



25 June 2026

NOTICE TO TENDERERS – NO 1.

TENDER NUMBER : 279C/2025/26

BOX NUMBER : Box Number 240

CLOSING DATE : 16 July 2026 @ 10h00am

DESCRIPTION : Procurement of Installation, Customisation, Implementation and Post Go-Live System Stabilisation of SAP Core Financial and Operational Software Solutions for the City Of Cape Town.

Tenderers should take note of the following:

Tenderers are to return a signed copy of this notice with the submission of their Tender. Failure to return a signed copy of the Notice may result in the Tender being declared non-responsive.

NOTICE 1 TO TENDERERS:

Notice 1 as well as the Briefing session presentation has been made available on the City of Cape Town Tender Portal and the National Treasury eTender Publication Portal.

1. TENDER RELATED QUESTIONS AND RESPONSES

- The following table is a summary of all tender-related questions received thus far (up until 23 June 2026):

No.	Date received	Questions (as received from bidders)	CCT Response	Relevant section in the tender document / briefing session presentation
1.	19/06/2026	Will this presentation deck be forwarded to all attendees.	Yes, the presentation deck from the 19 June 2026 NON-COMPULSORY 279C/2025/26 Briefing Session will be shared with Notice 1.	
2.	19/06/2026	Please confirm that pricing schedule does not need to be submitted for stage 1 process? Please confirm: Stage 1 does not mandatorily need the Pricing Schedule submission.	Tenderers may submit Price Schedules in Stage 1, however this is not mandatory. If submitted, the Price Schedules will be treated as a preliminary offer only and will not be evaluated during Stage 1, as per clause 2.1.5.2(b)(i)(c). Final Price Schedules must be submitted in Stage 2 as the tenderer's final offer, as per clause 2.1.5.2(b)(ii)(d). Not submitting Price Schedules in Stage 1 WILL NOT affect the Stage 1 Tender evaluation process.	Section 2.1.5.2 Clause 2.1.5.2 (b) (i) (c). Clause 2.1.5.2(b)(ii)(d)
3.	19/06/2026	1. Strategic Direction Are you planning to modernize and transform your SAP infrastructure, or do you intend to maintain and optimize the current environment?	The SAP on premise infrastructure is the responsibility of CCT and outside of the scope of tender 279C/2025/26. New hardware will be available.	

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4.	19/06/2026	2. Business Drivers & Outcomes a) What are the primary business drivers motivating this initiative (e.g., cost reduction, performance, compliance, scalability)?	As per clause C.5.4.6 "The aim of the technical upgrade of Current SAP Solutions functionality to SAP HANA is to mitigate the risk related to Current SAP Solutions end-of-life (December 2027) whilst ensuring business continuity with reduced change management impact."	Clause C.5.4.6
		b) What business outcomes must the proposed solution deliver?	End goals as defined in Annexure J and the requirements captured in the BRTM and relevant Annexure K frameworks.	Annexure J & Annexure K
		c) What is the target go-live date or required project completion timeline?	As per clause C.5.5.8 "The CCT expected start date is January 2027. Below is the CCT High-Level Proposed Implementation Plan demonstrating to complete project in the expected 3 (Three) financial years if starting January 2027 with contract period of 30 months."	Clause C.5.5.8
		d) What is the approved budget range for this program?	Cannot provide.	
		e) Who are the key stakeholders, sponsors, and decision-makers?	Tenderers must provide their proposed governance and stakeholder engagement approach based on Schedule K.1 and K.2. Detailed CCT stakeholder structures will be confirmed with the successful tenderer during initiation/planning.	
		f) Which compliance, governance, or regulatory frameworks must the solution adhere to?	End goals as defined in Annexure J. CCT IT policies, governance and compliance standards, Annexure G, MFMA, Municipal Systems Act, Municipal Structures Act, PPPFA, SCM Regulations and Policies, mSCOA and other applicable legislation.	Clause 2.1.1.1 Clause 2.1.2.1 Annexure G Schedule G.1 Schedule G.2 Annexure J Annexure K BRTM issued with tender
		g) Scope & Environment Overview	Scope and Requirements encapsulated in Annexure J and Business Requirements Traceability Matrix (BRTM). Environments provided in Schedule L.3 – Existing SAP Licenses and Deployment Details.	Annexure J BRTM issued with tender Schedule L.3
5.	19/06/2026	3. Physical & Logical Footprint a) How many sites or data centers fall within the project scope? b) Where are these data centers geographically located? c) What power and cooling capacity is available per rack (kW)? d) What is the expected annual growth rate for compute and storage?	Infrastructure delivery remains CCT responsibility, but tenderers must take into account the information already provided in Annexure G and Schedule L.3	Annexure G Schedule L.3
6.	19/06/2026	4. Current Infrastructure Baseline a) What is the current hypervisor platform? b) What storage platforms are currently in use? c) How many physical hosts are in scope? d) Total number of virtual machines currently running? e) Total vCPUs allocated across all VMs?	Infrastructure delivery remains CCT responsibility, but tenderers must take into account the information already provided in Annexure G and Schedule L.3	Annexure G Schedule L.3

