

TENDERS CLARIFICATION MEETING



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

NON-COMPULSORY MEETING
HELD ON 10 JULY 2025 @ 10H00 (MS TEAMS)

TENDER NO: 326G/2024/25

TENDER DESCRIPTION: SUPPLY AND DELIVERY OF VARIOUS LIGHT COMMERCIAL AND PASSENGER VEHICLES

Attendees for City of Cape Town (CoCT)

1. Mr. [Name]
2. Mr. [Name]

Guest Attendees

1. Mr. [Name]
2. Mr. [Name]
3. Mr. [Name]
4. Mr. [Name]
5. Mr. [Name]
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98. Mr. [Name]
99. Mr. [Name]
100. Mr. [Name]

Welcome & Introduction – Moegamat Taahir Jacobs

MTJ welcomed everyone to the meeting and introduced the CoCT attendees. He advised that this is a non-compulsory clarification meeting for tender 326G/2024/25 and emphasised the following general information.

Tender Description: **SUPPLY AND DELIVERY OF VARIOUS LIGHT COMMERCIAL AND PASSENGER VEHICLES**

It was highlighted that this tender is for the items which was not awarded on the previous tender, 213G/2023/24.

Contract Period: Will be from date of commencement up to 31 August 2028.

Closing date of the tender is 30 July 2025 at 10h00. Box number for the tender is 190.

Any questions and queries can be emailed to: SCM.Tenders4@capetown.gov.za and Fleet.Tenders@capetown.gov.za

It was emphasised that any queries related to the specification or price, these can be sent via email and it will be discussed internally. If required, a notice in response to these queries will be sent out.

Conditions of Tender

The following point clauses of the Conditions of Tender were highlighted.

Clause 2.1.5.1 of the Procurement Procedure – the award of the tender will be per main item and to three tenderers per main item, being one Main tenderer and two Alternative tenderers.

3. CONDITIONS OF TENDER

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

The CCT intends to appoint three tenderers (the highest ranked tenderer ("the winner") and in addition two "alternative tenderers") **per main item**. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

The contract period shall be from date of commencement upto 31 August 2028.



Tenderers Obligation

Attention was drawn to clause 2.2.1.1.3 which requires tenderers to submit additional requirements with their tender submission in respect of Items 1 to 14. Tenderers must adhere to this clause in respect of the stated items. It was reiterated that only these tenders who are compliant with the below will be declared responsive and the requirements must be included with tender submission.

4. TENDERERS OBLIGATION

2.2.1.1.3 Additional submission requirements for this tender must be submitted with the tender submission (Item 1 – 14 Only)

Only those tenderers that are compliant with the requirements below, will be declared responsive.

Tenderers will be deemed non-responsive if the below is not supplied with their tender submission:

a) Tenderers must submit documentary proof of registration as an OEM approved motor dealer. **Documentary proof, in the name of the Tendering Entity, must be in the form of either:**

- 1) A letter from the Original Equipment Manufacturer confirming that the tenderer is an approved dealer for all the vehicles offered on tender,
or
- 2) A copy of the franchise agreement or dealer agreement with the Original Equipment Manufacturer,
or
- 3) Documentary proof from the Provincial Government as a "motor dealer or manufacturer".

b) Complete **C.5 SPECIFICATION(S): COMPLIANCE TO TECHNICAL SPECIFICATION** in full for each of the items tendered for.

c) Confirmation that the fitment of the Automated Fuel System will not affect the vehicle warranty.

d) Confirmation that the Vehicle Monitoring System will not affect the vehicle warranty.



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It was further highlighted that C.5 Specification(s): Compliance to Technical Specification must be completed.

Tenderers are to note that the specifications have slightly been changed/moved in this tender document as compared to the previous Vehicle tender, in terms of what needs to be completed. Certain parts of the specification which is the same for all the vehicles has been moved included in the standard specification, and that which has always been included in the standard specification. It is therefore important for tenderers to thoroughly read the technical, detail specifications and the standard specification in conjunction with each other.

4. TENDERERS OBLIGATION

2.2.1.1.4 Additional submission requirements for this tender must be submitted with the tender submission (Item 15 – 16 Only)

Only those tenderers that are compliant with the requirements below, will be declared responsive.

Tenderers will be deemed non-responsive if the below is not supplied with their tender submission:

- a) Proof of Certification/Accreditation by National Regulator for Compulsory Specifications for Manufacturer/importer/Builder.



