

**Tender No: 376G/2021/22- MANUFACTURE, SUPPLY AND DELIVERY OF PADLOCKS FOR HIGH,
MEDIUM AND LOW VOLTAGE EQUIPMENT AND ACCESS
Boardroom 3.69, 3rd Floor, Head Office Building, Bloemhof Centre, Oakdale, Bellville.
At 10:00 am**

Date: 29 June 2022

Attendees: see attached attendance register

Apologies: Elton Brand (COCT), Denzil Charles February (COCT), Gordon Hendricks (COCT)

Compulsory Briefing

- **INTRODUCTION by Nandipha Ncele**

The document is divided in to 3 sections: Volume 1, Volume 2 and Volume 3

- **VOLUME 1: TENDERING PROCEDURES**

- **General Tender Information**

The general tender information was explained as follows:

- Closing date is 18 July 2022 at 10:00 a.m.
- Tender box number 165
- Page 3 of the document has the City of Cape Town contact person details
- An emphasis was made on the following clauses:
 - ✓ Clause 2.1.5 Procurement procedures:
- It is the City of Cape Town's intention to appoint one main contractor and a standby contractor. The City reserves the right to appoint the standby contractor in the event that the main contractor delivers the goods later than the set delivery date or when the delivered goods are not functional/have defects or when the main contractor defaults during the contract period. If insufficient responsive bids are received, the CCT reserves the right to not appoint a tenderer at all.
- Contract period will not be exceeding thirty-six (36) months from date of commencement of contract.
 - ✓ Clause 2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. Only those tenders that comply in all aspects with the tender conditions, specifications, pricing instructions and contract conditions will be declared to be responsive.
 - ✓ Clause 2.2.1.1.7 Provision of samples.

- ✓ Clause 2.2.1.1.8 The below mentioned is to be provided with the tender submission. Tenders will be declared non-responsive if the tenderer fails to adhere to below requirements:
- The tenderer shall submit proof in the form of a letter from the Original Equipment Manufacturer (OEM) confirming that he/she is an authorised reseller with the tender document. Failure to submit a letter from the Original Equipment Manufacturer (OEM) with a tender will lead the tender submission being declared non-responsive. Attached to Returnable Schedule 15 - Annexure B.
- ✓ Clause 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 (Part 5):
 - based on the sum of the prices/rates in relation to a typical project/job.
- ✓ Clause 2.3.10.3.4 Applicable formula :
 - The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system

- **VOLUME 2 : RETURNABLE DOCUMENTS**

- Page 23: Tenderers were urged to complete and sign the form of offer and acceptance. It must be signed by an authorised person.
- Page 26 Price Schedule -The price instructions were explained to the attendees as follows:
- State the rates and prices in Rand.
- Prices tendered must include all expenses.
- All prices shall be tendered in accordance with the units specified in the schedule.
- Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- The successful tenderer is required to perform all tasks listed against each item.
- Provide fixed rates and prices for the duration of the contract.
- The tenderer shall submit a firm price for Year 1, Year 2 and Year 3.
- Page 27: Price Schedule explained:
 - ✓ Firm price for Year 1, Year 2, Year 3 are required for item 1.1 to 1.4.
 - ✓ Item 1.1 to 1.4 has a COCT code, as it is a stock item.
 - ✓ There are four (4) different types of nylon padlocks :

- Low voltage nylon padlocks (Orange)
 - Medium voltage nylon padlocks (Red)
 - High voltage nylon padlocks (Brown)
 - Access nylon padlocks (Yellow)
- ✓ Delivery period to be confirmed in weeks.
- ✓ Manufactures name and address is also required.
- Pages 28 - 29: Price Schedule explained:
 - ✓ Firm price for Year 1, Year 2, Year 3 are required for item 2 and item 3.
 - ✓ Item 2 and item 3 are not stock items as they are still at pilot stage.
 - ✓ Item 2 laminated padlocks has main body size ranging between 50mm and 54 mm
 - ✓ Item 3 laminated padlocks has main body size ranging between 40mm and 46 mm
 - ✓ There are four (4) different types of laminated padlocks:
 - Low voltage laminated padlocks (Orange)
 - Medium voltage laminated padlocks (Red)
 - High voltage laminated padlocks (Brown)
 - Access laminated padlocks (Yellow)
 - ✓ Delivery period to be confirmed in weeks.
 - ✓ Manufactures name and address is also required.
- Page 30: Price Schedule explained:
 - ✓ Firm price for Year 1, Year 2, Year 3 are required for item 4.1 to 4.4.
 - ✓ There are four (4) different types of keys:
 - Low voltage key
 - Medium voltage key
 - High voltage key
 - Access key

- ✓ Delivery period to be confirmed in weeks.
- ✓ Manufactures name and address is also required

- Page 53: Schedule 15 Information to be provided with the tender was explained to the attendees as follows:

- ✓ SCHEDULE 15: ANNEXURE A _ SCHEDULE OF PREVIOUS EXPERIENCE

- Tenderers are urged to provide a brief description of work undertaken including the month and the year for the start and end dates of the project, principal employer, contact number and value of contract. Failure to populate the annexure may result in the tenderer being non-responsive. It was further emphasised that the contacts will be used to confirm the experience during the evaluation.

