



26G/2026/27 COMPULSARY IN-PERSON CLARIFICATION MEETING MINUTES

Tender Number: 26G/2026/27

Tender Description: Supply and delivery of step-out uniform and equipment for safety and security

Meeting: Compulsory In-Person Clarification

Date: 5 August 2026

Time: 09:30

Meeting Chairperson: Dir. Herschel Solomons

Venue: Disaster Risk Management Centre

1. Opening and Introductions

Dir. Herschel Solomons opened the meeting and introduced the project team.

Introductions included representatives from:

- Traffic Services
- Metro Police
- Law Enforcement
- Safety and Security
- Disaster Risk Management

Dir. Herschel Solomons advised attendees that Claudine Bantom is the appointed Textile Specialist for Safety and Security and is responsible for the development and technical aspects of the specifications. He indicated that technical, textile and standards-related questions should be directed to her.

2. Tender Overview

Dir. Herschel Solomons advised attendees that:

- Tender 26G/2026/27 has been advertised for the supply and delivery of step-out uniform and equipment for safety and security.
- The tender caters for the existing uniforms used by Metro Police, Traffic Services and Law Enforcement.
- The contract period is 36 months from commencement.
- The tender closing date is 31 August 2026 at 10:00.
- The clarification meeting is compulsory.

3. Procurement Process

Dir. Herschel Solomons explained that:

- The tender is a line-item tender.
- Awards will be made per item.
- A successful supplier will be appointed per item, with alternative suppliers identified where applicable.
- Evaluation will be conducted in accordance with the City's procurement processes.

4. Functionality Criteria

Dir. Herschel Solomons explained the functionality evaluation criteria.

Experience

Tenderers must complete Schedule F13A detailing:

- Client names.
- Project descriptions.
- Contract commencement dates.
- Contract completion dates.

He explained that overlapping contract periods would not be counted twice when calculating years of experience.

Eligibility

Reference letters must:

- Relate directly to the experience provided in F13A.
- Be completed using the prescribed F13B template.
- Be completed in full by clients.

Dir. Herschel Solomons stressed that experience and reference letters must correspond with one another.

5. Discussion: Reference Letters

A bidder (International Resource) raised concerns regarding difficulties in obtaining reference letters from City officials.

The bidder stated that: "We are not getting support from members of the City when it comes to asking for references." The bidder further indicated that previous tenders had been disqualified despite attempts to obtain references and the submission of supporting affidavits.

Dir. Herschel Solomons responded that:

- Project managers are obligated to provide reference letters.
- Supply Chain Management should be approached if project managers fail to respond.
- The City cannot amend the tender requirements during the clarification meeting.
- The prescribed tender requirements remain applicable.

6. Mandatory Technical Requirements

Dir. Herschel Solomons advised bidders that:

- Certain line items require mandatory technical documentation.
- Documents may include data sheets, certificates, test reports and compliance documentation.
- Requirements are listed in the specifications and Schedule F13C.
- Mandatory documents must be submitted at tender closing.
- Documents submitted after closing cannot be considered.

7. Pricing and Quantities

Dir. Herschel Solomons explained:

- Tenderers may bid on selected line items.
- The tender is evaluated on a line-item basis.
- Preference points will be scored using the 80/20 system.

Regarding pricing, he stated:

- Prices must be submitted according to the prescribed unit of measure.
- Where the unit of measure is "each", pricing must be per item.
- No minimum order quantities will be guaranteed.
- Future quantities cannot be estimated with certainty due to operational requirements and changing staffing levels.

A bidder (International Resources) requested estimated quantities to assist with pricing. Dir. Herschel Solomons advised that while Safety and Security has over 5,000 uniform members, the City cannot provide guaranteed quantities and procurement is demand driven.

8. Size Pricing

Dir. Herschel Solomons clarified that:

- One price per item must be submitted irrespective of garment size.
- Prices may not vary according to sizes such as Small, Medium, XL or 5XL.
- Tenderers must build all sizing considerations into a single unit price.

9. Delivery Period and Penalties

Dir. Herschel Solomons advised:

- Delivery may not exceed 90 calendar days.
- Calendar days include weekends and public holidays.
- Suppliers must indicate delivery lead times.

He further advised, "My penalties are 15% of each purchase order for late delivery." Where delivery delays are anticipated, suppliers must request extensions before expiry of the delivery period through the Contract Manager.

10. Contract Price Adjustment (CPA)

Dir. Herschel Solomons highlighted the importance of:

- Selecting the correct CPA option.
- Completing all related schedules.
- Submitting CPA requests through the Contract Manager.

He advised that suppliers are bound by their selected CPA option and that incorrect selections may create contractual difficulties later.

11. Samples

The meeting discussed requirements relating to samples.

Dir. Herschel Solomons advised:

- Samples are mandatory where specified.
- Samples must be submitted before tender closure.
- Samples submitted after closing will not be accepted.
- Samples must accurately represent the product offered.

12. Technical Clarification by Claudine Bantom

A bidder (Time Clothing) asked whether samples must be submitted for all items. Ms Bantom explained the structure of the specifications and Schedule F13C.

She advised that:

- Mandatory submission requirements differ between items.
- Some products require test certificates.
- Some require samples.
- Some require manufacturing capability reports.
- Some require product data sheets.
- Some require letters of authorisation.
- Requirements are specifically listed against each item in the F.13C schedule to align with item specifications.

13. Testing Requirements

Ms Bantom explained ISO/IEC 17025 testing requirements.

She advised that:

- Laboratories issuing performance test reports must be SANAS accredited or accredited by an internationally recognised accreditation authority.
- The purpose is to verify product conformity with specification requirements.
- Internationally recognised test reports will be accepted where applicable.

14. Manufacturing Capability Reports

Discussion took place regarding manufacturing capability reports.

Ms Bantom explained that:

- The reports assess a manufacturer's capacity and operational capability.
- The reports assist the City to determine whether suppliers can meet delivery requirements.
- The City's benchmark is generally 80% manufacturing capability or higher.

15. Colour Matching

Questions were raised regarding colour evaluation. A bidder (Integrum) asked whether Delta E readings will be acceptable for colour approval.

Ms Bantom advised that:

- Colour evaluation includes visual assessment.
- Colour matching is to be conducted against supplied colour standards.
- D65 daylight artificial light source conditions should be used for colour assessment.
- The City will evaluate samples against the required colour standards.
- Ms Bantom noted that the D65 daylight requirement for colour assessment shall be included into the tender document upon clarification notice.

16. Tender Extension Request

Several attendees requested a closing-date extension, citing the need to obtain:

- Test certificates.
- Supporting documentation.

- Samples.
- Supplier authorisations and
- labdip colour matching as fabric is sourced locally and internationally and time is needed for development.

Dir. Herschel Solomons advised that:

- The request was noted.
- Requests for extension must be submitted formally to the SCM22 mailbox indicated in the tender document.
- Such requests will be considered through the SCM process and, if approved, communicated by notice to all bidders.

17. Closing Remarks

Dir. Herschel Solomons reminded bidders that:

- Samples must be delivered by hand before tender closure.
- Sample submissions must be made at the address indicated in the tender document.
- Submission registers must be signed.
- Attendance registers must be completed before departure.

He thanked attendees for their participation and adjourned the meeting.

Meeting Adjourned: 10:58am

APPROVAL

I, the chairperson of the clarification meeting, confirm the above minutes are correct and a true reflection of the discussions at the in-person compulsory clarification meeting.

SIGNATURE OF CHAIRPERSON: _____ DATE: _____

(In consultation with members of the in-person compulsory clarification meeting).

