

**NON – COMPULSORY, BUT STRONGLY RECOMMENDED CLARIFICATION MEETING HELD VIA MICROSOFT TEAMS:**

**165G/2025/26: SUPPLY AND DELIVERY OF CHEMICALS AND CONSUMABLES FOR THE CITY OF CAPE TOWN**

**DATE: 09 March 2026: 10H00 – 11H30**

**Present from City of Cape Town:**

Ansie Smith

Nyasha Shango

**Welcome and opening**

Chairperson welcomed all and allowed five minutes for all to join into the meeting. SCM representative presented the tender document and the following was discussed.

**Meeting opening and administrative matters**

The meeting was opened by the SCM representative, who welcomed attendees and provided guidance on the tender submission process.

Tenderers were advised to structure their submissions clearly to facilitate efficient evaluation by the Bid Evaluation Committee (BEC). It was recommended that submissions be compiled in a lever-arch file with clearly labelled dividers, for example:

Divider 1 = Completed tender document

Divider 2 = ISO9001 Certificate, Technical Data Sheets, Safety Data Sheet (as per schedule F.13)

Divider 3 = BEE certificate, etc.

And further dividers for all other required supporting documentation. This approach assists evaluators in easily locating required documentation and improves the efficiency of the evaluation process.

**2) Supplier Registration Requirements**

Tenderers were reminded to ensure that their entities are registered on:

- a) The City of Cape Town Supplier Database
- b) The National Treasury Central Supplier Database (CSD)

Failure to be registered does not disqualify a tenderer from being awarded the contract. However, the City will not process payments or invoices until registration is completed.

Tenderers were therefore strongly encouraged to complete registration prior to contract award.

**3. Overview of the Evaluation Process**

The SCM representative presented a simplified overview of the evaluation process according to the following stages:

**3.1 Stage 1: Mandatory Requirement**

Tenderers must submit a valid ISO 9001 certification (or equivalent) for the manufacturer(s) of the chemicals being supplied.

Tenderers must submit the valid documentation as outlined in schedule F.13.

Failure to submit this documentation will result in the tender submission not being evaluated further.

### **3.2 Stage 2: Administrative Compliance**

Submissions will then be evaluated for compliance with SCM requirements, including but not limited to:

- Declaration of Interest verification
- Preference Points Claim
- Compliance with Pricing Instructions
- Completion of all required schedules

### **3.3 Stage 3: Eligibility for Ranking**

Tenderers who pass the compliance stages will be considered responsive and eligible for ranking.

Ranking will be determined based on Total Adjudication Points (100 points).

### **3.4 Stage 4: Rate Analysis**

Prior to final award, the City may conduct a comprehensive rates analysis on the provisionally top 2 ranked bidders per group. The BEC will assess the price reasonableness. If pricing is deemed unreasonably low the City may request the bidder in question to clearly and convincingly explain and demonstrate how they will successfully and sustainably deliver at the prices identified and if the prices are excessively high, the City may request to negotiate pricing. The SCM representative emphasized the importance of not only pricing according to market conditions and rates, but not pricing too low to try and enhance chances of winning the tender because it may result in those rates being identified as too low. BEC may conduct an assessment on other factors as outlined in clause 2.3.10.5 of the tender document.

## **4. Award Methodology**

The City intends to appoint one (1) Primary Supplier (Winner) and one (1) Alternative Supplier **per group of items**.

Tenderers are not required to tender for all groups. They may submit bids only for groups where all items within that group fall within their scope of supply. If a tenderer bids for a specific group, all items within that group must be priced. Failure to price any item within the group will render the tender ineligible for award for that group.

## **5. Pricing Instructions**

Tenderers must ensure that all prices include transport, delivery, and all associated costs.

Any entry other than a valid price (including blank fields or non-numerical entries) will be interpreted as a null rate (R0).

This may result in the tender being subjected to risk analysis due to unrealistically low pricing.

## **6. Contract Price Adjustment (CPA)**

The contract duration is three (3) years, but tenderers will only price for the first year.

Price adjustments for the subsequent years must follow one of the permitted Contract Price Adjustment mechanisms, including:

### **6.1 Price List Quotation Based CPA**

Used where suppliers rely on manufacturer or supplier price lists.

