



COMPULSORY MEETING MINUTES

TENDER 54S/2026/27 - TERM TENDER FOR THE SUPPLY AND DELIVERY OF LIFEGUARD EQUIPMENT AND UNIFORMS FOR THE CITY OF CAPE TOWN	LOCATION: ATHLONE STADIUM MEDIA CENTRE
DATE: 08 SEPTEMBER 2026	TIME: 10H00

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

Item	Description	Action
	Welcome: Chairperson M King welcomed everyone and introduced the City representatives. Discussion: The City official B.Kemp started and advised that the meeting would go through the award methodology, scoring criteria, pricing schedule, specifications and explanation of experience required. Vendors were also advised of items of equipment and clothing on display for them to have a look at familiarise themselves with so that the vendors understood the specifications The award methodology was explained: The CCT intends to appoint two (2) tenderers, consisting of the highest ranked acceptable tenderer ("the Winner") and one (1) Alternate Tenderer per category. Should insufficient responsive and acceptable tenders be received, the CCT reserves the right to appoint fewer tenderers or not to make any appointment. The contract period shall be for a period of 36 months. Subject to operational requirements, orders shall ordinarily be offered to and allocated to the Winner. The Winner shall be afforded the first opportunity to supply the required goods, subject to its ability to comply with the contract	

requirements, delivery obligations and specified timeframes. The CCT shall not be obliged to purchase any minimum quantity of goods and does not guarantee any minimum expenditure under the contract.

The tenderers can submit an offer for any of the 10 categories, or all 10 categories listed in the pricing Schedule. In order to be considered responsive per category, tenderers must submit prices for ALL ITEMS in a specific category tendered for.

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

A vendor noted that the swim fins that were on display were not as specified in the document. W Visagie explained that what was on display was the ideal, but that as per the specification, or equivalent would suffice.

B Kemp also advised that even though the pricing schedule did not specify poles, vendors needed to adhere to the specifications.

A vendor asked whether with the clothing it would also be as close to specification as possible. Wadiah Bedford responded that with the clothing, it would need to be as per specification as with lessons learnt, sizes were not always correct. W Bedford also explained that when requested, after submission of tender documents, that short listed vendors would need to submit their samples within 4 weeks of request.

B Kemp then explained the delivery time frames. The delivery time frame for Lifeguard Equipment in Categories A is 6 weeks and categories B to G is 4 weeks from the date of receiving the City of Cape Town official Purchase Order. The delivery time frame for Lifeguard Uniform in Categories H to J is 6 weeks from the date of receiving the City of Cape Town official Purchase Order. Non-compliance time frames were also discussed as: The Contractor shall remove and replace rejected goods at its own cost within fourteen (14) calendar days of written notification by the CCT. Penalty clause was also discussed with the vendors as: The penalty for this contract shall be 0,5% of the Purchase Order value every 14 calendar days, which will be deducted should the delivery timeframes as specified in the specification (clause 13.4) not been adhered to. Penalty shall be applicable from the 15th day after goods were due as per the specification.

A vendor asked about how many units to quote for as most manufacturers would need a minimum order and whether it

	would be one ordering process or two. Vendor also explained that polyester works better than cotton as with washing and wearing, the colours on the cotton fades more quickly than the polyester. W Bedford explained that the bulk of the orders would come through before the season as lifeguards would need their uniform before the season starts. There might though be extra that need to be ordered during the season. M King explained that we have approximately 600 lifeguards that would require t shirts, shorts and bathers every year. Vendor asked whether it is too late to say one lump sum bulk order at the beginning of the season and another during the season to ensure that they are in line with the minimum quantities for a special make order. W Bedford explained that it is too late to make that amendment to the document. B Kemp then explained that there would be a notice to Tenderers. One change would be Goal 3 and the other the addition of Schedule F1.C. The meeting was completed and 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 _____	
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