



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FINANCE
SUPPLY CHAIN MANAGEMENT

Sinethemba Mpata
SCM Practitioner

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NOTICE TO TENDERERS NO: 1

19 January 2026

TENDER NUMBER: 115C/2025/26

DESCRIPTION: TERM TENDER FOR PROVISION OF PROFESSIONAL SERVICES: QUALITY ASSURANCE INSPECTION OF ELECTRICAL CABLES, SWITCHGEAR (HV & MV), ANCILLARY EQUIPMENT, DISTRIBUTION AND POWER TRANSFORMERS, REACTORS AND DESIGN REVIEW OF POWER TRANSFORMERS AND REACTORS

CLOSING DATE OF TENDER: 2026/02/09

BOX NUMBER: 201

1. TENDER CLARIFICATION MEETING

2.DISCUSSION POINTS

2.1 The clarification meeting was not a compulsory meeting. Furthermore, it was an opportunity to emphasize certain key aspects of the tender and clarify areas of uncertainty. It was not a comprehensive discussion of the tender document.

2.2 Unless formal notice is issued by the CCT, the tender document is to be viewed as correct. Anything stated at the clarification meeting that could alter the tender document is therefore not enforced unless it is contained in a formal notice to tenderers.

2.3 The CCT intends to evaluate and award each tender Item separately.

2.4 Tenderers may tender for any one item, or any combination of items, being:

- Item 1: Quality Assurance Inspection of Electrical Cable
- Item 2: Quality Assurance Inspection of High Voltage Switchgear
- Item 3: Quality Assurance Inspection of Medium Voltage Switchgear
- Item 4: Quality Assurance Inspection of Ancillary Equipment
- Item 5: Quality Assurance Inspection of Distribution Transformers
- Item 6: Quality Assurance Inspection of Power Transformers and Reactors
- Item 7: Design Review of Power Transformers and Reactors

2.5 The tender is a rates-based tender and thus tenderers are required to enter a rate next to each item/ sub-item. If a nil rate (i.e. "nil" or "0.00") is entered against an item, it will be considered that there is no charge for that particular sub-item.

2.6 The contract period shall not exceed 3 financial years (36 months) from the commencement date.

2.7 The tender must be completed in non-erasable black ink, by hand. Supporting documentation may be attached, but the original schedules must still be fully completed. Digital versions of the document may be requested via email to SCM.Tenders12@capetown.gov.za , however proof of payment of the tender fee must be attached.

2.8. Only the Activity Schedule (Pricing schedule) may be completed electronically. If the tenderer wishes to complete these documents electronically, the electronic copy must be an EXACT replica of the tender document.

2.9 Eligibility criteria as described in clause C.2.1 are essential. CVs are to be submitted with tender submissions and should clearly demonstrate that the personnel meet the requirements.

2.10 The Key personnel as described in clause C.2.1.4.2 is an Eligibility / Responsiveness Criteria and tenderers must have these staff in its permanent employment or have a signed undertaking from a sub-consultant at the close of tender. Tenderers are to complete Schedule 12 and append the CVs of all key personnel (including sub-consultants).

2.11 With regards to scoring of quality / functionality: Functionality Criterion 1 and 2 are directly related to Expertise and Experience of the nominated Lead QA Inspector - Tenderers to Note; Projects undertaken by the company as a whole or persons other than the nominated lead quality assurance inspector will not be considered.

2.12 The tenderer must provide a valid Professional Indemnity (PI) insurance cover of not less than R5 000 000.00 in respect of each and every claim during the period of insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the Tenderer is eligible for the prescribed professional indemnity insurance must be submitted with the tender.

2.13 Tenderers must meet the minimum functionality threshold. This includes meeting minimum inspection/project numbers, demonstrated years of experience and a minimum total score of 9 out of 15. Failure to meet these thresholds will result in the tender being deemed non-responsive.

2.14 To qualify for preference points documentary proof must be submitted in the form of valid certificates, sworn affidavits, or other statutory documentation. This must comply with the B-BBEE Act and related legislation. Schedule 24 Preference Points Schedule must be completed for the relevant preference claim.

2.15 In the Activity Schedule a rate, sum, or percentage must be entered for each sub-item. A nil or zero rate will be interpreted as no charge for that item. All tendered rates are final and binding for the full contract duration. Pages of the Activity Schedule may not be removed. If pricing is completed electronically, an exact replica of the Activity Schedule must be used with identical item numbering.

2.16 Each tender item consists of normal services, quality assurance inspections and recoverable expenses such as printing and copying. For normal services, tenderers must only enter rates for the resource categories actually performing the work, particularly for evaluation of type test certificates, QA plans and final reporting to the client.

2.17 The tendered rate for travelling (flights, accommodation and car hire) shall be a percentage mark-up on the actual costs. Thus, tenderers only have to indicate the % mark-up in the Activity schedule. Reimburse for travel shall be actual cost PLUS the percentage mark-up.

2.18 Where the tenderer's local office is in the same province as the OEM, tenderer's should only complete the relevant pricing items for "By Road Travel Only" in the Activity Schedule. Where the local office is not in the same province as the OEM, "By Air Travel Only" shall be completed in the Activity Schedule.

2.19 Based on previous submissions, the following critical compliance points were highlighted to tenderers:

- Schedule 12 for Key Personnel must correctly reflect the number of inspections and projects per individual.
- Roles and responsibilities must be clearly detailed in Schedule 12 for each key personnel. Examples are provided in the schedule.
- CVs must include project-specific experience, not only career history Summaries

2.20 Only one question was posed by potential tenderers:

Can the tender document be submitted electronically?

Bidders/ tenderers were advised that electronic submissions of tender documents will not be accepted. Bidders/ tenderers who is based outside of Cape Town, should make provision (at their own expense) for tender documents to be delivered to the tender box via courier service or other alternatives.

Yours faithfully,

For: Director: Supply Chain Management

Acknowledgement of Receipt of Notice 1 for and on Behalf of the Tenderer

TENDERER:

SIGNED ON BEHALF OF TENDERER:

DATE:.....