

Tender Clarification Meeting Minutes

Tender No: 44G/2026/27

Tender Description: Supply, Delivery, Installation and Off-Loading of Firearm Safes

Chairperson: Director A. Lambrechts

Date: 11 September 2026

Time: 10:00 AM

Platform: Microsoft Teams

Opening Statement

Good morning,

Welcome to the clarification meeting for Tender 44G/2026/27: Supply, Delivery, Installation and Off-Loading of Firearm Safes.

Attendance will be confirmed through the participant list and by each attendee entering their full name, designation, organisation, and email address in the IM/chat function. This will serve as the attendance register and confidentiality undertaking.

Inspector Van De Rhee will be responsible for collating the attendance register. Please ensure your details are typed clearly in the chat so they can be captured accurately.

Before we proceed, may I confirm whether an SCM practitioner is present in this session to provide compliance inputs and record proceedings.

Tenderers were reminded that **no verbal questions will be entertained** during this clarification meeting. SCM will issue formal written responses. Only written responses issued by SCM are binding. No verbal communication in this meeting shall be binding.

Inspector, please add the email address for any questions into the IM:
Anthony.Lambrechts@capetown.gov.za

Inspector Van De Rhee was requested to display Notice to Tenderers

Tenderers were advised to take note of Notice to Tenderers No. 1 (dated 09 September 2026), which forms part of the contract documentation and must be recorded in Schedule F.12. In terms of this notice, tenderers are required to replace pages R-20 to R-21 (Table B1 only) and R-76 to R-85 (Schedule F.4) with the updated versions issued. The revised Table B1 sets out the preference points allocation under the 80/20 system for awards above R750 000 and up to R50 million, while the updated Schedule F.4 provides the Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022.

Scope of Discussion

We will only address matters directly related to the published tender document, including:

- Tender description and scope of work
- Submission requirements and deadlines
- Mandatory documentation and compliance criteria
- Functionality scoring and evaluation criteria
- Specifications and installation standards
- Appeals and objections procedures

Pricing strategies, competitor information, or matters outside the scope of this tender will not be discussed.

1. General Tender Information

- Advertised: 21 August 2026
- Closing Date: 21 September 2026 at 10:00 AM
- Tender Box Number: 188, Civic Centre, 12 Hertzog Boulevard, Cape Town
- Tender Fee: R200 (non-refundable, applicable only for hard copies)

2. Conditions of Tender

- Tenderers must comply fully with all requirements in the document.
- Abuse of the SCM system will result in rejection, cancellation, or restriction.
- Conflicts of interest must be declared.

3. Tenderer's Obligations

- Eligibility requires full compliance with SCM Policy, tender specifications, and mandatory schedules.

- Mandatory submission of valid **SANS compliance certificate** and **ISO 9001 documentation** in the tenderer's own name. Certificates in another entity's name without a JV agreement will render the bid non-responsive. Tenderers are reminded that all safes supplied and installed must comply with the latest published version of SANS 953-1:2018 (Edition 2.00)
- Samples may be requested as per specifications.

Shahnaaz comment: Reference made to clause 2.2.1.1.5. If I may, come in here, Director, because we obviously just want to stress the importance of the mandatory requirements. So, you would see in the third bullet point, or while the second paragraph, it says the following will be applicable to the above mandatory requirements. So, the mandatory requirement was outlined by the Director in terms of what certification is required. And then furthermore, it says that the following will be applicable to the above mandatory requirements which bidders are to adhere to should the tendering entity not implement the full scope of services required under this contract and enter a partnership.

So, there may be people in this meeting who have previously tendered for a tender of this nature, but the difference this time around is that it's not only a supply tender, it's a supply, delivery and installation. So, there's three components to the scope of work within this tender. And therefore, we are assessing the importance of the mandatory requirements.

And it says under the 2nd and the third bullet point that the certificate issued to other companies will only be accepted if accompanied by a legally binding JV agreement or where subcontracting arrangements are intended for any portion of the work, such as, for example, either the supply or the installation component.

This will be accompanied by a signed undertaking of the intent to subcontract and signed by both parties. So, if company A provides the tender bid and the ISO certificate is in a different company's name, we would like to see that there is an agreement a subcontracting arrangement or JV agreement between those two companies, because we cannot accept a certificate in the name of a different company if they are not party to the bid in the form of a subcontracting or JV agreement. Hope that clarifies. Thanks, Director.

4. Submission Requirements

- Tender documents must be completed, signed, and submitted in sealed envelopes with the correct endorsement.

- If too large for the box, alternative instructions must be obtained at the Tender Distribution Office.
- Late submissions will not be accepted under any circumstances.

5. Procurement Procedures

- The contract period is 36 months from commencement.
- The City intends to appoint two tenderers – the highest ranked tenderer (“the winner”) and one alternative tenderer – for the allocation of work.
- Orders will ordinarily be placed with the winner on a **winner-takes-all basis**. Only if the winner declines, fails to accept within the prescribed period, cannot demonstrate sufficient manufacturing capacity, or fails to meet delivery, certification, or performance standards, will the order be offered to the alternative tenderer.
- The City reserves the right to appoint fewer tenderers, or none at all, if insufficient responsive bids are received.
- The City may also cancel the tender if circumstances change, funds are unavailable, or no acceptable tenders are received.
- Placement of an order with the alternative tenderer shall not give rise to any claim for compensation, damages, or loss of profit by the winner.

6. Appeals and Objections

- Objections must be lodged within 14 days of a decision.
- Appeals under Section 62 of the Systems Act must be submitted within 21 days to the City Manager.
- Administrative fee: R300, with surcharges for frivolous appeals.

