Clarification Meeting-Tender 54S/2026/27: Term Tender for the Supply, Delivery and Servicing of Mobile Dual Cabin Toilets for Waste Services: Cleansing Branch

Date: 15 September 2026
Time: 11:00-12:30
Venue: Microsoft Teams

CHAIRPERSON		
Name and Surname	**Initials**	**Organisation**
Nokukhanya Matha	NM	CoCT
INTERNAL ATTENDEES (TRANSCRIBER)		
Yandiswa Lugebu	YL	CoCT

EXTERNAL ATTENDEES *refer to* ***ANNEXURE A***

	Key Points of Discussion
1.	**Opening and Welcome** Ms. Nokukhanya Matha welcomed all attendees and confirmed that the clarification and noted the meeting is scheduled for an hour and a half. The meeting's purpose was to provide clarification on the tender document for the benefit of all potential bidders. **Introduction:** The Chairperson clarified that the meeting is not compulsory but strongly recommended for prospective bidders and it is solely for clarification purposes and not a negotiation session. The tender is intended exclusively for use within the Urban Waste Management Directorate and will not apply to other directorates. She advised that questions not addressed during the meeting could be submitted via the designated SCM email address and would be responded to before the tender closing date.
2.	**Tender Administration** • Tender document was displayed and confirmed was advertised on 28 August 2026. • Closing Date: 29 September 2026 **at 10:00 AM.** Late submissions will not be accepted under any circumstances. • Submission Box: Ensure tenders are submitted in the correct tender box as indicated in the tender document (203) ***Communication Protocol:*** • All queries and correspondence must be directed through Supply Chain Management via the official email indicated in the tender document. Email: SCM.tenders30@capetown.gov.za • No direct communication with operational officials will be entertained.
3.	**Procurement Procedure: The chairperson explained that:** • CCT intends to appoint three (3) tenderers (the highest ranked tenderer ("the winner") and in addition two "alternative tenderers") for the allocation of work. • If there are insufficient responsive bids, the CCT may appoint fewer tenderers or none. • Orders will first be offered to the highest-ranked tenderer. If the winner refuses the order, it will be offered the next highest-ranked alternative tenderer. Orders remain subject to operational requirements. • The CCT may allocate work to an Alternative Tenderer if the Main Tenderer: o Refuses an instruction; o Cannot respond within the required time; o Lacks operational capacity; o Repeatedly fails to meet contractual obligations; o Does not maintain required accreditation, registrations or licenses; or o Is unable to ensure continuity of service delivery. • Use of an Alternative Tenderer will not entitle the Main Tenderer to compensation or loss of profit. • The alternative contractor will be used if the main contractor cannot provide the service within 24 hours of receiving the official purchase order. • If insufficient responsive and acceptable tenders are received, the CCT may appoint fewer tenderers or make no appointment. • The contract period will be 36 months from the commencement date. **Compliance Channels and Process of Suppliers** • It was highlighted that all objections, complaints, queries, and disputes must be submitted in accordance with the prescribed processes outlined in the tender document.

	• It was explained that tenderers must be registered on both the City of Cape Town (CCT) Supplier Database and the National Treasury Central Supplier Database (CSD). • Tenderers must comply upon written request, failing which no orders will be issued, and no payments will be processed. This requirement applies to all Joint Venture partners. • It was further noted that the tender document outlines the registration process.
4	**Compliance with CCT SCM Policy and Procedures: Chairperson clarified that:** • Only compliant tenders will be declared responsive. • Tenderers must submit all required forms and certificates, including: • Details of Tenderer; • Authority for Partnership/Joint Venture/Consortium, where applicable; • Relevant partnership or joint venture agreement, where applicable; • Declaration of Interest – State Employees; • Conflict of Interest and Past SCM Practices Declaration; and • Certificate of Independent Bid Determination. • Tenderers must have no SCM restrictions, and their SARS tax matters must be in order. • Tenderers must not have any conflict of interest or unfair advantage. • The required authorisation for deduction of amounts owed to the CCT must be submitted. • Tenderers must not have been found guilty of contravening the Competition Act 89 of 1998, as amended. • Tenderers must also comply with the other requirements listed in the CCT SCM Policy **Evidence of Tax Compliance** • Tenderers must be SARS-registered and tax compliant. • A valid Tax Compliance Status (TCS) PIN must be provided and recorded on the Details of Tenderer page. • Each Consortium/Joint Venture member must submit a separate TCS PIN. • The CCT may verify tax compliance before awarding the contract. • Non-compliant bidders will have 7 working days to provide SARS proof of arrangements to settle outstanding tax obligations. • Failure to provide proof may result in the bid being rejected. • Foreign suppliers who answered "NO" to all applicable questions are not required to register with SARS for tax compliance status.

