



Meeting		Non-compulsory Clarification Meeting: Tender 299G/2024/2025	
Meeting Date & Time		20.06.2025	Meeting Location MS Teams
Start Time		10H00	
MINUTES OF NON-COMPULSORY CLARIFICATION MEETING			
1.	WELCOME AND INTRODUCTION		
1.1	RC opened the meeting and welcomed all attendees. An introduction of the City of Cape Town officials was done.		
2.	NON-COMPULSORY CLARIFICATION MEETING PRESENTATION		
2.1	AB presented an overview of the tender document, with emphasis on the following key points: - Tender Closing Date: 08 July 2025 - Closing Time: 10h00 - Tender Box Number: 218 - Enquiries: All questions must be submitted to the email address provided in the tender document (Finance.Tenders@capetown.gov.za) no later than 7 days before the closing date. The following in the tender document were highlighted: - Duration of tender - Method of Award - General Tender conditions - Mandatory Requirements (Technical Compliance) - Functionality - Brief overview of the Pricing Schedule - Pricing Instructions - Specifications - Tender Schedules - Overview of the Special Conditions of Contract - CPA Methodologies available/applicable to this tender		
3.	TENDERER QUESTIONS / CLARIFICATIONS		
3.1	Q: Is it correct that if a tenderer does not achieve the minimum for functionality score, which is 60%, its bid document will not be further evaluated? A: That is correct. In order for a bidders document to be further evaluated, a minimum of 60 out of 100 points needs to be achieved.		
3.2	Q: Can a supplier obtain letters from the City of Cape Town? A: Consult with the relevant Contract Manager to assist with obtaining the information.		
3.3	Q: Does each letter have to be linked to a contract, and must each Performance letter be referred back to contract? A: Yes.		
3.4	Q: Can a bidder only offer certain items, or must it be for all items? A: It is a per item award methodology, therefore, the bidder can submit an offer only for the items it wishes to submit a bid for.		
4	Closing		
	With no further questions, RC thanked all attendees and formally closed the meeting.		