

Tender No: 46G/2024/25- MANUFACTURE, SUPPLY AND DELIVERY OF PADLOCKS FOR HIGH, MEDIUM AND LOW VOLTAGE EQUIPMENT AND ACCESS

Boardroom 3.69, Third Floor, Head Office Building, Bloemhof Centre, Oakdale, Bellville/Skype Meeting.

At 10:00

Date: 21 August 2024

Attendees: see attached attendance register

Apologies: see attached attendance register

Compulsory Briefing

- **INTRODUCTION by Kanyiso Somgqeza**
- **GENERAL TENDER INFORMATION**

The general tender information was explained as follows:

TENDER DOCUMENT-:GENERAL TENDER INFORMATION (Page 1 – 4)

- Tender number 46G/2024/25
- Description: Manufacture, supply and delivery of padlocks for high, medium and low voltage equipment and access
- Contract Period: 36 months from the commencement date of the contract
- Tender closing date is on 09 September 2024 at 10:00
- Tender box number 169
- The meeting is not compulsory but recommended
- The tender document was advertised on 08 August 2024
- Non – refundable tender fee R200 payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document
- City of Cape Town contact person details

- An emphasis was made on the following clauses under **CONDITONS OF TENDER** (Page 5 - 14):
 - ✓ 2.1.5.1 Procurement procedures
 - ✓ 2.1.7 Tenderer's Registration
 - ✓ 2.2.1 Eligibility Criteria
 - ✓ 2.2.1.1.5 of the Eligibility Criteria
 - ✓ 2.2.1.1.6 Provisions of Samples
- An emphasis was made on the following clauses under THE CCT'S UNDERTAKINGS (Page 14 - 20):
 - ✓ Clause 2.3.10.1 Evaluation of tender offers
 - ✓ Clause 2.3.10.3.1 Scoring of tenders (price and preference) Points for price will be allocated in accordance with the formula set out in this clause based on the Price Schedule (Part 5): based on the sum of the prices/rates in relation to a typical project/job
 - ✓ 2.3.10.3.4 Applicable formula: The 80/20 price/preference points system will apply and explained to tenderers
- The table B1 for HDI points was explained to the tenderers

THE CONTRACT: – Returnable documents:

- Tenderers were urged to complete C.1 and C.2, details of tenderer and sign the form of offer. It must be signed by an authorised person.
- C.4 Pricing schedule (page 28 – 32) emphases as follow:
 - ✓ Price instructions were explained from clause 5.1 to 5.8
 - ✓ Tenderers to complete pricing schedule rates for year 1,2 and 3 rates
 - ✓ Tenderers to complete Delivery period in weeks
 - ✓ Pricing schedule table presented and explained
- The specification from page 33 to 36 was explained and emphasis was made to the following clauses:
 - Clause 1 Scope of specification
 - Clause 2.1 Colour Coding
 - Clause 2.2 HV Lock
 - Clause 2.3 Levels 2, 3, or 4 lock
 - Clause 3 Construction of locks

- Clause 4 Padlock Mechanism
- Clause 5 Markings
- Clause 8 Keying
- Clause 12 Delivery Period
- Clause 13 General
- The C.6 Special Conditions of Contract from page 41 to 42 was explained and emphasis was made to the following clauses:
 - ✓ Clause 11 Insurance
- Tender Returnable Documents explained with emphasis on:
 - ✓ Schedule F.4 – Table to claim HDI points
 - ✓ Schedule F.13 – Information to be provided with the tender

QUESTIONS AND ANSWERS

1. -What is the start date of the 46G/2024/25 contract?

Answer: The current contract will expire 07 May 2026. It is the City of Cape Town's intend that 46G/2024/25 tendering process will be completed prior to the expiry date of the existing contract in order for 46G/2024/25 to commence on 08 May 2026.

2. Should the company be B-BBEE level 1 contributor in order to be eligible to claim for maximum points of 7 for the HDI Promotion of Micro and Small Enterprise?

Answer: No. In order for the tenderer to be eligible to claim for maximum points of 7 for the HDI Promotion of Micro and Small Enterprise; Micro Enterprise with a turnover up to R20million and Small Enterprise with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996). The following documents will used as evidence: B-BBEE status level of contributor; South African owned enterprises and Financial Statement to determine annual turnover.

3. Are there any deviations allowed on the design and construction of the padlocks?

The City's intends to continue with the existing padlocks designs, refer Addendum A page 88 and 89 of the 46G/2024/25 tender document.

4. Has the City considered changing the current locks to electric locks?

Answer: 46G/2024/25 tender document aims to continue with the existing padlocks designs. Proposal of new technology (electric locks) can be shared and will be forwarded to a relevant section within City that focuses on innovations.

5. Are the samples required to be submitted with the tender document?

Answer: No. Tenderer shall provide at least three sample padlocks on request. Samples will be requested from tenderers that met the minimum requirements as per clause 2.2.1.1.5 of the Tenderer's obligations after six weeks of the closing date of the tender.

Meeting closed