5	**Technical/Product Specification Schedule and Ownership**
	• Tenderers must comply with the specifications of **Schedule F.13A-Product Verification Sheet** must be completed in full.
	• Tenderers must comply with the specifications of **Schedule F.13B -Applicable Options for Dual Cabin Mobile Toilets** must be completed in full.
	• Submission of the product verification and applicable option sheet is mandatory for responsiveness.
	• Tenderers must provide the information on: **Schedule F.13C** to clarify the following:
	• **Owned mobile toilet units:** Proof of ownership must be submitted. Only NaTIS registration certificates or license disc documentation in the tenderer's name will be accepted.
	  o Information required:
	  o Age of units;
	  o Year of registration; and
	  o Quantity.
	• **Hired/leased units**: A draft lease agreement, signed by the lessee and lessor, must be submitted. The lease must state:
	  o Year of registration;

	○ Quantity of units; ○ Lease duration; and ○ Registration numbers. • **Units requiring procurement**: The City requires finance pre-approval from an Authorised Financial Service Provider for all quotations. • Pre-approval from an unauthorised provider will be disregarded. • The approval determines how many units the tenderer can afford to purchase and must cover the purchase cost. • If the tenderer cannot purchase all required units, allocation will be limited to item(s) based on the tenderer's available financial resources and affordability.
6	**Preference Points and Other Tender Schedules** • The tender falls under the 80/20 preference point system. • The three specific goals discussed are promotion of micro and small enterprises (8 points), enterprise supply development and socio-economic development (6 points), and skills development or employee share scheme (6 points). • Bidders must complete the relevant preference point declaration schedules and provide the required supporting information. • The tender document also contains standard schedules relating to joint ventures/consortiums, declarations, municipal account matters, deviations and qualifications, additional documents, and appeals. ***Price Schedule and Pricing*** Chairperson clarified that tender has two items: Supply and delivery of dual cabin mobile toilet units and Service charge for servicing the mobile toilet units. • Item 1 – Supply and Delivery: ○ The rate is quoted per unit. ○ The tenderer must provide a monthly rate per dual cabin unit. ○ Invoicing will be done monthly, based on a 30-day period, rather than daily or weekly. • Item 2 – Service Charge: ○ The rate is quoted per service. ○ A minimum of one service per week is required. ○ This equates to a minimum of four services per month. ○ The monthly cost will therefore be based on the per-service rate ×four services. ○ Additional servicing may be required where necessary, at the discretion of the relevant City of Cape Town official. ○ The quoted rate is therefore based on the minimum service requirement. ○ Annual discharge permit costs and Disposal of waste at the Borcherds Quarry Wastewater Treatment Works (BQWWTW). ○ The rate per kilometre must be in accordance with the gazette South African Revenue Service (SARS) travel rate applicable at the bid or tender closure.
7	**Specifications** • All units must have dual cabins, with a minimum of 15 units, or more as required. • Each cabin must include a full-flush toilet, hand-wash basin, toilet roll holder, soap dispenser, female sanitary bin, and functional towing and indicator equipment. • Tank capacity must be 100–200 litres for fresh water and 300–500 litres for waste.

	• Each unit must be serviced at least once a week, with monitoring checklists maintained. • Units will be stored at locations where they will be serviced. • The CCT representative must be allowed to drive a unit to the facility confirmed by the Service Provider when servicing is required. ***Replacement*** • Faulty or non-functional units must be replaced on the same day they are reported. • If reported after the day's shift, the replacement must be delivered by 07h30 the following morning. • Failure to replace the unit within the required timeframe will result in penalties. • Expired unit licenses must be renewed within a reasonable timeframe after notification by a CCT official. ***Delivery and Collection*** • Units must be supplied, delivered and serviced at designated Cleansing Depots. • Delivery must be within 24 hours of the official purchase order. • The purchase order will specify the delivery address and responsible CCT representative. • A 10% penalty of the purchase order value applies for each week of non-compliance. • The Service Provider is not responsible for transporting units to staff. • CCT staff will transport and return the units using an appropriate vehicle. • Travel within the Cape Town metropolitan area will be reimbursed at the SARS rate. • Monthly claims must cover delivery, collection and servicing. • A kilometre schedule must accompany each invoice and be verified by the CCT representative. • Units will be returned to the contractor when the contract expires or is terminated.
8	**Performance Security** • Not Applicable **Warranty** • All goods or services supplied/rendered have a six-month warranty from the date of delivery. **Payment:** • Will be made once a valid purchase order is issued. • CCT will follow its standard payment turnaround times for invoices. • Payment is only for goods actually delivered according to the specifications. **Penalties:** • If the contractor fails to supply the required goods or services may result in penalties deducted from amounts payable, for each day of delay. • Late delivery: 10% of the purchase order value, plus 5% for each week of non-compliance. • Failure to service units: 10% of the purchase order value, plus 5% for each week of non-compliance. • Additional Preference Schedule financial penalties may apply for breaches affecting preference points
9	**Questions and Answers** ***Question*** **If the Supplier intends to manufacture the mobile toilet units, how should the Supplier categorise and provide the required information under Schedule F.13C?**

	Response In such circumstances, as the mobile toilet units will not yet have been manufactured and may therefore not be available at the time of tender submission, the Tenderer is required to select Option B and provide a valid lease agreement for the interim provision of the mobile toilet units while the units are being manufactured.
10	**Meeting Closure: The meeting adjourned at 12:30** The Chairperson closed the meeting and assured attendees that the minutes would be circulated via SCM notices. This will be well in advance of the bid submission closure date of 29 September 2026. Any further queries from tenderers should be directed via the correspondence e-mail indicated within the tender document: SCM.tenders30@capetown.gov.za