



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FINANCE
SUPPLY CHAIN MANAGEMENT

Sinethemba Ernest Mpata
SCM Practitioner

T: 021 400 2116

E: SCM.Energy@capetown.gov.za

03 April 2025

NOTICE TO TENDERERS NO: 1 | 4Pages

TENDER NUMBER: 203S/2024/25

DESCRIPTION: CALIBRATION AND MAINTENANCE OF ELECTRICAL MEASUREMENT SYSTEMS

CLOSING DATE OF TENDER: 24 April 2025

BOX NUMBER: 182

CLARIFICATION MEETING

The following Addendum is issued in terms of this Tender. This Notice to Tenderers forms an integral part of the Contract.

Tenderers should take note of the following:

Minutes of the briefing session held on 28 March 2025 are below as well as the correct numbering of the price schedule - **SECTION B – Quality System**

Tenderers are to return a signed copy of this notice/addendum with the submission of their Tender. Failure to return a signed copy of the Addendum may result in the Tender being declared Non-Responsive.

Yours faithfully,

For:
Director: Supply Chain Management

Acknowledgement of Receipt of Notice 1 for and on Behalf of the Tenderer

TENDERER:

SIGNED ON BEHALF OF TENDERER:

DATE:.....

MINUTES OF THE CLARIFICATION MEETING FOR TENDER 203S/2024/25

Held on 28 March 2025, Virtual Teams Meeting (09h00 to 10h00)

TENDER DESCRIPTION: CALIBRATION AND MAINTENANCE OF ELECTRICAL MEASUREMENT SYSTEMS

CONTRACT PERIOD: FOR A PERIOD OF THIRTY SIX (36) MONTHS FROM COMMENCEMENT.

Chairperson opened the clarification meeting and welcomed all the attendees. And noted the meeting is non-compulsory and the minutes will be published on the CCT websites.

The following points were discussed:

Schedule F.10 – Tenderers must be careful what they include in the table of deviations.

If any deviations included in the schedule F10 to be found material, the tenderer will be non-responsive for the BID.

Test for responsiveness tenderers were informed of clause 2.3.7.2 and advised to read it further to ensure certainty and understanding.

Pricing instruction tenderers were taken through clause 5.6 to 5.9 pricing requirements to ensure that items are priced for all items.

Failure to adhere to the pricing instruction as indicated may render the tender non-responsive:

- 5.6 **SECTION A to D:** *The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all tasks per item in the Price Schedule.*

An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.

- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in the Conditions of Contract and as amplified in clause 17 of the Special Conditions of Contract.
- 5.8 Labour rate specified shall be for a high level resource and include travel and subsistence. The rate to be hourly based.
- 5.9 Collection and delivery to the City's, Electricity offices Cape Town, or any other address specified on the Purchase order shall be included in the pricing.

Contract Price Adjustment (CPA):

Tenderers were informed CCT is using SEIFSA as identified as the most flexible method.

SCC clause 17.4 –

The prices for the goods and/or Services delivered and services performed shall be subject to contract price adjustment in terms of Schedule F.1 Contract Price Adjustment and/or Rate of Exchange Variations.

There are two different types of CPA that must be completed on the tables.

Items C3.5 and C3.6 will be SEIFSA index based (F.1 B explained) and the rest of all the items will be STATS SA CPI based CPA (F1. D explained)

Information to be provided Schedule F.13

OEM accreditation as maintenance service provider for Applied Precision test benches

Cover letter of company used to dispose electronic waste and batteries. (This letter is required before orders are placed.)

Tenderers are reminded that they must provide an OEM letter from Applied Precision to confirm accreditation to perform work on the Measurement Laboratory's test benches.

Price/Preference

SCM reminded the chairperson to explain Price/Preference schedule.

Tender is 80/20 price/preference tender. Explanation of points in table B1 on page 18 in Conditions of Tender.

Table 1 must be completed in Schedule F.4 and tenderer must indicate the page reference where the proof is for points claimed.

SECTION B – Quality System

Item No.	Description	Unit	Price per Unit
2.1	Maintenance and guarantees of test systems as specified.	per annum	R
2.2	Labour rate of high level resource, as specified	per hour	R
2.3	Group training session for up to 12 calibrators per day	per day	R
2.4	Applied Precision single-phase Calibration Station	per position	R
2.5	Applied Precision three-phase Calibration Station	per position	R
2.6	Operator training per person per day	per person day	R