### **6.2 CPI-Based Adjustment**

Based on Statistics South Africa Consumer Price Index (CPI).

Only 90% of the contract price will be subject to CPI adjustments. 10% remains fixed.

### **6.3 Rate of Exchange (ROE) Based CPA**

Applicable where the tenderer directly imports goods.

This mechanism is not applicable if goods are imported by an intermediary supplier.

**Firm prices for the entire contract duration are not permitted.**

## **7. Preference Points System**

Total Adjudication Points = 100

Price: 80 points

Preference Points: 20 points

Preference points may be claimed for:

Category	Points Breakdown
Women ownership	>75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points
Black ownership	>75% - 100% black ownership: 5 points >50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points 0% black ownership = 0 points

Disabled person/s ownership	>2% ownership: 3 points >0% - 2% ownership: 1.5 point 0% ownership = 0 points
Promotion of EME's and QSE's	Turnover in the last financial year is less than R80 Million = 7 points

Supporting evidence must be submitted in order to qualify the tenderer for the award of preference points. Supporting evidence such as:

- B-BBEE Certificate
- Sworn B-BBEE Affidavit

**Points will only be awarded where the supporting evidence is:**

- 1) Valid
- 2) Confirms eligibility for points claimed

### **8. Main and Alternative Offers**

Tenderers may submit an alternative offer, provided that:

- 1) A fully compliant main offer is submitted
- 2) The alternative offer is submitted separately

The alternative offer will only be considered if the main offer ranks highest.

### **9. Tender Submission Requirements**

Tender submissions must:

- Be physically submitted (electronic submissions are not permitted)
- Be deposited in Tender Box 232 BEFORE the closing time

The tender box is located at the Cape Town Civic Centre, Cape Town.

Closing details:

Date: 25 March

Time: 10:00

The tender box closes automatically at 10:00, and no late submissions will be accepted.

Tenderers using courier services are advised to submit well in advance to avoid disqualification due to late delivery.

## **10. Queries**

All tender queries must be directed to:

[SCM.tenders19@capetown.gov.za](mailto:SCM.tenders19@capetown.gov.za)

Queries must not be sent directly to officials.

## **11. Questions and Answers**

### **11.1 Group 34 – Syringe Filter Membrane**

#### ***Question:***

The specification does not state the required membrane type.

#### ***Response:***

Different membrane types may perform the required function. Suppliers must submit samples for testing. The filters will be tested for:

- Pressure performance
- UV transmittance
- Suitability for high particulate samples

Samples must be delivered to Scientific Services and addressed to Ms Ansie Smith.

### **11.2 Reference Materials vs Standards**

#### ***Question:***

Clarification was requested regarding whether items should be reference materials or standards, particularly in relation to ISO certification and traceability.

#### ***Response:***

The requirement is that products must be traceable to international standards (NIST/ISO or equivalent).

Where inconsistencies exist in the specification tables, corrections will be issued via a Notice to Tenderers.

### **11.3 Group 20 – Specification Error**

An error was identified in the specification referencing analytical grade standards instead of certified reference materials.

#### ***Response:***

This was confirmed as a copy-and-paste error, and the correct requirement is certified reference materials. A correction will be issued.

#### **11.4 Duplicate Items Across Groups**

Possible duplications were identified across groups 32, 41, 57, 95

#### **Response:**

These will be reviewed by the technical team and clarified through a Notice to Tenderers.

#### **11.5 Pricing for Pack Sizes**

#### **Question:**

If items are supplied in packs (e.g., packs of 100), how should pricing be submitted when the tender requires pricing per unit?

#### **Response:**

Where items are supplied in packs (e.g., packs of 100), tenderers must submit pricing converted to a per-unit basis where required. This ensures that the City of Cape Town (CCT) can purchase the exact quantities required, achieving value for money and operational flexibility. Tenderers should reflect this in their pricing and ensure they are able to sustainably meet the CCT's delivery requirements. Furthermore, this ensures fair comparison during price evaluation.

#### **11.6 Sample Submission**

#### **Question:**

Must samples be submitted with the tender submission?

