



CITY OF CAPE TOWN

Tender 260S/2024/25 Clarification Meeting

Date: 27 May 2025

Venue: Teams

Item	Action	Responsible Person
1.	Opening & Welcome	Carl Martin
2.	• welcomed all and introduced the City's staff at the clarification meeting • It was requested by CM that all service providers insert their company email addresses and contact details in the IM for minute purposes. • The Tender description is, appointment of a service provider to provide temporary employment services to Corporate Human Resources Tender no: 260S/2024/25 • presented the final tender document and focused on the functionality , Pricing schedule and specifications • The contract period is 36 months from the commence date of the contract. • The closing date of the contract is the 9th June 2025 at 10:00am • This is not a compulsory meeting but strongly recommended. • Functionality is completed in two different categories, medical and non-medical. • You will not be penalised if you only apply for one category. • Letters of reference, at least three from client organisations to confirm experience in the recruitment and selection placement. • explained the functionality portion and the point allocation for each functionality. • A question was raised, if the service providers can separate the tenders for medical and non-medical.it was confirmed that yes, they may. • CM informed all tenderers that the City of Cape Town rates hourly rates was not included in the pricing schedule, but confirmed that SCM has sent out a notice to all tenderers. • confirmed that there would only be one tender fee required to be paid with one envelope just separating medical and non-medical. • Documents can be collected on the 2nd floor, Civic Centre Cape Town. • Only hard copies may be collected from the Civic Centre Cape Town which tenderers will have to pay for. Tenderers were also informed that they can download it from the website, it will be free.	

3.	Questions that had to request from SCM • Annexure C page 108 is not required to be completed. • PPE on workers – The service provider that the City is currently using will be forwarded to the successful tenderer/s • The Cape Town civic centre opens at 07:00am , on business week days • Page 117, the table in the document list what documents must be provided. Meeting concluded at 11:25	

Minutes taken by. _____

Approved by _____

Carl Nigel Martin

Digitally signed by
Carl Nigel Martin
Date: 2025.05.30
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