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Price Schedule

Attention was drawn to Clauses 5.8, 5.9, 5.10, 5.11, 5.12, 5.13 and 5.14 of the Price Schedule as per below. Tenderers are to note these and thoroughly read through the Price Schedule.

5. PRICE SCHEDULE

5.8 Prices submitted for main item and sub-items must be calculated and completed in the total price in the pricing schedule.

5.9. Tenderers must price for all optional extras as it appears in the Price Schedule to be considered responsive, as the Total Unit Price will be used as the evaluation price. The City of Cape Town reserves the right to purchase any quantities for any of the items listed.

5.10. Where an item is supplied as a factory fitment and comes at no cost, tenderers are to indicate this in the make and model column in the Price schedule, no additional costs will be considered for these units.

5.11. The maintenance plan cost, service plan cost and warranty plan cost must be included in the Total Unit Price, as it will form part of the evaluation price.

5.12. Tenderers must include, the licensing, registration, number plates costs and all other associate costs in the tender price (main item) as a once off cost. No periodical costs mentioned will be accepted.

5.13. Although it is anticipated that only white vehicles will be required, tenderers must note that any colour may be required. Tenderers may not submit different prices for different colour vehicles. One price irrespective of colour must be submitted; this applies to body accessories as well (for example canopies, roof racks etc.).

5.14. For further details of the optional/extras refer too C.5 SPECIFICATION(S):DETAIL SPECIFICATION OF OPTIONAL/ EXTRAS.



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It was advised that there are 16 Items that are to be priced for as per below.

5. PRICE SCHEDULE

Item	Description
1	SEDAN MOTOR CAR (COMPACT SEDAN) (61KW TO 70KW) (MANUAL)
2	SEDAN MOTOR CAR (COMPACT SEDAN) (61KW TO 70KW) (AUTOMATIC)
3	SEDAN MOTOR CAR (COMPACT SEDAN) (110KW TO 127KW) (MANUAL)
4	HIGH PERFORMANCE 4/5 DOOR MOTOR CAR (CROSSOVER) (AUTOMATIC) (LEVEL 2 SPECIFICATIONS)
5	HIGH PERFORMANCE 4 DOOR MOTOR CAR (COMPACT SEDAN) (AUTOMATIC) (LEVEL 3 SPECIFICATIONS)
6	1/2 TON 4X2 SINGLE CAB (LIGHT COMMERCIAL VEHICLE) (60KW TO 75KW) (MANUAL)
7	1 TON 4X4 SINGLE CAB LDV (LIGHT COMMERCIAL VEHICLE) (130KW TO 160KW) (MANUAL)
8	1 TON 4X2 DOUBLE CAB LDV (LIGHT COMMERCIAL VEHICLE) (90KW TO 99KW) (MANUAL)
9	1 TON 4X2 DOUBLE CAB LDV (LIGHT COMMERCIAL VEHICLE) (90KW TO 99KW) (AUTOMATIC)
10	SPORTS UTILITY VEHICLE 4X2 SUV (MEDIUM SUV - BODY ON FRAME) (110KW TO 150KW) (AUTOMATIC)
11	SPORTS UTILITY VEHICLE 4X4 SUV (MEDIUM SUV - BODY ON FRAME) (110KW – 150KW) (AUTOMATIC)
12	SPORTS UTILITY VEHICLE 4X4 SUV (MEDIUM SUV - BODY ON FRAME) (110KW – 150KW) (AUTOMATIC)
13	SPORTS UTILITY VEHICLE 4X4 SUV (LARGE SUV) (150KW – 200KW) (AUTOMATIC)
14	8 - 9 SEATER MINIBUS MPV (MULTI-PURPOSE VEHICLE) (80KW TO 150KW)
15	MEDIUM SUV – LEVEL B4 ARMOURING
16	MEDIUM SUV – LEVEL B6 ARMOURING

Specifications

Tenderer's must fully review the Tender Specifications and ensure adherence to it with their tender submission.

