

CLARIFICATION MEETING		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT – TENDERS & CONTRACTS			
SCM - 537	Approved: 13/08/2018 by Branch Manager	Version: 13	Page 1 of 4

DESCRIPTION:	Tender 073G2026/27: Supply and Delivery of Various Motorcycles, All-Terrain Vehicles and Related Accessories to the City of Cape Town on An Ad-Hoc Basis (Items Not Awarded On 191G/2025/26)
SESSION:	Clarification Meeting
HELD ON:	02 October 2026

1. Welcome and Opening Remarks

City of Cape Town representative welcomed attendees and explained that Tender 073G had been re-advertised multiple times due to an inability to secure responsive bids for certain items in previous tender processes. Successful items from previous tenders had been removed and only outstanding items were being re-advertised.

The City of Cape Town representative highlighted common reasons for bids being declared non-responsive in previous rounds, including:

- Failure to submit a completed pricing schedule.
- Alterations to pricing tables, units of measure, specifications, or special conditions.
- Failure to provide mandatory eligibility documentation.
- Incomplete tender submissions.

Bidders were urged to carefully review their submissions before submission and ensure that all required schedules, documents, and pricing information are included. Queries may be submitted during the meeting or via email before the tender closing date, provided they are submitted at least seven days before tender closure

2. General Tender Information

The following tender information was presented:

- Tender Number: 073G2026/27.
- Tender Description: Supply and delivery of various motorcycles, all-terrain vehicles and related accessories.
- Advertisement Date: 18 September 2026.
- Clarification Meeting Date: 2 October 2026.
- Closing Date: 27 October 2026.
- Closing Time: 10:00.
- Tender Box Number: 236.
- Tender Fee: R200.
- Submission Address: Tender Quotation Box Office, 2nd Floor Concourse Level, Civic Centre, Cape Town.

3. Award Methodology

It was explained that:

- The City intends appointing two tenderers per item.
- The highest-ranked tenderer will be appointed together with one alternative tenderer.
- The City reserves the right to appoint fewer tenderers or not appoint at all if insufficient responsive bids are received.
- The contract period shall be from the from commencement until 30 June 2029.

4. Eligibility and Mandatory Requirements

It was emphasized that all mandatory documents must be submitted before tender closure. Failure to submit mandatory documentation will result in immediate disqualification and non-responsiveness.

Item 1, 2 and 3: Licensed Motorcycles

Tenderers must submit:

- Provincial Motor Trade Number (MTN1) proving registration as a motor dealer or manufacturer; or
- A copy OEM franchise/dealer agreement signed by both parties.

Emails, affidavits, or alternative confirmations will not be accepted.

Item 4, 5 and 6: All-Terrain Vehicles (ATVs/UTVs)

Tenderers must provide:

- OEM dealer agreement; or
- OEM authorization letter confirming dealership status.

Item 7 and 8: Accessories

Tenderers proposing equivalent products must submit evidence demonstrating compliance with technical requirements, including:

- Make and model.
- Manufacturer details.
- Material construction.
- Carrying capacity.
- Locking mechanism.
- Weather resistance characteristics.

Schedule F13B

Completion of Schedule F13B was confirmed as mandatory for every item tendered. Failure to complete the schedule will render a bid non-responsive.

5. Pricing Schedule Discussion

The pricing instructions were outlined as follows:

- Tender prices must include all associated costs.
 - Motorcycles (Items 1, 2 and 3) must be supplied licensed and registered in the City of Cape Town's name.
 - ATVs (Items 4, 5 and 6) must be registered in the City's name.
 - Accessories (Items 7 and 8) must include supply and professional fitment costs.
 - Optional extras may be priced independently and failure to price optional extras will not result in disqualification. Evaluation will focus on the main items.
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6. Items and Optional Extras Discussed

The meeting reviewed all tendered items:

Item 1

- 200cc–260cc on/off-road motorcycle (licensed).
- Optional extras include warranties, service plans, crash bars, hand guards, headlight guards, and branding.

Item 2

- 400cc–450cc on/off-road motorcycle (licensed).
- Similar optional extras as Item 1.

Item 3

- 600cc–800cc dual-purpose motorcycle (licensed).
- Includes pannier boxes, top luggage cases, warranties, service plans and branding options.

Item 4

- 300cc–350cc ATV (unlicensed).
- Includes warranty, service plan and branding options.

Item 5

- Item 5.1: 600cc 4x4 four-seater UTV.
- Item 5.2: 1000cc 4x4 four-seater UTV.
- Tenderers may bid for either or both sub-items independently.

Item 6

- Item 6.1: 650cc 4x4 three-seater UTV.
- Item 6.2: 1000cc 4x4 three-seater UTV.
- Tenderers may bid for either or both sub-items.

Item 7

- BMW R1300 RT Touring Motorcycle accessories.

- Supply and fitment of pannier boxes and top luggage cases, or approved equivalents.

