

Gordon's Bay and a huge part of the city in between. *Contact* is wrapped in batches, with approximately 450 drop-off points, which are in approximately 250 different buildings in the municipal area. He indicated that one distribution round, is about 1 200 kilometres and needs to be completed in five working days. We currently have a printer on contract, and they are based in Epping.

- We also produce a community newsletter *City News* that is distributed four times a year. Basically, the same distribution route as the staff newsletter, but this is directed more at external people. There are fewer drop off points and we require distribution to be completed in four working days.
- We also require the individual who does the distribution to liaise with the recipients to obtain feedback and report back to the City.
- The Communication Department, who is the owner of this tender, often has the requirement to drop off other material throughout the city. This ranges from posters, leaflets and boxes. We would require this distributor to go out and put up posters at certain City facilities. So not to just drop it off but go to the facility and put a poster in a designated frame. This is project-by-project based and we are unable to indicate how many projects there will be.
- At the commencement of the tender, you need to provide us with proof that the vehicle or vehicles you might use are properly registered and we also require a valid driver's license. And you need two people to assist as a minimum and they should ideally have good communication skills, and they would need cell phones.
- You need to do a single charge for these big distribution rounds, and we charge differently for ad hoc.
- We are going to appoint one supplier and an alternate. Should that supplier not be able to do the work, we can call on the alternate.
- This is called an 80/20 tender, which means we're going to evaluate on functionality, we have to then rank the successful suppliers. The 80% of the formula that we will use is price-based and 20% is BEE-based.
- █████ stated that when you claim BEE points, you must provide supporting evidence for whatever you claim. By not claiming any points, you will not be disqualified, it just means you would lose potential points that you could claim.
- With the pricing schedule, we are working with fixed rates for years 1,2 and 3. Therefore quote on the total cost to distribute one edition of *Contact*. The specifications contains a detailed breakdown of the distribution round.
- There is insurance involved in this contract (R5 million for any single claim). Proof of insurance will need to be provided on finalisation of the tender.

- The City does not do upfront or advance payment.
- If there are delays due to outside circumstances, e.g. weather, protest, or your vehicle breaks down, you will need to keep us informed. Alternative arrangements will then be made. If, however, the suppliers' performance is not acceptable, the City is allowed to deduct 5% of a purchase order or we can reject the entire job if it didn't work to specification. There is also a termination option.

The City's Buyer [REDACTED] elaborated on the information required from an SCM perspective, specifically the new BEE information.

Questions received

1. Mr [REDACTED] then asked whether the outstanding pages will be emailed to the suppliers?

[REDACTED] confirmed to Mr. Pony that the forms will be emailed. She also emphasised that suppliers should make it the norm that when they bid for the City, to go back and look on the website for any notices that might have been issued. Otherwise, they might end up missing very important information.

2. Mr [REDACTED] then wanted to know what challenges the current tenderer is facing during distribution.

[REDACTED] answered and said that the risks the current supplier experiences include logistics and depots where staff aren't available. There are also traffic problems and time problems can also be an issue. He also added that this is normally not the issue with the main distribution rounds, but more with the ad hoc deliveries. We have had issues with protests, cutting off areas, but if that should happen, the distributor should immediately inform the coordinator.

We also issue the distributor with an official bib. We have also provide an authorisation letter when doing distribution in certain areas, with the departmental contact details on it.

3. Mr [REDACTED] then asked what type of vehicle is preferred. Is there a specific condition of the vehicle or year model?

[REDACTED] said that normally a bakkie or a truck/light delivery vehicle (LDV) is in order. We're not allowed to specify vehicle type but can only indicate that the vehicle must be appropriate for transporting goods and it must be covered.

4. [REDACTED] asked about the database and whether it is verified and up to date for all the recipients. Is that a potential challenge or is it always kept up to date?

█████ said that the list is updated after each distribution round.

5. █████ asked what the total number of issues of the staff newsletter for a year?

█████ confirmed that it is six issues over a 12-month period.

6. █████ then asked whether images are required for the distribution report and whether the images should be sent during or on completion of the distribution.

█████ answered that it is done on completion of the distribution. We may however during certain ad hoc distributions which may be deemed sensitive or urgent, request images during the project but not always. It will depend on the project.

7. █████ asked regarding the pricing.

█████ said that we have three types of pricing. We have per distribution round of the *Contact* and that price must be all inclusive, i.e. petrol, staff wages, etc. Information regarding the distribution rounds can be found in the specifications. He also reminded prospective tenderers that the tender only starts on 1 July 2027. The same applies with the distribution of the *CityNews*.

The ad hoc distribution is based on a kilometric rate, per kilometre. The AA rate is not appropriate as the distributor will need to put posters in frames as well as remove material.

█████ then reiterated all queries should be sent to scm.tenders21@capetown.gov.za and that the tender closes on 11 June at 10:00.

Closed the meeting at 11:17.