



MINUTES OF NON-COMPULSORY TENDER BRIEFING SESSION – 86S/2025/26

Provision of Training and Assessment of Staff to Construct, Install, Maintain and Protect: Low, Medium and High Voltage Electrical Equipment, Distribution Networks and Cable Jointing for Electrical Services.

DATE: 3 November 2025

TIME: 11h30

LOCATION: Online MS Team

1. WELCOME

1. The presenter welcomed the tenderers.
2. The tenderers were required to complete an attendance register.
3. Time was provided for late arrivals.

2. MINUTES

1. T.1 GENERAL TENDER INFORMATION

- **Tender No:** 86S/2025/26
- **Tender Description:** Provision of Training and Assessment of Staff to Construct, Install, Maintain and Protect: Low, Medium and High Voltage Electrical Equipment, Distribution Networks and Cable Jointing for Electrical Services
- **Contract Period:** 1 July 2026 to 30 June 2029
- **Closing Date:** 18 November 2025
- **Closing Time:** 10:00am
- **Tender Box:** 209 {Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.}

2. T.2 CONDITIONS OF TENDER

2.1.5 Procurement procedures

2.1.5.1 General

- Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points per item.
- The CCT intends to **appoint two tenderers (the highest ranked tenderer (“the winner”))** per intervention and in addition of **one (“alternative tenderer”)** for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

- Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a “winner-takes-all” basis, **whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer (“the winner”), and only if he refuses will the work be offered to the next highest ranked tenderer (“alternative tenderer”).**

2.2.1.1.4 Only those tenderers that are compliant with the requirements below will be declared responsive:

2.2.1.1.4.1 Providers are required to **provide valid proof of accreditation and programme approval with an Authorised Body** for the courses tendered in this tender. **The absence of this proof declares the service provider non-responsive for the item tendered.** See Clause 4(b) of the Specification.

2.2.1.1.4.2 Providers are required to provide the **relevant proof of accreditation of assessors** by **an Authorised Body** for the courses tendered in this tender. **The absence of this proof declares the service provider non-responsive.** See Clause 4(d) of the Specification.

3. Functionality is scored in three parts as follows (See table on page 9 of tender document):

Expertise of the Facilitator

- The expertise of the facilitator includes both industry work experience and training experience. Both types of experience must be reflected in the facilitators' CV and in the relevant schedule (Schedule 13B). Exclusive training experience will be considered as industry work experience.
- Where more than one facilitator's information is submitted, the average experience will be used to determine the applicable value points.
- The returnable document Schedule 13B is to be completed in its entirety for each staff member that is facilitating.

Companies Previous Experience relevant to the intervention

- Providers are required to submit a company profile outlining the company's experience relevant to the interventions tendered for.
- The type of evidence submitted for the company's experience must be recorded on Schedule 13A.

Interpretation of Brief

- Points are awarded for Interpretation of Brief on the number of outcomes achieved
- Tenderers are to record the specific page numbers where each of the outcomes is dealt with.
- The relevant page numbers pertaining to the outcome as noted in the learning material must be recorded on the Schedule 13C document.
- Tenderers are to accurately indicate the page number pertaining to the outcome and not doing so might find that points are lost in this segment of scoring.
- Learning materials **MUST** be submitted in support of the Interpretation of Brief and packaged with the tender submission.

The minimum functionality points required are **70 points** out a maximum, of **100**.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule C.4**

- **based on the sum of the rates for the 3 consecutive years per item.**

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 preference point system will apply to this tender or the lowest acceptable tender will be used to determine the applicable preferences

