

TENDER BRIEFING / CLARIFICATION SESSION MINUTES



CITY OF CAPE TOWN
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TENDER: 079/2026/27

TENDER DESCRIPTION: PROVISION OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE PROFESSIONAL END USER COMPUTER TRAINING FOR THE CITY OF CAPE TOWN EMPLOYEES, STUDENTS, EPWP AND COUNCILLORS

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

SESSION DATE:	09 October 2026
SESSION TIME:	10:00 – 11:00
SESSION VENUE:	Virtual Session On MS Teams
SESSION TYPE:	Non-Compulsory Briefing Session
PRESENTER:	Project Manager(PM)

Introduction

PM, from the City of Cape Town Human Resources Department, welcomed everyone present. PM highlighted the purpose of the meeting and advised that this was a Non-Compulsory Briefing Session for Tender 079/2026/27 which will be closing on 28 October 2026 at 10:00am. Bidders were requested to provide their names, surnames, email addresses and the companies' names that they are presenting. The presentation covered various aspects of the tender document but focus mainly on the award methodology, eligibility criteria, functionality requirements, price schedule, specifications and penalties.

PM went through the presentation explaining the various aspects covered in the tender document. The presentation covered various aspects of the tender document but focus mainly on the award methodology, eligibility criteria, functionality requirements, price schedule, specifications and penalties. It was further indicated that Supply Chain Management (SCM) matters were not covered as part of the presentation. Attendees were advised to submit any SCM-related queries to the designated tender email address SCM.Tenders20@capetown.gov.za for consideration and response.

PM went through the presentation and highlighted the following as per the award methodology:

- The CCT intends to appoint the highest ranked tenderer ("the winner") and in addition a standby tenderer per intervention for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.
- Tenderers may be tender for one, more than one or all interventions. Each intervention will be evaluated and awarded separately.
- The contract period shall be for a period of **36** months from the commencement date of the contract.

PM presented the Additional Eligibility (2.2.1.1.3) of the tender document as follows:

- Tenderers must, at the tender closing date, provide proof of a valid full or provisional accreditation as a training provider with a relevant ETQA, SETA, QCTO or other recognised quality assurance or accreditation body to provide end-user computing training
- The learning interventions under this tender are in-house competence programmes and are non-accredited and non-credit-bearing. Provider accreditation is required as evidence of the tenderer's institutional capability and does not mean that the interventions or certificates issued under this contract are accredited or credit-bearing.
- Only those tenderers who are accredited by a relevant ETQA or SETA or QCTO or relevant Education and Training Quality Assurers or accreditation bodies at date of tender closing will be declared responsive and will be evaluated on functionality.
- Tenderers shall provide a copy of accreditation with the tender submission.
- Failure to submit valid proof of accreditation within the stipulated timeframe shall result in the bid being declared non-responsive.

PM went through the functionality table and highlighted the following regarding the evaluation criteria:

- **Tenderers (Training provider) experience in facilitating training projects, per intervention tendered for, within the last 5 years:**
 - For purposes of functionality evaluation, a training project can be defined as the number of times a tenderer has facilitated training within an intervention over the above specified period within a single organisation (department/ directorate) or various organisations. Schedule to be completed was indicated.
- **Relevant Experience of Facilitator 1:**
 - Tenderers shall provide details of Facilitator 1's end-user computing training facilitation experience by completing Schedule F13.A.2 or submitting a detailed curriculum vitae with the tender submission.
 - A minimum three-year tertiary qualification is required. Tenderers shall provide a certified copy of the facilitator's qualification with the tender or upon request during the evaluation process.
 - Note: For the purposes of this functionality criterion, Facilitator 1 may be allocated to a maximum of two (2) interventions.
 - The facilitator must demonstrate experience in facilitating all items comprising the intervention tendered for.
- **Relevant Experience of Facilitator 2:**
 - Tenderers shall provide details of Facilitator 2's end-user computing training facilitation experience by completing Schedule F13.A.3 or submitting a detailed curriculum vitae with the tender submission.
 - A minimum three-year tertiary qualification is required. Tenderers shall provide a certified copy of the facilitator's qualification with the tender or upon request during the evaluation process. The certified copy must confirm that the qualification was held by the facilitator as at the tender closing date.
 - Note: For the purposes of this functionality criterion, Facilitator 2 may be allocated to a maximum of two (2) interventions.
 - The facilitator must demonstrate experience in facilitating all items comprising the intervention tendered for.
- **Tenderers are required to submit a detailed proposal comprising of the following:**
 - Clear understanding of programme:
 - Classroom material/module, and learner workbook:
 - Facilitator guide
 - Points will be awarded for each component of the proposal submitted. Where a tenderer fails to address a specific component of the proposal, no points will be awarded for that component.
- **Functionality Notes**
 - The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.
 - Only those tenders submitted by tenderers who achieve the minimum functionality of **70** out of a maximum of **100** will be declared responsive.
 - For purposes of functionality evaluation, each intervention tendered for shall have a nominated Facilitator 1 and Facilitator 2, who must be different individuals for that intervention. The same individual may be nominated as Facilitator 1 for up to two (2) interventions and as Facilitator 2 for up to two (2) interventions, provided that the individual is not nominated as both Facilitator 1 and Facilitator 2 for the same intervention.
 - Tenderers are requested to refer to **pages 42-49** and **35-40** for details of the referenced interventions and associated line items relevant to this tender.

The PM covered the pricing schedule and highlighted the following:

- **PM** proceeded to the Pricing Schedule and indicated that prospective tenderers are required to note the Pricing Instructions. PM continued by placing emphasis on clauses **5.3** (prices are to include all items not expressly stated as a line item in the pricing schedule). PM emphasised that any material deviation from the pricing schedule will render the tender non-responsive.

- **PM** covered the specification and emphasised that prospective tenderers must comply fully with the requirements outlined in the specification section of the tender document (pages 42-49).
- **PM** also covered and unpacked the penalties table, providing clarification on the circumstances under which penalties may be applied and the associated implications for contract performance.

Questions and Answers

Question	Response	Person responding
When does the City intended to commence the awarding of the tender?	The PM advised that the award date could not be confirmed at this stage, as it is dependent on the applicable tender process. Attendees were also reminded that the tender advert closes on 28 October 2026.	PM
Can the PM clarify the applicable requirements in the Price Schedule relating to the pricing of venue costs	Prospective service providers were advised by the PM to review the price schedule and ensure that their submissions addressed the applicable requirements. The PM emphasized that the unit of measure for the venue cost is "per person per day", as stipulated in the Price Schedule. The PM further indicated that the venue cost is applicable only to classroom- training.	PM
Where can I obtain the tender document?	The PM confirmed that the tender had been advertised and advised prospective service providers who were experiencing difficulties locating or accessing the tender documents to contact SCM for assistance.	PM
Is there an estimated contract value or projected volume of work for the services to be rendered over the three-year contract period?	As per the specification the PM advised that each session would accommodate a minimum of 10 delegates and a maximum of 20 delegates. It was further noted that, according to the specification, the City's staff complement comprises approximately 30,000 employees	PM
We are based in Port Elizabeth. Are we able to tender for the virtual sessions or do we have to tender for the classroom sessions as well?	The PM clarified that, in accordance with the pricing schedule, virtual and classroom training have been grouped under the same intervention. Consequently, the successful bidder will be required to deliver the full intervention, encompassing both virtual and classroom training, rather than providing virtual training only.	PM

PM thanked tenderers for attending meeting and adjourned the meeting