- ✓ SCHEDULE 15: ANNEXURE B

- Tenderers are urged to attach a letter from the Original Equipment Manufacturer (OEM). Failure to attach an OEM letter may result in the tenderer being non-responsive.

- **VOLUME 3: DRAFT CONTRACT**

- Page 62 special conditions of contract clause 11 insurance require at contract stage were explained to the attendees.

- Page 87 The tender specification was explained to the attendees. An emphasis was made on the following clauses:

- ✓ Clause 1 - Scope of specification
 - ✓ Clause 2 - Electricity generation and distribution department: infrastructure: Standardisation of locks
 - ✓ Clause 2.1 - Colour Coding
 - ✓ Clause 2.2 - HV lock
 - ✓ Clause 2.3 - Levels 2, 3 or 4
 - ✓ Clause 3 - Construction of locks
 - ✓ Clause 3.1 - Nylon Padlocks (main body size ranging between 40mm and 46 mm)
 - ✓ Clause 3.2 - Laminated Padlocks (main body size ranging between 50mm and 54 mm).
 - ✓ Clause 3.3 - Laminated Padlocks (main body size ranging between 40mm and 46 mm).
 - ✓ Clause 4 - Padlock mechanism
 - ✓ Clause 4.1 - Nylon padlock.
 - ✓ Clause 4.2 - Laminated padlock.

- ✓ Clause 5 - Marking.
- ✓ Clause 6 - Testing.
- ✓ Clause 7 - Packing.
- ✓ Clause 8 - Keying.
- ✓ Clause 9 - Sample Lock.
- ✓ Clause 10 - Authorised reseller.
- ✓ Clause 11 - Requirements for Compliance with Specification.
- ✓ Clause 12 - Delivery period.
- ✓ Clause 13 - General.
- Page 95: Addendum A for the padlocks drawings.
 - ✓ Top, side view was shown for nylon and laminated padlocks. The contractors are advised that they can request actual drawings if they want them.

• QUESTIONS AND ANSWERS

1. Clause 5 of the Speciation refers to marking of padlocks with a batch number, month and the year of delivery at the base of the padlock does it need to be moulded at the base of the padlock. Moulding of the padlocks will require a tool change every time, they manufacture a new batch, it is expensive, and it will have an impact in padlock price. The tenderer suggested these numbers to mark by a permanent marker.

Answer: The purpose of marking each padlock with batch number, month and the year of delivery is so that it will be easy to trace faulty padlocks. Tenderers are encouraged to adhere to the contract requirements. If the space at the bottom of the padlock is found to be too small the tenderer can submit a deviation with a drawing on a company letterhead stating that the marking will be done elsewhere on the padlock.

2. Is local content taken into consideration.

Answer: It must be noted that the padlocks do not form part of the Department of Trade, Industry and Competition (DTIC) including National Treasury (NT) identified specific designated sectors hence this tender document does not include local content requirements. If DTIC and NT include padlocks on the list of designated sectors before the tender closing, a notice will be issued.

3. Awarding of the contract, if contractor 1 is cheaper on year 1 while contractor 2 is cheaper on year 2, which one will be awarded.

Answer: All rates are evaluated including year 1, 2 and 3 and the highest ranked tenderer will be recommended.

4. Can a contractor be awarded per line item.

Answer: No the the City of Cape Town intention to appoint one main contractor and a standby contractor.

5. Is it possible to provide previous purchasing history of items listed in this tender.

Answer: Purchasing of the items is not included as the padlocks and keys are bought as and when requested. SAP report will included in the notice It must be noted that the quantities provided are not a commitment but are only for information purposes. Refer to Annexure A.

6. Submission of original document and a copy, is it a must to submit both.

Answer: Yes, submit an original document and a hard copy.

7. Where and how should deviations be declared.

Answer: Attach deviation written in a company letterhead and signed by an authorised individual on page 25 of the tender document.