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		f) Total RAM allocated across all VMs (GB)? g) Total storage consumed (TB)? h) What is the average CPU and RAM utilisation? i) How many VLANs are currently in use? j) Resilience, DR & Network Requirements		
7.	19/06/2026	5. Disaster Recovery & Continuity a) What is the current DR solution? b) What are the RTO targets per application tier? c) What are the RPO targets per application tier? d) How frequently is DR testing performed? e) What is the distance between primary and DR sites? f) What WAN bandwidth exists between sites (Gbps)? g) What is the measured RTT latency between DC1 and DC2 (ms)? h) Is automated failover for unplanned outages a requirement? i) Security, Identity & Compliance	The Disaster Recovery and Continuity is the responsibility of CCT and outside of the scope of tender 279C/2025/26.	
8.	19/06/2026	6. Security Architecture a) Which compliance frameworks must be satisfied (e.g., POPIA, ISO 27001, PCI-DSS)? b) Is MFA required for administrative or privileged access? c) What SSO or identity provider is currently in use? d) What are the encryption requirements (at rest and in transit)? e) Is a SIEM deployed? If so, which platform? f) Operations, Tooling & Skills	Security architecture relating to CCT infrastructure remains the responsibility of CCT and is outside the scope of Tender 279C/2025/26. However, tenderers must ensure that their proposed solution, implementation approach, integrations, data access, interfaces and related deliverables comply with CCT's applicable security, data access, integration and IS&T standards, including the requirements set out in Annexure G, Schedule G.1: IS&T Standards and Schedule G.2: CCT Data Access Specifications, as well as the relevant scope and requirements contained in Annexure J and the BRTM issued with the tender.	Annexure G Schedule G.1 Schedule G.2 Annexure J BRTM issued with tender
9.	19/06/2026	7. Operational Readiness a) What is the size of the IT operations team? b) What are the team's current skills, certifications, and capability gaps? c) What monitoring and alerting tools are in use? d) What ITSM or ticketing platform is used?	Operational readiness related to system implementation Scope and Requirements encapsulated in Annexure J and Business Requirements Traceability Matrix (BRTM). The Operational Readiness from Infrastructure perspective is the responsibility of CCT and outside of the scope of tender 279C/2025/26.	Annexure J BRTM issued with tender
10.	19/06/2026	a) Team member experience: Must certificates and memberships be certified as true copies? b) Does Non-SA qualifications require SAQA evaluation?	CCT requirements documented per CCT Implementation Services under Annexure K Schedule K.1 to K.8.	Annexure K Schedule K.1 to K.8