6. C.5 SPECIFICATION(S)

GENERAL SPECIFICATION

1. GENERAL SPECIFICATIONS FOR MOTOR VEHICLES
2. TYRES
3. PICK-UP AND LIGHT DELIVERY TYPE VEHICLES
4. PREPARATION OF STEEL
5. PAINTING
6. TOW HITCHES
7. TRAILER LIGHT SOCKET
8. LICENSE NUMBER PLATE
9. FOUR – WHEEL DRIVE VEHICLE
10. STANDARD REQUIREMENTS
11. SAFETY BELTS
12. BATTERIES
13. GUARANTEE
14. WARRANTY
15. OCCUPATIONAL HEALTH AND SAFETY
16. RUSTPROOFING
17. COMPULSORY SPECIFICATIONS
18. EMISSIONS CONTROL
19. MICRODOTS
20. DIRECTIONAL STABILITY CONTROL DEVICES/SYSTEMS
21. VEHICLE MONITORING SYSTEMS
22. ON ROAD FUELLING SYSTEM
23. CUT OUT SWITCH
24. AIR-CONDITIONING SYSTEMS
25. TRADE NAMES OR PROPRIETY PRODUCTS



6. C.5 SPECIFICATION(S)

COMPULSORY SPECIFICATIONS FOR EACH VEHICLE AS PER THE LIST IN ABOVE UNDER PRICE SCHEDULE

DETAIL SPECIFICATION OF OPTIONAL/ EXTRAS

1. BLUE TOOTH DEVICE
2. SMASH AND GRAB WINDOW FILM
3. TRAFFIC PACKAGE 1
4. LOW PROFILE FULL LENGTH HIGH BRIGHT LED MODULE LIGHTBAR
5. LOW PROFILE BRIGHT LED MODULE MINI LIGHTBAR
6. ELECTRONIC SIREN AND PUBLIC ADDRESS SYSTEM
7. EMERGENCY GHOST LIGHT PACKAGE
8. REAR INTERIOR AND GRILLE LIGHTS
9. SIREN UNIT (OPTION 2)
10. BRANDING
11. DECALS
12. ELECTRICAL JUNCTION BOXES (MPI)
13. REV AND SPEED LIMITER
14. FIBREGLASS CANOPY WITH REAR HALF DOOR
15. ALUMINIUM CANOPY
16. RETRACTABLE LOADBOX COVER
17. ALUMINIUM CANOPY WITH DRAWER SYSTEM
18. CANOPY LIGHTS
19. VEHICLE ARMOURING SPECIFICATIONS
20. MAINTENANCE, SERVICE AND WARRANTY PLANS
 - 20.1 MAINTENANCE PLAN
 - 20.2. SERVICE PLAN
 - 20.3. WARRANTY PLAN



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The additional optional/extra's is required and not necessarily applicable to all vehicles.

It was advised that 2 queries have been received as it relates to the branding stickers, and in response to these queries a Notice will be sent out with pictures of the branding stickers that is required.

Contract Price Adjustment

Contract Price Adjustment (CPA) is applicable to this tender. It makes provision for the Manufacturer's Price List, it can be applied for on a quarterly basis and is effective from date of commencement of contract.

7. CONTRACT PRICE ADJUSTMENT

- **Schedule F.1: Contract Price Adjustment and/or Rate of Exchange Variation**

Any claim for variation in the contract price (either CPA or RoE adjustments) must be submitted in writing:

i. By letter to:

Director,

Corporate Service:

Fleet Management, City of Cape Town,

P O Box 655, Cape Town,

8000

or

ii. By email to: CorporateFleet.Contracts@capetown.gov.za



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Schedule F.13 - Information to be provided with the tender

Is a reiteration of the Eligibility requirements in respect of documentation that must be submitted with tender submission.

Saved to this PC

8. SCHEDULE 13: Information to be provided with the tender

The following information **must** be provided with the Tender Submission:

Documents to be provided and/or completed (For Item 1 – 14 Only)	
a)	Tenderers must submit documentary proof of registration as an OEM approved motor dealer. Documentary proof, In the name of the Tendering Entity, must be in the form of either: 1) A letter from the Original Equipment Manufacturer confirming that the tenderer is an approved dealer for all the vehicles offered on tender, or 2) A copy of the franchise agreement or dealer agreement with the Original Equipment Manufacturer, or 3) Documentary proof from the Provincial Government as a "motor dealer or manufacturer".
b)	Indicate if the Compliance to Technical Specification tables have been fully completed for each of the tendered products/items .
c)	Confirmation letter that the fitment of the Automated Fuel system will not affect the vehicle warranty.
d)	Confirmation letter that the fitment of the Vehicle Monitoring system will not affect the vehicle warranty.



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The below required documents for Item 15 and Item 16 pertains to the armouring of the vehicles.

8. SCHEDULE 13: Information to be provided with the tender

and/or

Documents to be provided and/or completed (Item 15 – 16 Only)
a) Proof of Certification/Accreditation by National Regulator for Compulsory Specifications for Manufacturer/importer/Builder.



