, and consequences

Pricing rules (Section C.4)

- Provide fixed Rand rates for all listed tests for 36 months; exclude VAT; include all costs.
- Quote each item or state "Test not available."
- Nil rates count as zero and may trigger risk analysis.
- Not subject to Contract Price Adjustment (CPA) and tenderers are required to provide fixed prices for the duration of the contract.



Material Deviations, Returnables & Submission Protocols

Material Deviations Under Clause 2.3.7.2

Definition of Material Deviation

Material deviations affect scope, quality, performance or risk allocation and undermine fair competition.

Examples of Material Deviations

- Missing mandatory schedules,
- Altered pricing structures;
- Amendments to the Special Conditions of Contract or the General Conditions of Contract

Consequences of Material Deviations

Non-responsive tenders are rejected; no corrections allowed after submission to ensure fairness.

Disclosure of Non-Material Deviations

Only non-material deviations fully disclosed in Schedule F.10 may be accepted by the City.



Mandatory Returnables and Submission Requirements

Complete Mandatory Documents

Submit all required returnable documents inclusive of Schedules F13.B, F13.C.1 and F13.C.2, and relevant declarations fully completed and signed. Ensure that returnable schedules are completed correctly.

Record of Addenda

Complete Schedule F.12 to acknowledge updates or clarifications issued by the City during the tender process.

Tax and Supplier Registration

Ensure submission of valid Tax Compliance PIN and registration on City and National Treasury Supplier Databases.



QUESTIONS?