

Safety & Security
248G/2025/26 Non-Compulsory Clarification
Meeting Minutes



Tender Description: Supply and delivery of Bluetooth mobile printers and mobile device accessories for field officers within Safety and Security, City of Cape Town.	
Meeting: 248G/2025/26 Clarification Meeting	
Venue and Time: MS Teams, 12:00am on the 15 th June 2026.	
Attendees: CCT representatives and attendees	
Apologies: None	
No.	Item
1.	Welcome • Chair opened the meeting, welcomed all attendees.
2.	Agenda • Tender Details • Background • Specifications • Functionality • Pricing • Tender Clauses
3.	Tender details • Chair provided an overview of tender 248G/2025/26 for the supply and delivery of Bluetooth mobile printers and accessories for field officers in the City of Cape Town's Safety and Security Directorate, outlining the contract period and tender timelines.
4.	Background • Chair gave an introduction and background for this tender. Presentation attached.
5.	Specifications • Chair detailed and explained specifications and mandatory requirements. Presentation attached.
6.	Functionality • Chair explained the functionality scoring criteria which covered Experience, Track Record and Number of Units sold. He indicated that the minimum requirement is 60 out of 100, if the requirement is not met, the tenderer will be non-responsive. • An attendee stated that some government departments refuse to give reference letters, asked if they can send company details with contactable references instead of reference letters? • Tender PM asked Chair if he can respond back to all attendees with a response from SCM to say that we can waive the reference letter.

7.	Pricing • Chair presented the different items and explained that the Price per unit (excluding VAT) must be captured. • Tender PM indicated that Item 1.1 is mandatory and further noted that Items 2.1 and 2.2 are not mandatory but it's a strong requirement. • An Attendee asked if rates for year 2 and 3 can be revised after the tender submission? • Tender PM advised suppliers to consider prices escalations when submitting their pricing, as there won't be price refreshers.
8.	Tender Clauses Chair presented the some of the tender document clauses below: • 2.1.5 Procurement Procedures (2.1.5.1 General). • 2.2.1.1.7 Provision of samples. • An Attendee asked if they submit their tender response via CSD or must register via CCT portal. Chair they must register on CSD, as its report will be required as part of SCM checks. • Tender PM further advised that all submissions are via the CCT tender process as per the tender instructions. • 2.2.8 Seek clarification • Chair stated that on the tender document there will be a SCM email address that will used to raise questions and get any clarification. The email address is scm.tenders25@capetown.gov.za • 2.2.9 Pricing the tender offer
9.	Action: Chair to check with SCM if we can waiver the reference letter.
10.	Closure: Chair thanked everyone for attending session and closed the meeting at 12:37.

I, the Project Manager of the non-compulsory briefing session, confirm the above Minutes/Questions/Answers are correct and a true reflection of the discussions at meeting.

SIGNATURE OF THE PROJECT MANAGER: _____ DATE: _____