#### **Response:**

Submission of samples with the tender is not mandatory. Tenderers may choose to submit samples at the submission stage at their discretion. The City reserves the right to request samples during the evaluation process, and suppliers are advised to have samples readily available if requested.

#### **11.7 Group 98 – Volume Error**

A specification referenced a 100 litre volumetric flask.

#### **Response:**

This was confirmed as an error. The correct volume is 100 millilitres. An addendum will be issued.

#### **Question:**

11.8. Group 20, you ask for CRMs, which is a very specific category of standards and then in the specs, you refer to "AR" which is not compatible with CRMs.

**Response:**

Group 20 is CRMs. The specs must read the following:

Must be traceable to the National Institute of Standards and Technology (NIST) or as specified and a certificate must be provided to confirm traceability with delivery (See Addenda 1 – Replacement page 78-79).

**Question:**

11.9. In group 85, you ask for multiresidue standards but you do not specify whether these are “standards”, “Reference Materials” or “Certified Reference Materials”, which scientifically and legally mean very different things.

**Response:**

These are the group for standards “Multiresidue Standard Mixes”.

**Question:**

11.10. Group 34, the membrane of the syringe filter is not listed. This is the defining specification of a syringe filter.

**Response:**

We did not specify the membrane type but do require a sample of the syringe filters as requested to test for the applicable specification i.e. high pressure and UV Transmittance.

**Question:**

11.11. Group 98, item 1, the 6 paddle jar stirrer. This is more of a piece of equipment rather than a consumable item. Given that it is grouped together with all the consumable glassware, this makes it impossible for suppliers of glassware to be able to offer on this group with that item in there.

**Response:**

Comment acknowledged. Item removed from tender (see Page 67 Addenda 2 and Page 116-117 Addenda 3)

**Question:**

11.12. Are you able to give us an estimate of quantities/volume per year per group item?

Group 29, 37, 63, 65, 66, 67, 71, 93, 98 and 100.

**Response:**

most of these are low consumption. Orders will be placed once a year. Group 65 and 67 is high consumption where bulk order will be placed every 3 months. Exact quantities not available at present.

**Question:**

11.13. Group 22 item 8. What is the concentration of the tuning solution?

**Response:**

IV-STOCK-74 or equivalent which is a 1ug/L solution

**Question:**

11.14. Group 81 items 1 and 2. Chlorine is unstable and standards cannot be NIST traceable at a specific concentration. Can we substitute this with secondary gel standards.

**Response:**

Please quote for what you can offer and indicate in Schedule F.10 any deviations

**Question:**

11.15. Group 86 Item 11 states Bromide standard as Br for Chloride analysis. Can we assume it is for Bromide analysis?

**Response:**

Yes. Group 86 item 11 is for Bromide analysis

**Question:**

11.16. Group 92 Items 2 and 3 does not have clear size. Can you supply the length and the width of the respective brushes

**Response:**

The bottle brushes is Group 93. See sizes in description column.

**Question:**

11.17. Correction of Volumetric Flask Volume Group 98 item 6 regarding the volumetric flask volume,

**Response:**

Confirming it should be 100 milliliters, (see Page 67 – Addenda 2)

**Question:**

11.18. Group 62 - Must items 3-7 be kwick stiks or pellets?

**Response:**

Items 3-7 must be pellets

**Question:**

11.19. Group 34 pack size

**Response:**

This must be each pack of either 200units or 100units

**Question:**

11.20. Possible duplications were identified across groups 32, 41, 57, 95.

**Response:**

Please submit for all items in all groups and indicate in writing if the product is the same as another item. The BID committee will evaluate. It is under the discretion of the BID committee not to award a group at all.

**12. Closing**

The Chair thanked attendees for their participation and reminded tenderers that all clarifications and corrections discussed during the meeting will be issued formally through a Notice to Tenderers.

**Approval**

I, the chairperson of the Bid Clarification Meeting, confirm the above minutes are correct and a true reflection of the discussions.

SIGNATURE & DATE OF THE CHAIRPERSON: \_\_\_\_\_ (In consultation with members of BSC)