7. Supplier Database Requirements

- Tenderers must be registered on the **City of Cape Town Supplier Database**. Registration must be current and maintained throughout the contract period.
- If a joint venture is bidding, each party must be individually registered.
- Tenderers must also be registered on the **National Treasury Central Supplier Database (CSD)**. Registration must be updated and kept valid at all times.
- This is a mandatory compliance requirement — failure to register = non-responsive bid.
- It is the bidder's responsibility to ensure their information is correct and up to date.
- The City will not process orders or payments if registration is incomplete or outdated.

8. Functionality Criteria

- Functionality scoring is mandatory. Minimum qualifying score: **60 out of 100**.
- Functionality relates specifically to the tenderer's own past experience in the supply and installation of **SABS-approved Type B3 firearm safes in vehicles**.
- Evidence must be complete, dated, and verifiable. Reliance on third-party projects without a valid JV agreement is prohibited.

Criteria 1: Photographic Evidence and Installation Certification (40 points per project)

- Secure mounting of the safe in the vehicle (10 points)
- Safe's serial number and SABS certification label (10 points)
- Safe in operational condition post-installation (10 points)
- Proof of installation certificate (10 points)

Criteria 2: Reference Letters (10 points per project)

- Client name
- Project description
- Vehicle(s) in which installation was completed
- Confirmation of certification upon completion
- Performance of service provider in terms of delivery times and workmanship

Scoring Requirements

- At least three completed installations of Type B3 safes.
- Evidence must be the tenderer's own work.
- Missing photographs, certificates, or incomplete reference letters = zero points.
- Joint Ventures must clearly state which party undertakes each aspect of the work.

Shahnaaz comment: If I may come in there, please, Marilyn, before you move on, the attention of the bidders is drawn to the additional clarifications bullet point below the table. It says evidence must be the Tenders own work. When we say that Tenders own work, we are also accepting that of yourself and your subcontractor or yourself and your JV partner because you will be tendering as one entity. Reliance on third party projects is prohibited.

So, in other words, if you tender as a single entity, we cannot accept the work of a different company that is displayed in your tender submission. We will accept it on the basis that there is a partnership or subcontracting agreement, then it can be considered. The projects have been divided into three, as well as industry experience in the supply of safes. So that makes up your total of 100 points, 30 points per project. So, within the different breakdown of the points, you need to achieve a minimum of 60 points.

The points breakdown will guide you in terms of how the points will be allocated, especially when it comes to criteria number one for each of those projects that you will submit. The breakdown is 5 points per category or per subject. category in the photographic evidence that we are looking at. So, you may, for example, in criteria number one, you may score a full 20 points if you are able to display photographic evidence of all four bullet points required.

If you are unable to, it's not eligibility, we will then score you according to the evidence that you have submitted. And then as Director had said, a total of 60 out of 100 is what we need to achieve to be declared responsive for the functionality criteria. Thank you.

9. Specifications

Ms Van De Rhee read the specifications directly from the published tender document. Tenderers were reminded that these specifications are binding and must be complied with in full. No verbal interpretation, amendment, or technical advice was provided. Tenderers must rely solely on the published specifications and any official addenda issued by SCM.

SECTION 1: Supply, Delivery and Offloading

- 1.1 Type A1 Rifle Firearms Safes
- 1.2 Type B1 Wall-Mounted Key Firearms Safes
- 1.3 Type B2 Long Weapon Firearms Safes
- 1.4 Type B3 Vehicle Handgun Safes

SECTION 2: Supply, Delivery, Offload and Installation

- 2.1 Type A1 Rifle Firearms Safes – installation per C.5 Specifications
- 2.2 Type B1 Wall-Mounted Key Firearms Safes – installation per C.5 Specifications
- 2.3 Type B2 Long Weapon Firearms Safes – installation per C.5 Specifications
- 2.4 Type B3 Vehicle Handgun Safes – installation per C.5 Specifications (refer to safe size under 3.4.1)

- 2.5–2.9 Type B3 Long Weapon Safes – installation per C.5 Specifications (refer to safe sizes under 3.4.2–3.4.6)

SECTION 3: Installation Only

- 3.1 Type A1 Rifle Firearms Safes – installation per C.5 Specifications
- 3.2 Type B1 Wall-Mounted Key Firearms Safes – installation per C.5 Specifications
- 3.3 Type B2 Long Weapon Firearms Safes – installation per C.5 Specifications
- 3.4 Type B3 Vehicle Handgun Safes – installation per C.5 Specifications

10. Compliance Reminder

Tenderers were reminded that non-compliance with mandatory requirements (e.g., certificates not in the bidder's name, missing photographic evidence, reliance on third-party projects, late submissions) will result in rejection. These requirements remain compulsory in this tender.

Shahnaaz comment: All formal communication regarding this tender, any queries regarding the specification, or the content of this tender, whilst you may copy Director Anthony Lambrechts in it, you must send the communication primarily to SCM.Tenders30@capetown.gov.za because that is the primary source of communication.

For all matters related to this tender, unless a tender notice gets issued by the tender office. So, all communication and queries related to this tender must be addressed to the SCM. Tenders City e-mail address. Just on the notices, Director, I entered a couple of minutes late. Again, my apologies for that. So tender notice number one has been issued. And I also want to stress to the bidders that if you have not purchased a tender document from the tender office, where you would leave your contact e-mail addresses, you will not receive the tender notices. If you do not receive any tender notices, it may severely impact your bid submission. So, for the purpose of receiving notices, the tender office needs to have your e-mail address.

Closing Statement

- All questions must be submitted in writing via chat with name, company, and question OR email to Anthony.Lambrechts@capetown.gov.za we will allow another 10 minutes for questions to be added to the IM.

- Formal written responses will be issued within 5 working days via SCM addenda.

Annexure A – Notice to Tenderers No. 1