



**Tender 185S/2023/24: THE REPAIR, MAINTENANCE AND VERIFICATION OF VARIOUS SCIENTIFIC INSTRUMENTS FOR THE CITY OF CAPE TOWN.**

**Annexure B: Non-Compulsory Briefing Session Minutes**

1. Tender closes as exactly 10h00 on 18 April 2024 box number 145.
2. Tenderer must be a registered vendor on the CSD database as well as on the City of Cape Town's vendor database
3. 80/20 tender. 80% for price and 20% for Preference Points. Provide the supporting documents for preference point allocation as set out in the tender document.
4. Tender's must take note of the CPA table and specify mechanism to be used for price adjustment per items quoted on. Choose CPI index, Rate of Exchange or Manufacturer's Price List per item.
5. When Manufacturer's Price List variation is chosen as a mechanism then Tenderer will need to provide information on how the "new" price is calculated when applying for adjustment therefore the supplier price list must be provided
6. A PO will be created based on the price as loaded at the time of the PO. Once CPA is approved the vendor will then send a second invoice for the price difference. The vendor has 7 days from date of the PO to apply for CPA. If application is not within the timeframe then CPA will not be approved.
7. For functionality scoring provide all supporting documents/evidence required to meet the points scored on. Evidence for training and previous projects must be relevant to the instruments/equipment.

8. The tender will be awarded to the highest ranked bidder as well as alternative. If the highest ranked bidder cannot perform the service anymore then the PO can be created for the alternate bidder without having to embark on legal processes to cancel the contract with the highest bidder.
9. Prices submitted must be provided excluding VAT
10. When submitting a quote for a specific item, prices for all sections and lines under the item must (Calibration, Repair and Service). Some items only have one section for instance Mass pieces only has calibration and not repair. Other items has all three sections. Tenderer to factor in rate for subcontracting any calibration, repair or service where applicable.
11. Care must be taken to adhere to the specifications required for SANAS calibrations when subcontracting. The calibration laboratory must have all parameters required included in their scope of accreditation with metrological traceability.
12. Penalties will be applied for late delivery of services unless supplier communicates delays timeously. In such cases the penalty will be reconsidered. If the service is critical to operations and the lab cannot afford a delay the penalty might be instituted. All turnaround times will be monitored for contract purposes.
13. Calibration, service or repair will be onsite as per specifications. Where a location is specified Tenderer to factor in average price for travelling to the different locations. Where it is not specified it refers to off-site services where tenderer must factor in the collections and delivery of the equipment.
14. This is a Transversal tender therefore other Branches in the City Of Cape Town will also be using the tender. Not only Scientific Services.
15. If any ancillary component was omitted from the tender and is not covered by a line on this tender, a RFQ will be need to be done for the service or repair. All effort was made to include all possible ancillary components per item under this tender.