Item 8

- BMW R1300 GS Adventure accessories.
 - Supply and fitment of pannier boxes and top luggage cases, or approved equivalents.
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7. Technical Specification Discussion

Key requirements highlighted included:

- All vehicles supplied must be new and unused.
 - Licensed motorcycles must be delivered registered and licensed in the City's name.
 - ATVs must be registered in the City's name.
 - Vehicles must be compatible with the City's vehicle monitoring and fuel management systems.
 - Maximum delivery period: four weeks from purchase order.
 - Fast-moving spare parts must be available within 48 hours.
 - Slow-moving spare parts must be available within 30 calendar days.
 - Successful suppliers must establish or have access to a fully equipped workshop facility within the Cape Town municipal area within 60 days of contract commencement.
 - Accessories must be compatible with existing BMW motorcycles or approved equivalents.
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8. Warranty and Service Plan Requirements

Motorcycles

- Minimum warranty: 2 years or 20,000 km.
- Minimum service plan: 2 years or 20,000 km, including labour and parts.

ATVs and UTVs

- Minimum warranty: 1 year or 1,000 operating hours.
- Minimum service plan: 1 year or 1,000 operating hours.

Accessories

- Minimum warranty period: 24 months.
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9. Penalties

The contract will impose penalties for late delivery:

- 0.5% of the purchase order value per day.
- Penalties accumulate for up to 10 days.

- Thereafter the City may cancel the purchase order unless an alternative arrangement has been agreed.
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10. CPA and Preference Points

The meeting confirmed that:

- CPA Mechanism C (Price List Based CPA) applies.
- Adjustments may be made quarterly.
- The 80/20 preference point system applies because the estimated contract value is below R50 million.

Preference points are allocated as follows:

- Promotion of Micro and Small Enterprises: 8 points.
- Enterprise Development/Socio-Economic Development: 6 points.
- Skills Development/Employee Share Scheme: 6 points.

Supporting documentation, including Annual Financial Statements, must be submitted to substantiate points claimed. AFS must not be older than 12 months.

11. Questions and Responses

Question 1: Pricing Schedule (Pages 29-34)

Question: Clarification was requested regarding sections marked "Not Applicable" and whether bidders were only required to complete the pricing column.

Response: It was clarified that "Not Applicable" refers only to City material codes not required for those items. Tenderers must complete the pricing column for every item tendered.

Question 2: Additional Vehicle Fitments

Question: Concern was raised regarding the installation of sirens, lights, fuel management systems and other add-ons after vehicle delivery which may affect warranties.

Response: The City acknowledged the concern and undertook to engage with its operations team. A response would be communicated to bidders to ensure supplier involvement where necessary to protect warranties and vehicle functionality.

Question 3: Price Adjustments During Contract Period

Question: Clarification was requested regarding future price adjustments for optional extras such as lights, sirens and branding over the three-year contract period.

Response: The City confirmed that:

- CPA adjustments apply to all line items.
- Tenderers may submit manufacturers' price lists (MPLs) with their tender submissions.

- Future price adjustment requests may be submitted in accordance with Schedule F1 requirements and supported by updated manufacturer pricing evidence.

Question 4: Preference Point System

Question: Additional explanation was requested regarding the new preference point system.

Response: The City explained the 80/20-point system and the specific goals. Supporting documents such as AFS, company information, CIPC and other evidence will be required. The requirements and definitions for each specific goal are detailed under SG1, SG2 and SG3 table. Supporting documentation, including Annual Financial Statements (AFS) must be submitted where applicable. For example, if a tenderer is claiming points under **SG2** (Supplier Development and Socio-Economic Development), the expenditure amounts declared in your submission must be reflected in your AFS which will serve as evidence to substantiate the points claimed. In addition, where points are claimed under the **employee share ownership scheme**, supporting evidence may include tenderer's AFS and where applicable, the company's Memorandum of Incorporation (MOI) or other relevant corporate documents demonstrating the ownership structure. For the promotion of **micro and small enterprises**, the evaluation will consider tenderer's annual turnover and the primary supporting document is typically AFS. Information reflected on your CIPC records and CSD profile may also be considered where relevant. However, it is important that all values used to claim preference points are supported by and aligned with the information contained in your Annual Financial Statements. Furthermore, the financial statements submitted must not be older than twelve (12) months.

12. Outcomes and Action Items

Action Item	Responsible Party
Submit complete tender documents including pricing schedules and all mandatory eligibility documents.	Tenderers
Complete Schedule F13B for each item tendered.	Tenderers
Provide supporting documents for preference points claimed.	Tenderers
Investigate supplier involvement in future fitment of City-installed equipment to protect warranties.	City Operations Team
Issue meeting minutes, presentation and responses to questions.	Project Manager / City of Cape Town representative
Submit any additional tender queries before the required cut-off period.	Tenderers

13. Closing

The Chair thanked all attendees for their participation and reminded bidders that the tender closes on **27 October 2026 at 10:00**, with submissions required in **Tender Box 236**. Attendees were also requested to provide their contact details and email addresses to facilitate distribution of minutes and tender notices. The meeting was then adjourned.

