

Tender 275S/2025/26S –
Provision of Services: Development of Newsletters and Publications
Non-Compulsory Briefing Meeting
Monday 22 June 2026

Proceedings

Geoff Howard started the meeting at 10:02 on 22 June 2026

He gave an overview of the tender and stated that the contract period is from 1 July 2027 until 30 June 2030

The closing date is 16 July at 10:00 and late or incomplete submissions will not be accepted.

All post-meeting queries must be submitted to SCM.tenders21@capetown.gov.za and there should not be direct contact with officials.

The tender consists out of four categories:

1. **Publications (Flagship and Ad hoc)**
2. **Newsletters (staff and public)**

Bidders must bid on all to be successful. A primary supplier and backup supplier will be appointed.

Publications: Flagship and ad hoc publications - Flagship ones are regular whilst ad hoc come purely on demand (up to 28 per annum).

Newsletters:

Staff newsletter: six editions per year with one having a tent calendar

Public newsletter: four editions per year

Mandatory Conditions

Submissions should be done on time (before 10:00 on closing date) and all required forms, pricing schedules, and declarations should be completed. All required physical samples should be provided and bidders should ensure that they are clearly labelled.

Samples must be delivered separately to the Production Unit, Communication Department, Civic Centre, 3rd floor and not submitted with the tender document.

Functionality (Technical Assessment)

- Minimum score: **91/130**

Price and preference

- 80% Price
- 20% Preferential (BBBEE-linked criteria)

Outcome

- Highest-ranked bidder = appointed supplier
- Second-ranked bidder = backup supplier

Preferential criteria (Up to 20 Points)

Points are allocated based on:

- Small/medium enterprise status (turnover thresholds)
- Enterprise/socio-economic development contributions
- Skills development or employee share schemes

Important:

- Points must be claimed and supported with evidence
- Unclaimed or unsupported points = no allocation

Pricing requirements

- Pricing must be completed in full
- Includes:
 - Year 1, Year 2, Year 3 rates
 - Incomplete pricing schedules will result in automatic disqualification.

Compliance and eligibility

Bidders must:

- Register on:
 - City supplier database
 - National Treasury database (registration can follow submission)
- Be in good standing with:
 - SARS (tax compliant)
 - City of Cape Town (no outstanding debt)
- Complete all declarations, including:
 - Conflict of interest
 - Independent tender determination
 - Municipal account declarations (if applicable)

Contract Conditions (Key Points)

- No advance payments; payment only after work completion
- 30-day payment cycle
- Insurance (R1 million) required at contract start
- Performance will be monitored; non-performance may lead to termination

Post-Submission Process

- Bids are evaluated and ranked
- Reviewed by Bid Adjudication Committee
- Approved by City Manager
- Results issued to all bidders
- **21-day appeal period** for disputes

Questions:

Jane Smit asked regarding the role of the Data Analyst - clarity was asked on what was expected from this function. **Response:** Role will be to analyse and interpret data provided and to redesign it into charts and graphs more appropriate to the publication's target audience.

Nival Maharaj wanted to know if four was the minimum or maximum number of samples required. **Response:** Bidders will be scored on the number of samples submitted and the first four samples will be scored.

Keron Basson indicated he had emailed the query address and had not received a response and also wanted to know regarding the budget or the threshold of the tender. **Response:** The matter will be raised directly with the SCM practitioner, and she be requested to respond as a matter of urgency. Geoff confirmed that budget will be confirmed before commencing a project and each department is responsible for the cost of their publication. The newsletters are the only publications the Communication Department has control over.

There were no more questions from prospective bidders and Geoff Howard ended the meeting at 11:05.