

NON-COMPULSORY BRIEFING SESSION



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SUPPLY CHAIN MANAGEMENT – TENDERS MANAGEMENT

TENDER NUMBER:	072S/2026/27	HELD ON:	29 September 2026
DESCRIPTION:	Supply and Delivery of First Aid 1, 2, 3, Self-Defence, Situational Crime Prevention and Tactical Emergency Casualty Care Training		

MINUTES

DETAILS OF DISCUSSIONS HELD:

Key Announcements

- Tender closing date: **27 October 2026 at 10:00**. Late submissions will not be accepted. Tender Box Number: **237**. Tender fee: **R200**.
- A correction will be issued for an error on Page 3 of the tender document. An acknowledgement of receipt of the correction must be submitted with tender submissions.
- The tender will be awarded **per category**, with one primary service provider and one alternative provider per category. Tenderers may bid for one, multiple, or all categories.
- Categories:
 - First Aid Levels 1, 2 and 3
 - Self-Defence
 - Situational Crime Prevention
 - Tactical Emergency Casualty Care (TECC)

Questions and Answers

1. Tactical Emergency Casualty Care (TECC) - IFAK Requirements

Question: Does the tender require only training on the Individual First Aid Kit (IFAK), or must bidders also supply the first aid kits?

Answer: The training must focus on the use of the IFAK. Suppliers are **not required to include the cost of supplying IFAKs in their tender pricing**. The City supplies the kits and requires trainers to train participants on their effective use. The IFAK referred to is the small individual first aid kit (Regulation 3 type).

2. First Aid Course Duration and QCTO Requirements

Question: The specifications indicate two days per course, but QCTO-aligned First Aid training may require longer durations. Should bidders quote on the longer periods?

Answer: Bidders must quote on the **two-day duration specified** in the tender. If additional training days become necessary after training commences, the service provider may submit a report and engage the City to arrange additional sessions.

Question: Should QCTO uploads and associated processes be included in the quotation?

Answer: No. Tenderers should quote only for the two-day training period specified in the tender documentation.

3. Venue and Catering

Question: Are bidders responsible for providing venues and catering?

Answer: Yes, the facilitator confirmed that venues and catering are included in the training delivery requirements.

4. Insurance Documentation

Question: If a bidder does not currently have the required broker documentation available, will the bidder be disqualified?

Answer: No. The bidder's insurer can complete the required information, and this will be acceptable.

5. Reference Documentation and Experience Evidence

Question: Can purchase orders be submitted as evidence of experience, even where multiple orders come from the same department or client?

Answer: Yes. Purchase orders may be submitted as supporting evidence of experience.

Question: Can reference forms be emailed to clients for completion and returned electronically, or are original hard copies required?

Answer: Electronic copies are acceptable. The City's primary concern is the information provided rather than whether the document is an original hard copy.

6. Pricing Requirements

Question: Is the quoted rate per person required to include training materials and manuals?

Answer: Yes. The price per participant must include the design, development and provision of the training manual.

7. Additional Training Content

Question: May training providers include additional relevant content that is not specifically listed in the specification, such as crime scene preservation and contamination awareness?

Answer: No. It is recommended that we comply with the specification. Additional relevant content that enhances the training programme is welcomed and appreciated by the City through the Project Manager, and will not form part of the evaluation.

8. Company Experience vs Trainer Experience

Question: How will experience be assessed where the company is relatively new but the trainer has extensive individual experience?

Answer: The company and the trainer are assessed separately. The tender documentation provides clarification on the evaluation criteria applicable to each.

9. Flexibility on Training Hours

Question: If the stipulated training period is insufficient, can a service provider request approval for additional training time?

Answer: Yes. Once appointed, the service provider may engage the Project Manager and motivate for additional time where operationally necessary.

10. First Aid Level 3 Specification

Question: The specifications appear to reference First Aid Levels 1 and 2, but not Level 3. Has Level 3 been omitted?

Answer: No. The "oversight of unit standards 1 and 2" section is intended to represent the Level 3 component. The facilitator confirmed that this is not a separate omission.

11. Accommodation, Parking and Related Logistics

Question: Are bidders required to provide accommodation, parking and similar logistical arrangements?

Answer: No. Accommodation and related logistical arrangements will be provided by the City and should not be priced by bidders.

Actions Arising

1. The City will issue:
 - A correction memo for the Page 3 error.
 - The preference points notice.
 - The meeting recording and minutes.
 - An acknowledgement-of-receipt form to be submitted with tender responses.
1. Tenderers must ensure that:
 - Supporting evidence for functionality and experience is submitted.
 - Contactable references are provided.
 - Preference point claims are supported by sufficient verifiable documentation.
2. Tender submissions must be lodged before **10:00 on 27 October 2026**.

Meeting concluded at approximately 10:51.