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9. WARRANTY PERIODS

15. Warranty

Add to Clause 15.2:

15.2 The warranty for this Contract shall remain valid as stipulated below:

For items 1 – 14 only, the following warranty is applicable:

Tenderers must offer the price of a 5year/150 000km (minimum) warranty plan which covers any mechanical failure resulting from a defect in an original part. During the designated warranty period of time or mileage as described, the service provider must repair or replace any part of the vehicle which proves defective in materials and workmanship.

Should the vehicle be offered with a standard manufacturer's warranty period which is shorter (in years and or kilometres) then tenderers must offer a top-up price only. Such warranties or top-up warranties must cover labour, parts and components.

For example:

- If the vehicle is offered with a standard manufacturer's warranty of 5years/ 150 000km, then no additional costs to be provided in the pricing table.
- If the vehicle has a standard manufacturer's warranty of 2years /60 000km, a price for the balance of the 3years/90 000km must be provided.
- If no standard warranty is available, then a price for a full 5year/150 000km warranty must be provided. Tenderers will be fully responsible for the administration of the warranty plan.



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It was highlighted that tenderers are to take of the minimum warranty that is required in addition to the vehicle warranty, is shown below.

It was informed that this requirement would generally form part of what we refer to as the SCC, the Special Conditions of Contract. It must be noted that it is no longer in the table for the vehicles where it was listed in previous tenders. This now needs to be completed and therefore it is listed in the SCC.

9. WARRANTY PERIODS

For items 15 – 16 only, the following warranty is applicable:

The minimum warranty period associated with the installation of the armouring is 5 calendar years from date of completion. Prospective service providers are required to denote in the bid submission the indicative warranty period associated with its bid submission.

Tenderer to note that the installation of the armouring and any associated installation shall not affect the vehicles warranty as stated above **"for items 10 - 12 only"**. A letter from the respective manufacturer shall be issued to the City of Cape Town prior to acceptance of the vehicle after it has been armoured.

Tenderer to note additionally to the vehicle warranty a minimum warranty for the following would be required:

- Electrical Fitments (optional/extra) – Minimum 1 Year Warranty
- Body/Fitment (optional/extra) – Minimum 3 Year Warranty
- Decals/Branding (optional/extra) - Minimum 7 Year Warranty.
- Vehicle Battery – Minimum 18 Months Warranty
- Manufacturer's Rust - Minimum of 3 Year Warranty



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It was further emphasized that tenderers are to thoroughly review the tender document and take note of the information under the different headings. Tenderers are to be cognizant that the document has changed as to how it was drafted with the previous vehicle tenders.

Questions

LC – Requested that all tenderer's thoroughly read the tender document and understand the requirements of the tender and the eligibility criteria. LC also reiterated that tenderers should try not to include their own terms and conditions which is contrary to the Special Conditions and General Conditions of the Contract of this tender. It was further advised that multiple bids will not be considered, and if a tenderer has more than one branch, for example, that only the main entity or a branch tender on behalf of the entity and not each branch submit a separate tender, as this is considered as multiple bids.

Ansley Kanday - Sought clarity on whether the city is specifically looking for supply and delivery solution directly from OEMs or is this opportunity also extended to bidders would like to propose a leasing solution.

MTJ – Confirmed that this tender is only for the supply and delivery of vehicles. The tender for hire and lease of vehicles is a separate tender which was advertised and has already closed.

Sonja – Enquired if this tender has been advertised due to items not available on the previous tender.

MTJ - confirmed that it is for items not awarded on the previous tender.

Sonja – Enquired if the reasons, for items not awarded, has been sorted as it seems like some of those reasons have still pulled through to this tender.

MTJ – Advised that some of the items were tendered for however, tenderers are not only found non-responsive due to the specifications. There are various reasons that tenderers are made non-responsive and includes material deviations, multiple bids and so forth.

Sonja – Advised that some of the items included in this tender has been discontinued from the South African market, and in a case like this, why is an item included if it is no longer available in the country?

MTJ – Requested Sonja if she can forward her query on this via email in order that they may look into it internally and provide a response.

LC – Further added that on items that have been discontinued, we require evidence as well in that regard. Requested Sonja to provide evidence that those items referred to has been discontinued by the supplier.

Closing

MTJ reminded tenderers that one Notice has been sent out, and tenderers are to insert the replacement page for the applicable items with the tender submission.

MTJ thanked everyone for their attendance and once again reiterated that any enquiries and further questions can be emailed to Fleet.Tenders@capetown.gov.za and SCM.Tenders4@capetown.gov.za

Meeting closed at 10h27.