

# Minutes of Clarification Meeting

**Tender Number:** 217G/2024/25

**Project:** Supply and Delivery of Paper for Office Use

**Date:** 11 April 2025

**Time:** 08:00 AM

**Platform:** Virtual

**Chairperson:** Mr. Shrinivasan Govender

**Attendees:** Bidders and City of Cape Town Officials

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## 1. Welcome and Introductions

- **Chairperson:** Mr. Shrinivasan Govender opened the meeting and introduced the purpose of the session.
- **Team Introduction:** Ms. Jamie Leigh Alexander and others present were introduced.

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## 2. Purpose of Meeting

- The meeting aimed to clarify tender requirements, not to go through the full document.
- Bidders are expected to have read and understood the tender document prior to submission.

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## 3. Tender Overview

- **Tender No:** 217G/2024/25
- **Description:** Supply and Delivery of Office Paper
- **Estimated Tender Value:** R56,929,000
- **Contract Duration:** 36 months (starting 1 August 2026, subject to change)
- **Closing Date:** 29 April 2025 at 10:00 AM
- **Tender Box No.:** 226
- **No. of Items:** 47
- **Award Methodology:** Per line item, bidders may tender for any or all items.
- **Communication:** Queries to be emailed to [finance.tenders@capetown.gov.za](mailto:finance.tenders@capetown.gov.za) with tender number in the subject line.

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## 4. Supplier Registration

- Bidders must be registered on the CCT Supplier Database.
- Registration forms are available from the Supply Chain Management Office.
- In joint ventures, each party must be registered separately.

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## 5. Eligibility and Compliance

- Bidders must submit fully responsive tenders with all required documentation.
  - Only one brand per item will be accepted.
  - Supporting documents such as product datasheets or images proving technical compliance must be submitted.
  - No deviations from specifications will be allowed.
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## 6. Functionality Criteria

- **Experience (50 points):** Based on years of experience in office stationery supply.
  - **Contract Value (50 points):** Based on verified contract/purchase order values.
  - **Minimum Score Required:** 60/100 to proceed to price evaluation.
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## 7. Validity Period

- Offers must remain valid for 120 days from the closing date.
  - Goods remain valid for 12 months after the original validity period.
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## 8. Preference Points

- Evaluation based on a 90/10 system:
    - Race: 3 points
    - Gender: 3 points
    - Disability: 1 point
    - Promotion of SMMEs: 3 points
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## 9. Pricing Schedule (C4)

- 47 items to be priced individually with unit prices, brand, supplier, and lead times clearly indicated.
  - Attention must be paid to the unit of measure (e.g., ream vs. box).
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## 10. Specifications

- All paper must be matte finish unless otherwise specified.
- No changes to brands are permitted during the contract without prior written approval.
- Failure to meet delivery commitments may result in reallocation to alternate suppliers.

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## 11. Contract Price Adjustments

- Prices must remain firm for the first 12 months.
  - CPA applicable only in year 2 (months 13–24) and year 3 (months 25–36).
  - CPA Method: Either CPI or Price List (not both); manufacturers may not choose the price list option.
  - CPA requests to be submitted to [contracts.cparequest@capetown.gov.za](mailto:contracts.cparequest@capetown.gov.za).
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## 12. Questions and Clarifications

- **Local vs. Imported Paper:** Any brand meeting specs is acceptable, local content not required.
  - **Brand Substitution:** Only permitted with written approval from the City.
  - **Stock Availability:** Suppliers must ensure consistent availability; disruptions may impact contract performance.
  - **Price Stability Concerns:** Bidders raised concerns over pricing being fixed far in advance; written response from City to follow.
  - **Certification:** FSC certification is required; no additional certifications like ISO are requested unless specified.
  - **Comment:** A bidder expressed concern over lack of local preference; noted by the City.
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## 13. Closing Remarks

- Bidders reminded to complete and submit all required schedules and supporting documents.
- Meeting was adjourned following a final Q&A session.