



07 April 2025

NOTICE TO TENDERERS NO: 1
(Pages: 2 excluding attachments)

TENDER NO: 204G/2024/25

DESCRIPTION: THE PROVISION OF CHEMICALS AND CONSUMABLES FOR THE ANALYSIS OF BIOLOGICAL POLLUTANTS IN VARIOUS WATER TYPES IN THE CITY OF CAPE TOWN.

ORIGINAL CLOSING DATE: 22 April 2025

BOX NUMBER: 198

Dear Sir/Madam

Your attention is specifically drawn to the following and attachments in respect to the above tender:

1) Replacements pages as detailed in the table below issued as ADDENDUM NO 1:

Tenderers are to replace noted page with the attached replacement page:

CHANGE REF NO	DESCRIPTION OF CHANGE	CURRENT PAGES	REPLACEMENT PAGES
1.	<u>C2.2 Acceptance (To Be Completed by the CCT)</u> The tender documents must be amended by the insertion of the following replacement and/or additional page: Form of offer replace page 24 with page 24R:	24	24R

This Notice to Tenderers in terms of C5.1 of the Tender Data, forms an integral part of the Contract and is an addendum which must be recorded in **Schedule F.12: Record of Addenda to Tender Documents** and bound within the 'Returnable Schedules'

2) Your attention is specifically drawn to the following supplementary information for clarification:

1. This is a 3 year tender to replace tender 113G
2. Tender closes as exactly 10h00 on 22 April 2025 box number 198. No late submissions will be accepted.
3. Tender fee is only applicable if the tender office must print the tender document for a supplier.
4. All emailed queries and questions must be emailed to the SCM email address on the tender document. Send all questions at the latest 7 working days prior to the closing in order for the answers to be sent as notice to tenderers before the closing date.
5. City will appoint a main tenderer/highest ranked tender and an alternate tender per group of items.
6. Only if the main tenderer cannot provide the product will the PO be raised for the alternate tenderer. The purchase orders raised after the tender is active and only if the tender refuses or cannot do the work OR cannot provide the product then the alternate tender will be issued a purchase order. So we'll always use the winner first.

7. Tenderer must be a registered vendor on the CSD database as well as on the City of Cape Town's vendor database.
8. Eligibility criteria: Tenders are obligated to submit a tender offer that complies in all aspects to the conditions and state out in the standard document and the conditions obtained, so you have to do all the returnable schedules you have to follow the pricing instructions and meets the specifications. Please complete all the returnable schedules.
9. Qualification criteria: In addition to the above, the tenderer is required to demonstrate compliance with the full extent of the technical specifications in order to be evaluated for compliance with the technical specific in order to be evaluated, the tender must submit technical data sheets and brochures and attach it to schedule F 13. Cannot just attached a screenshot from the internet. A copy of the Certificates of Analysis is also required where applicable. Samples also needs to be submitted where requested.
10. Do not make any changes to the document i.e add lines or columns. It will not be considered.
11. 80/20 tender. 80% for price and 20% for Preference Points. Provide the supporting documents for preference point allocation for what is claimed.
12. When Manufacturer's Price List variation is chosen as a mechanism then Tenderer will need to provide information on how the "new" price is calculated when applying for adjustment therefore the supplier price list must be provided
13. Return all the pages of the document. Do not leave out pages.
14. If a tender has separate offices completing parts of the pricing schedule, one document in one submission must be handed in. one company as one legal entity must submit in one envelope or file.
15. Pricing schedule: Items is grouped. When quoting for a group then all the items in the group must be completed/priced or tenderer will be deemed non-responsive.
16. 30 groups in total
17. Prices submitted must be provided excluding VAT in Rands. Include expenses such as delivery fees.
18. If there is a no offer on an item then mark that item as "no-rate" or "Nil rate".
19. No bulk orders can be done for items that has short expiry dates.
20. Penalties of 0.1% of total purchase order value will be applied for late delivery unless supplier communicates delays timeously. In such cases the penalty will be reconsidered.
21. Tender's must take note of Schedule F1 and the CPA table and specify mechanism to be used for price adjustment per items quoted on. Choose CPI index, Rate of Exchange or Manufacturer's Price List per item.
22. CPI is only valid the 13th month of your contract. ROE can be claimed when applicable. For MPL the supplier price must be declared.
23. A tenderer can choose different mechanisms for CPA. Indicate it on a table.
24. Mark the returnable schedules as Not Applicable if it does not apply to you.
25. Procurement above R10mil must be declared by companies but not closed corporations.
26. Schedule F4 for preference point: complete the table on page 106 for points claimed and attached evidence. If you do not claim points then BEC cannot add points. BEC will only verify what was filled in.
27. Schedule F10: complete it for any deviations. For instance if we request a unit size of 500g but you only supply it in a 250g then this can be listed as a deviation. Also indicate on the pricing schedule. Add additional page of the one page for deviations is not enough
28. Schedule F12 must be completed if the tenderer received any addenda's to the tender as a notice to tenderer.

Questions and answers:

1. Question: Can a tenderer mark in the pricing schedule if lead times cannot be met?
Answer: Yes. Please mark it in the pricing schedule. Suppliers must keep enough stock in order to deliver on a PO and not influence the lab operations by not being able to deliver.
2. Question: what must the shelf life be of items upon delivery?
Answer: 80% of shelf life upon delivery

Yours Faithfully,

p.p. *SCM.Tender7*

For Director: Supply Chain Management

ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO 204G/2024/25

Signature: **Date:**

Name of Signatory:

Legal and full name of tendering entity:

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