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11.	19/06/2026	For Release 1 Technical upgrade, it has to be performed primarily as an overarching technical activity that is cross-module for ECC to S4HANA. However, the pricing breakup does not show a separate set of row(s) to capture the same. Kindly advise.	Technical upgrade is NOT an overarching technical activity. For pricing purposes, the Release 1 Technical Upgrade must be priced per CCT Project Dimension / Implementation Component in Price Schedule 1 and not as a separate standalone overarching line item. Provision has been made in Price Schedule 1 for the technical upgrade per CCT Project Dimension. Tenderers must also take into account the Proposed Future Architecture in Annexure J and the relevant requirements in the BRTM and Annexure K when preparing their pricing and methodology. <table border="1"> <thead> <tr> <th>Item No</th><th>CCT Project Dimensions</th><th>Implementation Component See CCT Proposed Solution Architecture in Schedule J NL: Indicates new SAP Module (License)</th><th>Reference CCT Proposed Solution Architecture Blueprint</th><th>Action</th></tr> </thead> <tbody> <tr> <td colspan="5">Indicative Cost to Phase Allocation</td></tr> <tr> <td colspan="5">Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution migrate; the migration of the Current SAP Solutions data and deployment of new SAP HANA</td></tr> <tr> <td>1</td><td>Financial Management</td><td>Finance (F1) / Budgets (F3) / Treasury (F4)</td><td>J.1.4.1</td><td>Upgrade / Extend</td></tr> <tr> <td>2</td><td></td><td>NL: Asset Accounting / Insurance (F12) - Insurance Asset Register</td><td>J.1.4.2 a</td><td>New</td></tr> <tr> <td>3</td><td></td><td>NL: Funds Management</td><td>J.1.4.2 b</td><td>New</td></tr> <tr> <td>4</td><td>Asset Management</td><td>Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet Management (O1d) NL Release 1: Spatial Asset</td><td>J.4.4.1</td><td>Upgrade / Extend</td></tr> </tbody> </table>	Item No	CCT Project Dimensions	Implementation Component See CCT Proposed Solution Architecture in Schedule J NL: Indicates new SAP Module (License)	Reference CCT Proposed Solution Architecture Blueprint	Action	Indicative Cost to Phase Allocation					Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution migrate; the migration of the Current SAP Solutions data and deployment of new SAP HANA					1	Financial Management	Finance (F1) / Budgets (F3) / Treasury (F4)	J.1.4.1	Upgrade / Extend	2		NL: Asset Accounting / Insurance (F12) - Insurance Asset Register	J.1.4.2 a	New	3		NL: Funds Management	J.1.4.2 b	New	4	Asset Management	Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet Management (O1d) NL Release 1: Spatial Asset	J.4.4.1	Upgrade / Extend	Price Schedule 1 Annexure J Annexure K BRTM issued with tender
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12.	19/06/2026	With respect to Change Management / Communication / Training - please clarify: 1. Expected number of users of new system - Business Function wise	See Statistics in Business Requirements Traceability Matrix (BRTM) with no anticipated change in number. Details provided in Schedule K.5: Framework: Training. CCT Approach is Train-the-Trainer with limited number of Training Sessions as per Price Schedule 6: Training Sessions	BRTM issued with tender Schedule K.5 Price Schedule 6																																			
		2. Location spread of Users - No of locations	Users are located across the City of Cape Town municipal area	Schedule K.5																																			
		3. Is there any existing Change Management / Communication / Training Teams	Yes. CCT has existing internal change management, communication and training capability. Tenderers must refer to Schedule K.2: Framework: Change Management including Communication and Schedule K.5: Framework: Training for the required implementation service approach. Tenderers are required to propose how they will work with CCT's internal teams and support the required change, communication and training activities.	Schedule K.2 Schedule K.5																																			
		4. What are existing communication channels that are used by City	Details provided in Schedule K.2: Framework: Change Management including Communication. No further details will be provided. Expected from Tenderer to provide approach for Implementation Service that includes the proposed communication channels.	Schedule K.2																																			
		5. Is there any existing Learning Management System (LMS) which can be made use of for training	Yes, CCT has an existing Learning Management System.																																				
		6. What is training delivery mode expected - In person classroom / Remote / Blended / Self Learning etc.	Details provided in Schedule K.5: Framework: Training.	Schedule K.5																																			

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13.	22/06/2026	T.2 CONDITIONS OF TENDER Please clarify whether or not Pricing needs to be provided in this stage 1 of our submission. The comments below on page 13 of the RFP document are a bit confusing: • "c. Pricing schedules will be deemed a preliminary offer and will NOT be evaluated in Stage 1" implies that pricing schedules do need to be completed in stage one even though they won't be evaluated. • "d. Tenderers may submit project assumptions, dependencies, and risks within their Methodology and Approach. Such inclusions shall be used solely for the purpose of evaluating the Tenderer's understanding of the scope of work and the feasibility of the proposed approach." implies that the CCT will use our assumptions, dependencies and risks to evaluate our understanding of SOW and feasibility of proposed approach and should therefore be included in our submission.	See response to Question 2 in Notice 1 in relation to Pricing Schedules being optional in Stage 1. Where assumptions, dependencies, and risks have a bearing to the Methodology and Approach it must be provided in Stage 1.	Notice 1 Question 2
14.	22 June 2026	Annexure M In Annexure M you have provided us with a Contents Page, in summary: SECTION A: Tender Schedules F.12 to Schedule F.13.M SECTION B: Returnable Documents in addition to Tender which includes: 1. Proposed Tender Methodology and Approach write-up 2. Proposed Project Implementation Schedule However please specify where you would like us to submit the other schedules that need to be signed, including: • C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission) • C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT • Schedule F.3: Declaration for Procurement above R10 million • Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022 • Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)	The tender states that Tenderer is to complete the details on the tender document under the schedule provided. This includes C.2 and all sub schedules; C.3, and F3 to F10. Any supporting documentation for the above schedules MUST be listed in Schedule F.11 and provided behind the completed F.11 pages. Schedule F.12 is for communications received from the CCT before the submission of this tender offer, and provisioned for under the Contents Page in Annexure M.	