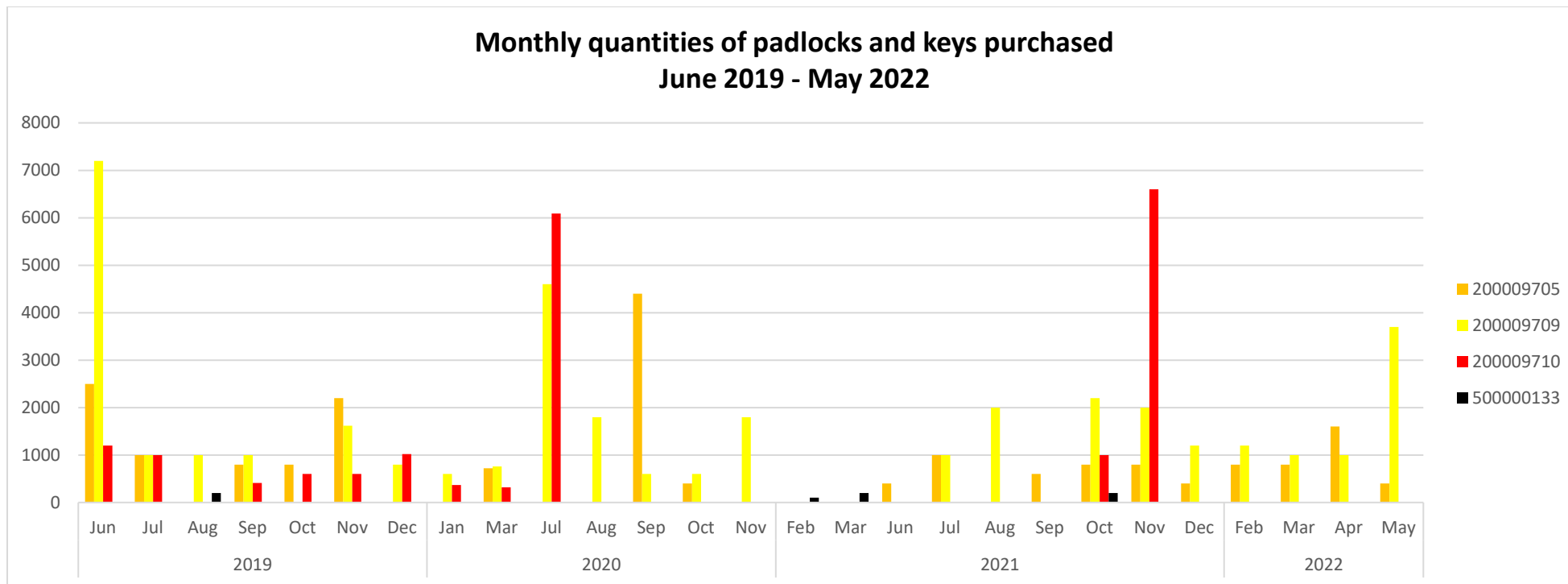
Meeting closed

Contract Manger: Nandipha Ncele

Signature:

Annexure A - Monthly quantities of padlocks and keys purchased (June 2019 - May 2022)

Monthly quantities of padlocks and keys purchased					
June 2019 - May 2022					
Row Labels	200009705	200009709	200009710	500000133	Grand Total
2019					
Jun	2500	7200	1200		10900
Jul	1000	1000	1000		3000
Aug		1000		200	1200
Sep	800	1000	410		2210
Oct	800		600		1400
Nov	2200	1620	600		4420
Dec		800	1020		1820
2020					
Jan		600	370		970
Mar	720	760	320		1800
Jul		4600	6090		10690
Aug		1800			1800
Sep	4400	600			5000
Oct	400	600			1000
Nov		1800			1800
2021					
Feb				100	100
Mar				200	200
Jun	400				400
Jul	1000	1000			2000
Aug		2000			2000
Sep	600				600
Oct	800	2200	1000	200	4200
Nov	800	2000	6600		9400
Dec	400	1200			1600
2022					
Feb	800	1200			2000
Mar	800	1000			1800
Apr	1600	1000			2600
May	400	3700			4100
Grand Total	20420	38680	19210	700	79010



LEGEND	
COCT CODES	SAP DESCRIPTION
200009705	PADLOCK;Nylon;Orange;Low Voltage;45mm
200009709	PADLOCK;Nylon;Yellow;Access;45mm
200009710	PADLOCK;Nylon;Red;Med Voltage;45mm
500000133	KEY; MV; HV; LV; Access

An analysis of padlocks and keys purchasing history was done for a period of thirty-six (36) months. These are historical quantities based on available data and not indicative of future envisage purchases. This information is extracted from the City of Cape Town's SAP system, and reflects purchases of padlocks and keys in the afore mentioned period. It must be noted that the above quantities is not a commitment but is only for information purposes.