

ITEM NO.	SUBJECT
01	Welcome and introductions - The CCT representative welcomed all attendees to the non-compulsory clarification meeting for tender 252C/2024/25 for the Provision of Professional Services in respect of the preparation and implementation of Embedded Generation and Energy Efficiency Projects. - All Attendees were requested to type their name, company name and email in the conversation (Chat) area. - This meeting is non-compulsory and non-attendance would not disqualify any tenderer. - A question and answer session is scheduled to follow after the presentation. Refer to the presentation for the questions and answers. - The minutes, presentation, questions and answers will be issued to all attendees.
02	SCM Process - The CCT representative provided an overview of the SCM process flow highlighting that the tender is currently in the market being advertised. - The closing date of the tender is 28 May 2025. - Additionally the CCT representative gave a brief summary on the content of the presentation that he would be covering, the tender document and clarifying any matters as they arise during the meeting. - Tender box 211 (located at the Tender Office, Civic Centre 2nd Floor, 12 Hertzog Boulevard, Cape Town) must be used for tender submissions.
03	Tender Structure - The CCT representative presented tender 252C/2024/25 for Provision of Professional Services in respect of the preparation and implementation of Embedded Generation and Energy Efficiency Projects. - Previously, the tender documents were organised into Volume 1, 2 and 3. However, the current tender structure has been revised and is now divided into separate Tender and Contract. - All items listed under the Contract section are included in the Memorandum of Agreement (MoA). - This tender will be valid for a period of three (3) years, with the intended commencement date set for 1 July 2026 to 30 June 2029.
04	Scope of Work - This program will include a range of different projects, involving Embedded Generation, Energy Storage Systems and Energy Efficiency Initiatives. - These projects will vary in sizes and installation requirements and may involve both new and existing infrastructures. - New sites may be selected for the installation of these systems or the projects

	may be executed into the existing infrastructure. The CCT representative advised that the tender document be purchased to understand the full scope for this tender.
05	Responsive Criteria - All attendees were advised to pay close attention to the eligibility requirements. It is strongly recommended that bidders read this section more than once to fully understand what is required, what needs to be submitted, and how to ensure compliance with all the listed criteria. - If tenderers do not comply with the criteria stipulated, they will be found non-responsive. - The functionality table was explained with the evaluation criteria, point allocation and weighting thereof. - The list of key personnel was explained and the requirements of personnel.
06	Returnable Documents - All applicable tender returnable must be completed, which include the Form of Offer and Acceptance and all other returnable documents. - Tenderers are advised to review this section carefully to ensure they understand what needs to be completed and submitted.
07	Pricing & Preference Points - The pricing details in Part C2 of the tender document. Tenderers advised to review the pricing assumptions carefully to understand the assumptions made, and how they need to complete the pricing section. - If a tenderer fails to comply with pricing schedule, it may result in the bid being considered non-responsive.
08	Q & A session Refer to the questions and answers slides contained in the presentation. All clarification requests should be emailed to SCM.Tenders23@capetown.gov.za
09	Meeting closure There were no further questions and the meeting adjourned at 12h00.