4. Page 21 of the tender document has the specific goals table and note should be taken of the evidence required to be provided to the score out of 20.
5. The actual contract document starts from page 24, and the required pages are to be completed as part of the tender submission. Look out for the following clauses on the respective pages.
 - To Be Completed by the Tenderer as Part of Tender Submission
 - To be Completed by the CCT upon Acceptance
6. Venue requirements for costing are on page 32, and bidders are to note what is to be included in the cost per person per course.
7. The pricing schedule on page 33 is to be duly completed noting that the average of the three years will be taken to determine the costing for points and prices are to be 'cost per learner per course', excluding VAT.
8. Lunch if requested, is required to be provided and charged as per City of Cape Town's, Catering and Beverage Provision Policy at the time of training.
9. Page 36, that is clause 5 of the Specification, states the elements required to be included in the pricing.
10. Page 34, the numbers indicated for the min/max no. of learners in the class are not to be changed. The last column of no. of training days is required to be completed.
11. Page 36, (4) Provider Accreditation, clause (e) was highlighted.
12. The completion of Schedule 13A, B and C was discussed.
 - **Schedule 13A: Companies Experience** – The companies experience must be supported by the company profile. The clients' details must reflect contact numbers of the clients
 - **Schedule 13B: Staffs Relevant Experience** – A clear distinction must be made between years of associated work experience and training experience. The CV of the facilitator must support the associated work experience and training experience recorded in the schedule. The "Proposed position for the contract/Service" should indicated if the staff member is the facilitator, Assessor or Moderator.
 - **Schedule 13C – Interpretation of Brief** - Tenderers are to avoid recording the entire book pages against one outcome (e.g. the module is 60 pages long and the tenderer records against outcome 1 - pages 1 to 60). The associated training material must be provided with the tender.

Schedule 13A, B and C should be submitted for each of the items tendered for.

3.	QUESTIONS																																	
	1. I just want to confirm with you on page 52, it mentions cable identification and spiking, is pricing to be provided for this intervention? Answer: Only the items listed on pages 32, 33 and 34 are part of this tender document. The items listed on pages 41, 52 and 53 are erroneously added to the document and should be ignored. The item numbering should be followed as per pricing schedule and not as noted on pages 32 to 57. See table below for correct numbering of items; <table><tr><th>Item</th><th>Description</th></tr><tr><td>1</td><td>Low Voltage Cable Fault Location Training</td></tr><tr><td>2</td><td>High Voltage Cable Fault Location Training</td></tr><tr><td>3</td><td>High Voltage Specialised Cable Jointing Training - Novice</td></tr><tr><td>4</td><td>High Voltage Specialised Cable Jointing Training Refresher</td></tr><tr><td>5</td><td>Low Voltage Live Work Training - Novice</td></tr><tr><td>6</td><td>Low Voltage Live Work Training - Refresher</td></tr><tr><td>7</td><td>Low Voltage Overhead Line Training - Novice</td></tr><tr><td>8</td><td>Low Voltage Overhead Line Training - Refresher</td></tr><tr><td>9</td><td>Installation Termination and Maintenance of Low Voltage Aerial Bundle Conductor Training</td></tr><tr><td>10</td><td>Terminate and joint Medium Voltage Aerial Bundle Conductor Training</td></tr><tr><td>11</td><td>Partial Discharge Training</td></tr><tr><td>12</td><td>Insulation Oil Handling and Transportation Training</td></tr><tr><td>13</td><td>Insulation Oil Sampling and Testing Training</td></tr><tr><td>14</td><td>Insulation Oil Filtration Training</td></tr><tr><td></td><td>Lunch as per City of Cape Town's, Catering and Beverage Provision Policy</td></tr></table> If, there are any further questions can be forwarded to the following email address, SCM.Tenders23@capetown.gov.za	Item	Description	1	Low Voltage Cable Fault Location Training	2	High Voltage Cable Fault Location Training	3	High Voltage Specialised Cable Jointing Training - Novice	4	High Voltage Specialised Cable Jointing Training Refresher	5	Low Voltage Live Work Training - Novice	6	Low Voltage Live Work Training - Refresher	7	Low Voltage Overhead Line Training - Novice	8	Low Voltage Overhead Line Training - Refresher	9	Installation Termination and Maintenance of Low Voltage Aerial Bundle Conductor Training	10	Terminate and joint Medium Voltage Aerial Bundle Conductor Training	11	Partial Discharge Training	12	Insulation Oil Handling and Transportation Training	13	Insulation Oil Sampling and Testing Training	14	Insulation Oil Filtration Training		Lunch as per City of Cape Town's, Catering and Beverage Provision Policy	
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5.	CLOSE OUT: 12h12 - The presenter thanked everyone for attending.																																	