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		• Schedule F.6: Conflict of Interest Declaration • Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8) • Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT • Schedule F.9: Certificate of Independent Tender Determination • Schedule F.10: Proposed Deviations And Qualifications By Tenderer • Schedule F.11: List of Other Documents Attached By Tenderer • Schedule F.12: Record of Addenda to Tender Documents		
15.	22/06/2026	Schedule F.10: Proposed Deviations And Qualifications By Tenderer Please confirm that this section only needs to be completed in Stage 2	Yes, as per the first paragraph in Schedule F.10, only to be provided in Stage 2. The Tenderer should record any proposed deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule at Stage 2 of the tender process. Alternatively, a Tenderer may state	Schedule F.10
16.	22/06/2026	T.2 CONDITIONS OF TENDER 2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent: (c) (iii) and (d) (iv), page 19, and Schedule F.13.A page 259 The Tenderer must list the accreditation certification in Annexure F (Tender Returnable Documents) Schedule F.11: List of Other Documents Attached by Tenderer below and attach copies thereof to Schedule F.11. However under Annexure M – Contents Page 2. Schedule F.13.A: Accreditation and Authorisation as Solution Software Implementing Agent (Complete tables in schedule, print schedule pages 248 to 249 and include here) 2.1. Complete Table F.13.A.1: Proof of Accreditation as Solutions Software Implementing Agent 2.2. Complete Table F.13.A.2 Proof of SAP Manufacturer Authorisation Form (MAF) 2.3. Include Accreditation Proof 2.4. Include Authorisation Proof 2.4. Include Authorisation Proof Please confirm which section should include the accreditation and authorisation certificates?	List under F.11 for completeness. Please provide Accreditation and Authorisation under the section provisioned in Contents Page under Annexure M.	Annexure M
17.	22/06/2026	T.2 CONDITIONS OF TENDER 2.2.1.1.6.1 Instructions for Completing Functional Scoring:	List under F.11 for completeness.	Annexure M

No.	Date received	Questions (as received from bidders)	CCT Response	Relevant section in the tender document / briefing session presentation
		(f1).4, page 22, (h).6., page 28 and Schedule F.13.C, page 262 List the "Proposed Tender Methodology and Approach write-up" in Annexure F (Tender Returnable Documents) Schedule F.11 (List of Other Documents Attached by Tenderer) below and attach copies thereof to Schedule F.11 below. However re Annexure M – Contents: SECTION b – Returnable Documents in addition to Tender 1. Proposed Tender Methodology and Approach write-up Please confirm that we do not have to repeat this section in F.11.	Please provide the "Proposed Tender Methodology and Approach write-up" under the section provisioned in Contents Page under Annexure M.	
18.	22/06/2026	2.2.1.1.6.1 Instructions for Completing Functional Scoring: (f2).j, page 25 and (h).6., page 28 The tenderer must list both the MS Project and PDF versions of the "Proposed Project Implementation Schedule" in Annexure F (Tender Returnable Documents) Schedule F.11. List of Other Documents Attached by Tenderer) and attach copies thereof to Schedule F.11. However re Annexure M – Contents SECTION b – Returnable Documents in addition to Tender 2. Proposed Project Implementation Schedule 2.1. Proposed Project Implementation Schedule Technical 2.2. Proposed Project Implementation Schedule – General Please confirm that if we provide the MS Project and PDF versions of the "Proposed Project Implementation Schedule" in this section we do not have to repeat these documents in Schedule F.11.	List under F.11 for completeness. Please provide the "Proposed Project Implementation Schedule" under the section provisioned in Contents Page under Annexure M.	Annexure M
19.	22/06/2026	2.2.1.1.6.1 Instructions for Completing Functional Scoring: (f3).1.a, page 26 and (h).6., page 28 Provide the "Proposed Project Implementation Organisation Structure Schematic" as per the "Contents Page" template. a. The Tenderer must list the "Proposed Project	List under F.11 for completeness. Please provide the "Proposed Project Implementation Organisation Structure Schematic" under the section provisioned in Contents Page under Annexure M.	Annexure M

No.	Date received	Questions (as received from bidders)	CCT Response	Relevant section in the tender document / briefing session presentation
		Implementation Organisation Structure" Schematic in Annexure F (Tender Returnable Documents) Schedule F.11 (List of Other Documents Attached by Tenderer) and attach copies thereof to Schedule F.11. Please clarify whether the "Proposed Project Implementation Schedule" in Schedule F.11. or under SECTION A.4.10?		
20.	22 June 2026	Please confirm that the following documents must be attached to F.11. (amongst other mandatory documentation): - CVs with copies of qualifications and certifications - Reference letters	List under F.11 for completeness. Please provide under the section provisioned in Contents Page under Annexure M.	Annexure M

2. AMENDMENTS TO TENDER DOCUMENT – REPLACEMENT PAGES ISSUED

The following table lists all amendments made to the tender document and the relevant replacement pages that issued:

No.	Relevant Section in the Tender Document	Current Page Number	Amendment	Number of replacement pages attached
	None			

Yours sincerely,

SCM TENDERS 13

On behalf of the Director SCM

ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER IN RESPECT OF TENDER NO. 092S/2025/26

At on this Day of2026.

Signature:

Name of Signatory:
(In ink and capitals)

Tenderer:
(Name of firm in ink and capitals)